

ADMINISTRATIVE SCHEME
for
EDINBURGH DIOCESAN SYNOD
(As approved by Synod 7 March 2015,
and amended 3 November 2016)

I. CONSTITUTION and AUTHORITY

1. The Edinburgh Diocesan Synod shall have the functions, powers and duties given to it expressly or by implication from time to time in terms of Canon 50 and other relevant Canons of the Code of Canons of the Scottish Episcopal Church and of the Constitution of the General Synod of the said Church. It shall have the power to establish and alter its own rules of procedure or order in so far as these are not inconsistent with the relevant and applicable canonical provision.
2. The Diocese shall form part of the Scottish Episcopal Church and the Clergy and all Members and Officials shall be subject to the Canons of that Church in force from time to time. References herein to numbered Canons are to the said Code of Canons.
3. The Diocese shall conform to the resolutions of the General Synod or such other body as may at any time be substituted by canonical enactment.
4. The Diocese is established for exclusively charitable purposes, primarily for the advancement of religion and to provide public benefit. (The expression “charitable purposes” shall mean a charitable purpose as defined in section 7 of the Charities and Trustee Investment (Scotland) Act 2005, as amended from time to time (“the 2005 Act”) which is also regarded as a charitable purpose in relation to the application of the Taxes Acts from time to time in force.)

II. MEMBERSHIP

The following, in accordance with Canon 50, shall be members of the Edinburgh Diocesan Synod:–

1. The Bishop of the Diocese.
2. All Instituted Incumbents and all Clergy in the Diocese licensed or commissioned to a specific sphere of duty.
3. One Lay Representative (whom failing the Alternate Lay Representative) from each Congregation in the Diocese appointed by such Congregation (Canon 63).
4. The Diocesan Lay Representatives and Lay Alternates appointed by the Diocesan Synod to membership of the General Synod in accordance with the rules of the General Synod governing election of Diocesan Representatives (Canon 52, Sections 5 & 7).
5. All other persons resident within the boundaries of the Diocese of Edinburgh who are members of the General Synod (Canon 52, Section 5).
6. The Diocesan Chancellor, Registrar, Secretary and Treasurer (Canon 61).

7. The following persons as additional members who by virtue of Canon 50, Section 3 are not entitled to vote:–
 - (a) those members of the laity currently licensed by the Bishop to exercise a specific sphere of duty relating to the work of the Scottish Episcopal Church within the Diocese as certified by the Bishop to the Diocesan Secretary. It is the duty of the Bishop to advise the Diocesan Secretary of those holding a current licence in this regard;
 - (b) Convenors of the Principal Diocesan Committees who are not already members of the Diocesan Synod;
 - (c) Convenors of Area Councils within the Diocese who are not already members of the Diocesan Synod; and
 - (d) Such persons not exceeding five in number as may be elected extra members of the Diocesan Synod by that Synod, such persons being adult communicants of the Scottish Episcopal Church. Such extra members shall be elected for a period of 4 years and may only be re-elected in that capacity for one further period of 4 years.

III. AREA COUNCILS

1. The Diocese shall be divided into Areas. The number of Areas and the Congregations in each Area shall be as from time to time determined by the Diocesan Synod, the present determination being as specified in Appendix A.
2.
 - (a) Each Area Council shall consist of one Clerical Representative and the Lay Representative and one other lay person (such person being an adult communicant of the Scottish Episcopal Church) from each Congregation in the Area, and, where not already members, all members of the General Synod residing within the Congregations in the Area. Where a Congregation has more than one Cleric, it shall elect its Clerical Representative at its Annual General Meeting, together with an Alternate Clerical Representative. In the absence of the Clerical or Lay Representatives concerned, Alternates, Clerical or Lay, may attend any meetings of the Area Councils in place of their principals.
 - (b) Area Councils may co-opt additional voting members from Congregations in the Area (being adult communicants of the Scottish Episcopal Church) up to a number not exceeding half the number of Congregations in the Area.
 - (c) Area Councils may invite individuals or groups to attend any meetings and to take part in discussions, but those so invited shall have no power to vote.
3. The duties of Area Councils shall be:
 - (a) to further the work of the Church in the Area – in worship, in mission, in education and in service;
 - (b) to be a channel of communication between the Congregations and the Diocesan Synod and between the Synod and the Congregations;
 - (c) to nominate for election from their own Membership one Clerical Representative and one Lay Representative to serve on the General Synod of the Scottish Episcopal Church, such elections to be carried out in accordance with the Rules of the General Synod governing the election of Representatives;

- (d) to consider the reallocation of quota to Congregations in their Area and agree a share of any Area Council expenses; and
 - (e) to keep the Diocesan Synod and its Committees informed concerning Congregational finances in their Area.
4. Each Area Council shall elect annually from its number a Convener, a Vice-Convener and an Administrator who shall be responsible for all aspects of its administration and a Treasurer who shall be responsible for the financial administration as may be necessary in the Area. No person shall hold any of these offices for more than three consecutive years. Any two offices may be held in plurality.

IV. COMMITTEES of the DIOCESAN SYNOD

A. APPOINTMENTS TO COMMITTEES

1. All appointments to Diocesan Committees shall be made on the following basis:
 - (a) All Synod elections will be for 4 years, renewable for a further 4 years, with no further renewals except at the request of the Standing Committee.
 - (b) Election of members need not be restricted to Synod members.
 - (c) The membership of the committees should provide the skills required and also cover the main geographical areas of the Diocese.
2. The representatives appointed by the Diocese to serve on the Provincial Boards and sub-committees will:
 - i. submit regular reports of meetings to the corresponding Diocesan Committees or sub-committees; and
 - ii. receive Agendas and Minutes of meetings of the Diocesan Committees or sub-committees; and attend meetings of the Diocesan Committees or sub-committees when appropriate.
3. There shall be the following Committees of the Diocesan Synod (which is shown in the diagram in Appendix B).

B. STANDING COMMITTEE

1. For the purposes of the 2005 Act, the members of the Standing Committee are the Charity Trustees.
2. The remit of the Standing Committee shall be:
 - (a) to be the Executive Committee of the Diocesan Synod and to act in the name and for the Synod between meetings of the Synod;
 - (b) to review on a regular basis all arrangements within its responsibility for risk management and internal financial control, to ensure that the Diocese operates effectively and responsibly;
 - (c) to be responsible within the Diocese for the operation of all Committees of the Diocesan Synod and the communications between them;
 - (d) to ensure that items of business remitted by the General Synod, its Boards or Committees, are dealt with appropriately within the Diocesan structures;

- (e) to act with the Bishop as a Committee of Appeal in hearing objections from Congregations or bodies within the Diocese to decisions taken by the Diocesan Committees;
 - (f) to appoint sub-committees or ad hoc committees, as it sees fit, with continuing or specific remits to deal with such matters as the Standing Committee feels necessary; and
 - (g) to consider items of business relating to the Church raised by Congregations or Area Councils within the Diocese and where necessary, ensure that such items are again raised at the appropriate Provincial Board or Diocesan Committee.
3. Membership of the Standing Committee shall comprise the following:–
- (a) The Bishop who shall convene the Committee.
 - (b) A Vice Convenor who shall be a Lay person to be appointed by the Standing Committee from its membership.
 - (c) Two clerical and two lay members to be appointed by the Diocesan Synod.
 - (d) The Dean, Registrar, Diocesan Secretary, Diocesan Treasurer and the Convenors of the Mission & Ministry and Finance & Management Committees.
 - (e) The Standing Committee shall have a power to co-opt up to three additional members. Such appointments will be subject to Section IV.A.1 (a).
4. In the event of vacancies occurring in the elected membership of the Standing Committee or any other Committees appointed by the Diocesan Synod between meetings of the Diocesan Synod, the Standing Committee shall have power to fill them ad interim by appointment of suitably qualified members of the Diocesan Synod.
5. There shall be quorum of the Committee of five, of which at least two will require to be elected members.
6. The agenda for the Standing Committee shall be sent to Area Council Administrators immediately prior to Standing Committee meetings and likewise the minutes as soon as practical thereafter. Area Councils shall have the right to place an item on the agenda of the Standing Committee and shall have a right to attend the Standing Committee to speak to such items where necessary.
7. The Standing Committee may delegate its own powers on any specific matters to sub-committees as may be appropriate.
- C. THE MISSION AND MINISTRY COMMITTEE
- 1. There shall be a Mission and Ministry Committee which shall be a pendant committee of the Standing Committee.
 - 2. The Remit of the Mission and Ministry Committee shall be:
 - (a) the development of mission in the Diocese, including Continuing Congregational Development and Local Collaborative Ministry;
 - (b) training for ministry and the theological education of adults within the Diocese;
 - (c) ethical questions including issues of social responsibility;
 - (d) international and the opportunities for sharing mission and ministry world-wide;
 - (e) education – work with Children and Youth; and

- (f) stewardship
- 3. Membership of the Mission and Ministry Committee shall comprise:–
 - (a) A Convenor to be elected by the Diocesan Synod.
 - (b) The Bishop, Dean and the Diocesan Secretary.
 - (c) Three clerical and three lay people appointed by the Diocesan Synod.
 - (d) The Mission and Ministry Committee shall have power to co-opt additional members, in particular to ensure that any representatives on the General Synod Mission and Ministry Board or its pendant Committees are represented.
- 4. The Mission and Ministry Committee shall have the power to establish sub-committees and working groups. Convenors of sub-committees and working groups can attend meetings of the main committee when appropriate (and submit written reports to the committee on a regular basis). The Convenors of the sub-committees are to be nominated by the Committee and confirmed by the Standing Committee. Members of the sub-committees are to be appointed by the Committee.

D. THE FINANCE AND MANAGEMENT COMMITTEE

- 1. There shall be a Finance and Management Committee which shall be a pendant committee of the Standing Committee.
- 2. The remit of the Finance and Management Committee shall be:
 - (a) to manage the finances of the Diocese and its general administration;
 - (b) to determine the amount of Diocesan Quota and allocate individual assessments for payment of Quota to Area Councils or member Congregations;
 - (c) to advise the Standing Committee on the financial standing and viability of the Diocese and its member Congregations; and
 - (d) to liaise with the General Synod through its Administration Board and pendant Committees on all relevant matters.
- 3. Membership of the Finance and Management Committee shall comprise:–
 - (a) A Convenor to be elected by the Diocesan Synod.
 - (b) The Bishop, the Dean, the Diocesan Secretary and the Diocesan Treasurer.
 - (c) A representative of the Provincial Administration Board who is resident within the Diocese.
 - (d) Three clerical and three lay people to be elected by Synod.
 - (e) The Finance and Management Committee shall have power to co-opt additional members, in particular to ensure that any representatives on the General Synod Administration Board or its pendant Committees are represented.

4. The Finance and Management Committee shall have the power to establish sub-committees. Convenors of sub-committees and working groups can attend meetings of the main committee when appropriate (and submit written reports to the committee on a regular basis).The Convenors of the sub-committees are to be nominated by the Committee and confirmed by the Standing Committee. Members of the sub-committees are to be appointed by the Committee.
5. The Finance and Management Committee shall have power to invite persons with special experience to attend its meetings and to speak, but such invited persons shall have no power to vote.

V. APPOINTMENT of OFFICE BEARERS and OFFICIALS

1. The Bishop shall be the Convenor of the Diocesan Synod, the Dean shall be the Vice-Convenor. The Bishop (whom failing, the Dean) shall chair at all meetings of the Synod and, in the event of the absence of both, the meeting shall decide who shall be Convenor.
2. At the Diocesan Synod the following appointments shall be made:–
 - (a) Diocesan Secretary
 - (b) Diocesan Treasurer
 - (c) Diocesan Auditor, being a suitably qualified Accountant.
3. These appointments shall be held for a period of five years and shall be renewable.
4. The Standing Committee shall make recommendations to the Diocesan Synod regarding the filling of the foregoing appointments, but it shall be open to the Diocesan Synod to accept or reject these recommendations. Any proposal, however, by a member of the Diocesan Synod to submit an alternative name for any of the foregoing offices to the appropriate meeting of the Diocesan Synod must be communicated to the Diocesan Secretary by the proposer and seconder at least fourteen days before the meeting of the Diocesan Synod at which the appointment is to be made and must be accompanied by a statement in writing signed by the candidate proposed that he or she is willing to accept office if appointed. On receipt of such a nomination, the Diocesan Secretary will immediately report it to the Bishop, whom failing the Dean.
5. In the event of a vacancy occurring in any of the offices enumerated at 2 (a-c) above between meetings of the Diocesan Synod, the Standing Committee shall have power to make appointment ad interim thereto, but appointments so made shall lapse at the date of the next meeting of the Diocesan Synod.
6. The Diocesan Secretary shall be Secretary of the Diocesan Synod. All other Committees of the Diocesan Synod shall have power to appoint their own Secretary.
7. The Diocesan Secretary and the Diocesan Treasurer shall be responsible to the Standing Committee through the Bishop as Convener.

VI. MEETINGS of DIOCESAN SYNOD, AREA COUNCILS and COMMITTEES

1. The Diocesan Synod shall hold an annual meeting and such other meetings as the Synod or the Standing Committee shall deem necessary and fifty members shall constitute a quorum.

2. On receipt of a requisition signed by fifty members, the Diocesan Secretary shall call a meeting within thirty days to discuss such business as may be specified in the requisition.
3. The Standing Committee shall meet at least three times a year. Area Councils shall meet at least three times a year. Other Committees or Sub-Committees appointed under delegated powers shall meet as required.
4. All meetings of the Diocesan Synod and the Standing Committee shall be called by the Diocesan Secretary. Any meetings of the Area Councils shall be called on the instructions of the Convener. Meetings of other Committees or sub-committees shall be called by the Secretary thereof on the instructions of the Convener.
5. The Diocesan Synod shall be convened in accordance with the provisions of Canon 50, but subject thereto the Convener of the Diocesan Synod shall be free to run the meeting as seems appropriate. The General Synod Rules of Order shall provide a useful guide.

VII. PROPERTY and TRUSTEESHIP

1. All heritable property held in the name of the Diocesan Synod shall be vested in the Bishop, Dean, Chancellor and Registrar of the Diocese, who shall be known as “The Diocesan Property Trustees”. They shall be holding Trustees only and shall incur no personal liability and shall be indemnified in their actions from the Funds of the Diocesan Synod.
2. Moveable property (other than funds in Bank) shall be vested in the Diocesan Property Trustees or in name of the Nominee Company of the General Synod or its successors or in such other manner as the Standing Committee shall direct. With regard to moveable property also, the Diocesan Trustees shall be holding Trustees, shall incur no personal liability and shall be indemnified as indicated previously.
3. Funds in Bank shall stand in name of the Edinburgh Diocesan Synod and Accounts shall be operated as authorised from time to time by the Standing Committee.

VIII. ACCOUNTS

1. The financial year of the Synod shall be from 1 January to 31 December. Accounts shall be made up to 31 December in each year and shall be examined and reported on by the Diocesan Auditor.
2. There shall be maintained such Accounts and Funds as the Diocesan Treasurer shall think fit or as the Standing Committee may direct.
3. The Accounts, together with the report of the Auditor, shall be published annually and presented to a meeting of the Diocesan Synod.
4. The financial year of Congregations shall be as determined from time to time by the General Synod. Agreed accounts, signed on behalf of the Vestry and by the appointed independent examiner or auditor, as appropriate, shall be furnished to the Diocesan Treasurer by Congregational Treasurers within 3 months of the closing date of the accounts.
5. The Diocesan Treasurer shall prepare statements on the Diocesan Accounts quarterly or at such intervals as may be directed by and for the consideration of the Diocesan Finance and Management Committee and shall give such advice and assistance as may be required to

Congregations within the Diocese on matters of finance, fund-raising, insurance and maintenance of property in so far as it may be competent so to do.

IX. DUTIES of SYNOD

1. At the Diocesan Synod meeting held in terms of VI.1, the Synod shall conduct the following business:—
 - (a) Receive the report of the Standing Committee.
 - (b) Receive the Dean's report to the Bishop under terms of Canon 42.
 - (c) Elect office bearers and officials as required in terms of V 2.
 - (d) Appoint a Boundaries Committee under the terms of Canon 38.
 - (e) Appoint a Diocesan Buildings Committee under the terms of Canon 50.9.
 - (f) Elect Diocesan Lay Representatives and Diocesan Clerical Representatives to membership of the General Synod in accordance with the Rules of the General Synod governing election of Diocesan Representatives on all such occasions where vacancies in such membership occur.
 - (g) Elect to membership of the Boards and Committees of the General Synod, all Diocesan Representatives as laid down in the Digest of Resolutions of the General Synod, as and when vacancies in membership of such Boards and Committees shall occur.
 - (h) Receive the list of Statistical Returns as required in terms of Canon 50.
 - (i) Receive a report from the Chapter of the Cathedral on the work of the Cathedral in the life of the Diocese.
 - (j) Elect one member of the Diocesan Synod to serve on the Walker Trust Bursaries Patronage Committee.

X. TRANSACTIONS of BUSINESS

1. The Diocesan Secretary shall be the official correspondent of the Diocesan Synod and of the Standing Committee, shall be the custodian of their books, records, papers and shall keep minutes of their proceedings. Secretaries of other Committees and sub-committees shall keep their papers, act as their correspondent and maintain minutes of their proceedings.
2. The Standing Committee and all other Committees appointed by Standing Committee of Diocesan Synod shall annually submit a written Report to the Diocesan Synod covering their own activities and the activities of their sub-committees during the preceding year.
3. The Diocesan Secretary shall collate all Annual Reports and Accounts of the Diocese and its Committees and ensure that these are despatched to the members of the Diocesan Synod timeously; shall ensure that all relevant information is passed to Provincial Boards and Committees, Area Councils or Congregations as appropriate, with corresponding reciprocal arrangements; and shall give such advice and assistance to Committees, Area Councils and

Congregations as may be required in relation to the general business of the Province and the Diocese.

4. Area Councils and Committees and sub-committees shall make such reports to the Standing Committee or such other Committee by whom a sub-committee has been appointed, on their activities, as the Standing Committee or such other appointing Committee shall from time to time direct and shall report to the Standing Committee all matters which specifically require the approval of that Committee or the approval of the Diocesan Synod.
5. Area Councils shall furnish the Finance and Management Committee with such financial and other information as that Committee may from time to time specify or require.

XI. AMENDMENT of ADMINISTRATIVE SCHEME

1. This Scheme can be amended at any time by simple majority at a meeting of the Diocesan Synod, provided that any proposed amendment must be submitted to the Diocesan Secretary at least thirty days prior to that meeting of the Diocesan Synod at which it is to be considered, and within that time the Standing Committee shall meet and shall submit to the meeting of the Diocesan Synod at which the amendment is to be considered its recommendations as to the approval or otherwise of the amendment.
2. The Standing Committee itself shall also have power to submit to any meeting of the Diocesan Synod a recommendation for amendment of the Scheme.
3. Proposed amendments to the Scheme shall be intimated to members of the Synod at least seven days prior to the Synod meeting.

APPENDIX A
DIOCESE OF EDINBURGH - COMPOSITION OF AREA COUNCILS

1. EDINBURGH SOUTH WEST: St Mungo's, Balerno; St Mary's, Dalmahoy; St Mary's Cathedral, Edinburgh; Emmanuel, Edinburgh; Good Shepherd, Edinburgh; St Martin's, Edinburgh; St Salvador's, Edinburgh; St Thomas', Edinburgh.
2. EDINBURGH EAST: Old St Paul's, Edinburgh; St Barnabas', Edinburgh; St Margaret's, Edinburgh; St Mark's, Edinburgh; St Peter's, Edinburgh; St Columba's, Edinburgh.
3. EDINBURGH SOUTH: Christ Church, Edinburgh; St Cuthbert's, Edinburgh; St Fillan's, Edinburgh; St John's, Edinburgh; St Michael & All Saints, Edinburgh; St James', Penicuik; St Matthew's, Roslin; St Mungo's, West Linton.
4. EDINBURGH FORTH: Holy Cross, Edinburgh; St David's, Edinburgh; St Ninian's, Edinburgh; St Paul's & St George's, Edinburgh; St Philip's & St James', Edinburgh; St Vincent's, Edinburgh; St James', Leith; St Mary's, South Queensferry.
5. WEST FORTH: St Columba's, Bathgate; St Catharine's, Bo'ness; Christ Church, Falkirk; St Mary's, Grangemouth; St Peter's, Linlithgow; Livingston Ecumenical Parish.
6. MID & EAST LOTHIAN: St Mary's, Dalkeith; St Anne's, Dunbar; St Adrian's, Gullane; Holy Trinity, Haddington; St Leonard's, Lasswade; St Peter's Musselburgh; St Baldred's, North Berwick.
7. BORDERS: St Mary & All Souls, Coldstream; Christ Church, Duns; St Ebba's, Eyemouth; St Peter's, Galashiels; St Cuthbert's, Hawick; St Andrew's, Innerleithen; St John's, Jedburgh; St Andrew's, Kelso; Holy Trinity, Melrose; St Peter's, Peebles; St John's, Selkirk.

APPENDIX B
SYNODICAL STRUCTURE

