SCOTTISH EPISCOPAL CHURCH

Digest of Resolutions

2026

Table of Contents

Table of Contents **2**

INTRODUCTION **4**

1. THE GENERAL SYNOD **5**
1.1 Powers of the General Synod 5
1.2 Trustees of the Scottish Episcopal Church 6
1.3 Scottish Episcopal Church Nominees 6
1.4 Charity Trustees 7
1.5 Use of Funds 7
1.6 Powers of Investment 8
1.7 The Unit Trust Pool 8
1.8 National Emergency 9
1.9 Litigation 9
1.10 Rules of Order of Meetings 9

2. THE BOARDS AND COMMITTEES OF THE GENERAL SYNOD **10**
2.1 Membership of Boards and Committees 10
2.2 Standing Committee and Pendant Committees 15
2.3 Administration Board and Pendant Committees 16
2.4 Mission Board and Pendant Committees 17
2.5 Faith and Order Board and Pendant Committees 18
2.6 Board of the Scottish Episcopal Institute and Pendant Committees 19
2.7 Reports of Boards and Committees 20
2.8 Reimbursement of Expenses 20
2.9 Delegation 20
2.10 Indemnity Insurance 20

3. FINANCIAL POLICY **21**
3.1 Financial Year End 21
3.2 Financial Management 21
3.3 Financial Accounting and General Financial Matters 23

4. PROVINCIAL GRANTS & LOANS AVAILABLE **25**
4.1 General 25
4.2 Mission and Ministry Support Grant 25
4.3 Other Personnel Grants 26
4.4 Building Grants Fund 26
4.5 Building Loans Fund 26
4.6 Housing Fund 26
4.7 Supplementary Fund 26
4.8 Other Miscellaneous Funds 27
4.9 Payment 27

5. AUDIT AND CONFIDENTIALITY **28**
5.1 Internal Audit 28
5.2 External Audit 28
5.3 Confidentiality 28

6. CLERGY STIPENDS AND ALLOWANCES **29**
6.1 Level of Standard Stipend 29
6.2 Payment of Clergy 29
6.3 Illness or Disability of Clergy 29
6.4 Housing 32
6.5 Allowances for Stipendiary Clergy 33
6.6 Stipends and Allowances of Curates and Lay Workers 33
6.7 Non-stipendiary Clergy 34
6.8 Clergy Personnel Provision 35
6.9 Expenses of Bishops 35
6.10 Expenses of Deans 35

6.11 Pensions 36
6.12 Maternity, Paternity, Adoption Leave etc 36

7. DIOCESAN SYNODS AND CONGREGATIONS 37
7.1 Powers of Diocesan Synods 37
7.2 Duties of Diocesan Synods and Congregations 38
7.3 Raising to Incumbency Status 39
7.4 Calculation of Local Stipend 40
7.5 Duty of Congregation to Raise Stipend 41
7.6 Failure of Congregation to Meet Stipend, etc 42
7.7 Model Constitution 42
7.8 Expenses of Episcopal Elections 42

8. DEFINITIONS 43

Revised Dates 44

INDEX TO DIGEST OF RESOLUTIONS 45

INTRODUCTION

The legal framework of the Scottish Episcopal Church is set out in the Code of Canons. The General Synod of the Church is established in terms of Canon 52 of the Code of Canons. The membership of the General Synod comprises:-

- the Diocesan Bishops
- the Conveners and members of the Standing Committee, and the Conveners of the Faith & Order Board, the Mission Board, the Administration Board, and the Institute Council (where such Conveners or members are not otherwise members of Synod)
- any person elected to represent the Scottish Episcopal Church on the Anglican Consultative Council
- instituted, licensed or commissioned presbyters or deacons elected severally by the Diocesan Synods of which they are members (resolution currently provides for 62 such members of Synod)
- Lay members elected severally by the Diocesan Synods in which they are resident or otherwise qualified for election (resolution currently provides for 62 such members of Synod).

Canon 52 regulates the operation of the General Synod and Section 22 of that Canon authorises the Synod to pass resolutions, *inter alia,* to provide for the implementation of the Canons, for the regulation of the Synod's own procedure and for the regulation of all matters of property, finance and general administration throughout the Church including provision for the holding of property under trust, the appointment of trustees and the raising and defending of legal proceedings and references to arbitration. The Synod is further permitted to delegate, by resolution, to its Boards and Committees the making of rules within the terms laid down by the resolution.

The provisions contained in this Digest were adopted by resolution passed on 13 June 1997 which replaces all former Digests and repeals all resolutions contained therein. The Digest has been updated as and when amended by subsequent resolutions of the General Synod.

This introduction is not intended to have any legal effect and does not form part of the legal content of this Digest.

1. THE GENERAL SYNOD

1.1 Powers of the General Synod

For the avoidance of doubt, the powers of the General Synod shall include the matters listed below:-

1.1.1 Taking cognisance of and having responsibility for the whole of the financial affairs of the Church and controlling the funds of the Church in its corporate capacity, so far as these may be committed to it, and making provision for the collection and custody of those Funds and for their distribution;

1.1.2 Appointing officials;

1.1.3 Providing itself with accommodation for the transaction of its business;

1.1.4 Raising or defending actions, or taking such other steps as it sees fit, with a view to protecting or enforcing the rights or interests, or supposed rights or interests, of the Church or General Synod, and compromising, compounding or referring to arbitration, or otherwise settling all claims, questions or disputes in which it is concerned and suing or being sued in the name of Trustees, or the Secretary General, or such other persons as the General Synod may appoint;

1.1.5 Meeting the costs of meetings of the General Synod and the expenses of the work of the General Synod;

1.1.6 Meeting the costs of Episcopal Synods and of meetings of the College of Bishops;

1.1.7 Meeting the costs of Ecclesiastical Tribunals and expenses of accusations and trials, other than (in all such cases) the expenses of the parties involved;

1.1.8 Deciding, in its own absolute discretion, on the best means of promoting its work and objects, and the expenditure to be incurred in connection therewith including by way of example only and without limiting the generality hereof, payments to officials of retiring allowances or other extra payments, and provision for publications in the interest of the General Synod, and also in like manner determining how such expenditure should be charged against the different funds under its charge or cognisance;

1.1.9 By itself or otherwise acting as Trustee for funds entrusted to its charge for special purposes and subject to special conditions; and

1.1.10 Generally, and without limitation to any of the foregoing, making such regulations and conducting and managing the affairs entrusted to it in such a way as it sees fit and the Canons allow.

1.2 Trustees of the Scottish Episcopal Church

The funds of the General Synod shall be vested in names of six Trustees, and the survivors of the Trustees and their successors in office, to be appointed from time to time by the General Synod, a majority of the surviving Trustees always being a quorum or in the name of the Scottish Episcopal Church Nominees in trust for behoof of the General Synod. The Trustees act solely as nominees or custodians of the property of the General Synod of the Scottish Episcopal Church and consequently do not have general control and management of the administration of the General Synod of the Scottish Episcopal Church. A Trustee shall be entitled to resign office, by writing directly or through an authorised person to the Secretary General of the General Synod, and the General Synod shall accept the same by recording it in its minutes, which shall be a full and complete discharge to the Trustee so resigning. The General Synod may appoint a new Trustee to succeed a Trustee resigning or dying and shall do so as soon as possible if the number of the remaining Trustees shall be less than five. The General Synod shall have power to remove a Trustee if, in its opinion, and on the report of the Standing Committee, that Trustee ought to be removed. The Trustees shall have power to sell or feu heritable property, and shall also have all the powers possessed now or from time to time by Trustees under statute, and also all the powers which the Court of Session is entitled to confer upon Trustees under the Trusts (Scotland) Act 1921, the Trusts (Scotland) Act 1961 or the Charities and Trustee Investment (Scotland) Act 2005, as amended. All deeds which have been granted, or that may be granted, by them shall be held as granted under the powers aforesaid. The Trustees shall have, in addition and without prejudice to the powers which gratuitous trustees have by statute or common law of Scotland, power:-

1.2.1 To uplift and receive legacies, successions and all estates heritable and moveable, to which the General Synod may be entitled and to grant all necessary deeds and receipts and discharges. The signature of the Secretary General or the Treasurer, or any one of its Trustees, shall be a valid discharge unless otherwise provided in the terms of the bequest.

1.2.2 To grant obligations binding the funds of the General Synod so far as the said funds are held for the general purposes of the General Synod.

1.2.3 To retain any properties and investments at present belonging to or which may be given or bequeathed to the General Synod or any fund of the General Synod.

1.3 Scottish Episcopal Church Nominees

1.3.1 Scottish Episcopal Church Nominees is a nominee company established under the Companies Acts in whose name investments and property may be held. The Company may sue and be sued on behalf of and as representing the General Synod. Investments or property may also be held in some other nominee if the Investment Committee so decides, and it shall be competent, with the approval of the Investment Committee, for any agreement to be entered into with any such nominee in connection with the holding of such investments or property.

1.3.2 The General Synod shall indemnify, free and relieve (i) Scottish Episcopal Church Nominees and (ii) each and every director, secretary and other officer (if any) of Scottish Episcopal Church Nominees, and the General Synod shall accordingly hold harmless Scottish Episcopal Church Nominees and each and every director, secretary and other officer (if any) of Scottish Episcopal Church Nominees, from and against all claims, liabilities, costs and expenses incurred or which may be incurred by Scottish Episcopal Church Nominees or any director, secretary or other officer of Scottish Episcopal Church Nominees in connection with or arising directly or indirectly out of Scottish Episcopal Church Nominees holding or dealing with any investments or property, or any rights, assets, claims or benefits whatsoever and wheresoever situated and whether heritable or moveable, real or personal or corporeal or incorporeal, on behalf of the General Synod and/or incurring or assuming any expenditure, obligation or liability for or on behalf of the General Synod and/or having any transaction, intromission or other dealing, or entering into any contract or commitment or doing or not doing anything for and on behalf of the General Synod.

1.3.3 Scottish Episcopal Church Nominees shall be entitled to accept as the instructions to Scottish Episcopal Church Nominees of the General Synod any instructions given in writing to Scottish Episcopal Church Nominees by any Officer or Trustee for the time being in office of the General Synod or by anyone acting with the authority or ostensible authority of the General Synod (including any Convener of any General Synod Board or Committee) or of any such Trustee.

1.4 Charity Trustees

The members of the Standing Committee of the General Synod of the Scottish Episcopal Church have the general control and management of the administration of the General Synod of the Scottish Episcopal Church and are consequently the Charity Trustees of the General Synod for the purposes of the Charities and Trustee Investment (Scotland) Act 2005.

1.5 Use of Funds

The funds raised under the discretion of the General Synod shall be applied towards promoting all or any of the following objects:-

1.5.1 the payment of clergy stipends;

1.5.2 the support of retired clergy, widows, widowers and orphans of clergy and the support of others as defined under the rules of the Scottish Episcopal Church Pension Fund;

1.5.3 the endowment of bishoprics and charges;

1.5.4 the building and maintenance of churches, church halls, episcopal residences and parsonages;

1.5.5 the education and training of candidates for holy orders including responsibility for the Theological Institute;

1.5.6 the advancement of the Church's educational work amongst children, young people and adults and the promotion of training schemes to equip church members to participate more effectively in the Church's ministry;

1.5.7 home mission work;

1.5.8 overseas mission work;

1.5.9 social responsibility work;

1.5.10 action for world development;

and generally advancement of the Church's Mission.

1.6 Powers of Investment

1.6.1 Without prejudice to the provisions relating to the pooling of investments referred to below, the funds of the General Synod may be invested in the purchase of investments and securities and subject to the terms of any gift or bequest in the investment of lands, buildings or other heritable or real property either in the United Kingdom or overseas. In the event of any property, heritable or moveable, real or personal of whatever nature, being gifted or bequeathed to the General Synod, the same may be accepted and retained unrealised for such time or times as may be deemed advisable, and in the case of shares, whether such shares are or are not fully paid, and in the case of other property whether the same may be burdened or unburdened. In relation to heritable property belonging to General Synod, whether held in feu, under lease, freehold or leasehold, the General Synod may exercise all the powers of management or improvement which could be exercised by an absolute owner holding the property beneficially.

1.6.2 No member of the General Synod or of the Boards or Committees of the General Synod and no trustee shall be personally liable for any loss or depreciation in the value of any investments. All such members and trustees shall be indemnified by the General Synod against any such claims made against them as such members or trustees.

1.7 The Unit Trust Pool

For the purpose of management of the funds of the Church, the General Synod may from time to time establish a Unit Trust Pool or Pools to be administered by the Investment Committee in accordance with rules approved by the Administration Board. Each such Unit Trust Pool shall be held and administered as a common fund for the benefit of the contributing funds. The funds which may be invested in any such Unit Trust Pool shall be restricted to:-

1.7.1 the corporate funds of the General Synod;

1.7.2 the funds of the Scottish Episcopal Church Pension Fund;

1.7.3 the corporate funds of any Diocese of the Church;

1.7.4 the corporate funds of any congregation of the Church;

1.7.5 the funds of any Church Educational Endowment;

1.7.6 provided the terms of the trust so permit, any funds held for the time being by the General Synod or a Diocese or any other person or body upon any trust for objects which are connected with the work of the Scottish Episcopal Church and which are exclusively charitable objects.

Subject to the rules approved as aforesaid, the funds comprised in a Unit Trust Pool shall be invested from time to time at the discretion of the Investment Committee in the purchase of any investment or property of any sort either heritable or moveable, real or personal and whether or not being investments or property authorised by the general law for the investment of trust funds, or upon loan upon the security of any property of any description or without security. Funds which the Investment Committee does not think fit immediately to invest may be deposited in a deposit fund or at any bank. The Investment Committee may from time to time at its discretion transpose or vary the investments comprised in a Unit Trust Pool for or into any other Unit Trust Pool authorised by the Administration Board. The management of investments or funds comprised in any Unit Trust Pool may be delegated by the Investment Committee to any company, firm or person as shall, in the opinion of the Investment Committee, be appropriately qualified by experience or otherwise for such purpose.

1.8 National Emergency

Unless the College of Bishops directs otherwise, in the event of a state of national emergency arising or being declared, the General Synod shall be deemed to have delegated to the Standing Committee during the period of such emergency, all its financial powers and administrative duties, including such as are at present exercised on its behalf by any Board or Committee.

1.9 Litigation

The Trustees may sue and be sued on behalf of and as representing the General Synod. The Secretary General may sue on behalf of the Standing Committee.

1.10 Rules of Order of Meetings

The conduct and procedures of Meetings of the General Synod shall be subject to such Rules of Order as the General Synod shall from time to time adopt.

2. THE BOARDS AND COMMITTEES OF THE GENERAL SYNOD

2.1 Membership of Boards and Committees

2.1.1 Eligibility, Terms of Office, Quorum, etc

(a) Unless otherwise specified, any communicant member of the Church, whether or not a member of the General Synod, is eligible for appointment or election to any Board or Committee and may serve as its Convener. Conveners of Committees are *ex-officiis* members of the parent body. When Committees are appointed by Boards or Committees, the choice of members and Conveners will, unless otherwise specified, be made by the parent Board or Committee, and shall not be limited to members of the Board or Committee. Each Board or Committee of the General Synod may appoint from among its own membership a Vice Convener, without in any way altering that member's term of office or eligibility to serve. The number of members appointed to a Committee shall not exceed nine without the approval of the Standing Committee.

(b) Members of Boards and Committees other than *ex officio* members and Conveners shall serve for a term of four years. Such members may be re-elected or re-appointed provided, however, that no member shall serve on any Board or Committee for a continuous period of more than eight years. No member or Convener with more than four years' service on ceasing to be a member or Convener shall be eligible for re-election until after an interval of at least one year. Casual vacancies shall also be filled for a period of four years.

Where in the opinion of a Committee the expiry of the term of office of a member of that Committee will have a seriously adverse effect on the completion of a particular item of work then being undertaken by that Committee, the parent Board of that Committee shall have the power, at the request of the Committee, to extend the term of office of that member for such period, beyond the date on which it would otherwise expire, as the Board shall specify as sufficient to allow the item of work in question to be completed. Should the Committee wish to retain the services of an *ex officio* member whose term of office is about to expire in order to allow the completion of a particular item of work then being undertaken by the Committee, that person's membership of the Committee shall cease on the date on which service in the office giving rise to membership of the Committee expires, but the Board may authorise the Committee to co-opt that person to serve as an additional member of the Committee, but without the right to vote, for such period as the Board shall specify as sufficient to allow the item of work in question to be completed.

(c) Conveners of Boards and Committees shall only be eligible for election as such Convener for a continuous period not exceeding five years. The General Synod may, on the recommendation of the Standing Committee, extend the term of office of the Convener of a Board or Committee of the General Synod by a specified period.

(d) No person in receipt of a salary or honorarium in respect of their duties under the General Synod or any Board or Committee of the General Synod or at any Institution under any such Board or Committee shall be a member of such Board or Committee unless authorised under the constitution of such body or by the Standing Committee.

(e) The quorum for meetings of Boards and Committees shall be one third (rounded to the nearest whole number) of the members of the Board or Committee in question.

(f) Dioceses shall be entitled to appoint an alternate in relation to the post of diocesan representative on any Board or Committee. In the event that such an alternate is appointed, the alternate shall be entitled to attend and participate fully in meetings of the Board or Committee in question instead of the appointed diocesan representative and shall accordingly be entitled to vote at any such meetings.

(g) A person may not act as a member of a Board or Committee in more than one capacity. (For example, a member appointed to a Board or Committee as a General Synod representative may not also act as a diocesan representative on the same Board or Committee.)

(h) In the case of election or appointment of a person as Convener or member of a Board or Committee, where the number of candidates nominated exceeds the number of vacancies, the person to be elected or appointed, as the case may be, shall be determined by a vote (or votes) by ballot in (each of) which the voters shall be entitled to vote for as many candidates as there are vacancies. No voter may record in the ballot more than one vote for any candidate. The candidate or candidates having the highest number of votes shall be declared duly elected. If there is equality of votes for the last vacancy, this shall be resolved by ballot or by a show of hands.

2.1.2 Appointment of Board Conveners

(a) Conveners of Boards of the General Synod shall be appointed by the General Synod. Unless the Standing Committee proposes to recommend to the General Synod that the term of office of a Board Convener should be extended beyond the date on which they would otherwise demit office, the Secretary General shall, not later than three months before the date on which a Board Convener is due to demit office, so inform Diocesan Secretaries and invite nominations for the post to be submitted, in writing, to the Secretary General, accompanied by relevant biographical details of the nominee, by a date not earlier than three weeks after the date of such invitation.

(b) Nominations may be submitted by Diocesan Synods or their respective Standing Committees (or equivalent) and by members of the General Synod save that in the case of a nomination from a member of General Synod, the nomination shall be signed by at least five members of General Synod.

(c) The Standing Committee may make a nomination or recommend acceptance by General Synod of a nomination made by others.

(d) The Board in question shall be entitled to make representations to the Standing Committee regarding the matter and any nomination or recommendation by the Standing Committee shall be made following prior consultation with the Board in question.

(e) Details of the nominations and of the Standing Committee's recommendation (if any) shall be circulated, if not earlier, to General Synod members present at the commencement of the meeting of General Synod at which the appointment is to be made.

(f) In the event that General Synod fails to make an appointment to a particular convenership, or in the event of a casual vacancy arising at any time in the post of any Board Convenership, the Standing Committee shall be entitled to fill the vacancy save that the person appointed shall retire at the next meeting of the General Synod and the procedure set out above shall be repeated. A person appointed as Convener by the Standing Committee shall be eligible to be re-appointed at that next meeting of the General Synod but such appointment shall be for a period not exceeding four years.

(g) The foregoing paragraphs (a), (b), (c), (e) and (f) shall apply to the appointment of the Convener of the Standing Committee as if references to the Convener of a Board were references to the Convener of the Standing Committee.

(h) Notwithstanding the foregoing, the Convener of Board of the Scottish Episcopal Institute shall be a Bishop, nominated by Standing Committee to General Synod, and the provisions of paragraphs (b), (c) and (d) above shall not apply to the convenership of that Board.

2.1.3 Appointment of Committee Conveners

(a) Conveners of Committees shall be appointed by the parent body (whether a Board or Committee) of the Committee in question.

(b) Not later than six months before a Committee Convener is due to demit office or, in the event of a casual vacancy arising, as soon as reasonably practical after the Secretary General becomes aware of such a vacancy, the Secretary General shall so notify the members of the Committee in question and its parent body and shall invite nominations for the post to be submitted to the Secretary General in writing by a date not earlier than three weeks after the date of such invitation to allow such nominations to be notified by the Secretary General to the parent body, in advance of the meeting at which the appointment is to be considered.

(c) Nominations may be submitted by individual members of the Committee in question or of the parent body or by the Committee in question as a corporate nomination. Wherever possible, nominations shall be accompanied by relevant biographical details of the nominee.

(d) In the event of a casual vacancy arising at any time in the post of any Committee Convenership, the parent body shall, if it considers it desirable, be entitled to appoint a temporary Convener pending the consideration of nominations which shall be invited as provided in paragraph (b) above.

2.1.4 Appointment of Board Members (other than Conveners)

(a) Diocesan Representatives

Not later than three months before a diocesan representative is due to demit office and if possible in good time before the annual meeting of the relevant Diocesan Synod or, in the event of a casual vacancy arising, as soon as reasonably practicable after the Secretary General becomes aware of such a vacancy, the Secretary General shall so notify the relevant Diocesan Secretary inviting the relevant Diocese to appoint a new representative having appropriate skills, experience and interests or, where appropriate, to re-appoint its existing representative.

(b) General Synod Representatives

(i) Not later than the date on which the agenda for the annual meeting of the General Synod is despatched, the Secretary General shall notify the members of the General Synod of any actual or impending vacancies in relation to the posts of General Synod representatives on any particular Board and shall invite nominations for such posts to be submitted to the Secretary General, in writing, accompanied by relevant biographical details of the nominee by a date not earlier than two weeks after the date of such invitation.

(ii) Details of the nominations shall be circulated, if not earlier, to General Synod members present at the commencement of the meeting of General Synod at which the appointments are to be made.

(iii) In the event that General Synod fails to make an appointment to a particular post, or in the event of a casual vacancy arising at any time in the post of General Synod representative on any particular Board, the Standing Committee shall be entitled to fill the vacancy save that the person so appointed shall retire at the next meeting of the General Synod. Such a person shall be eligible to be re-appointed at that next meeting of the General Synod but such appointment shall be for a period not exceeding three years.

(c) *Ex-Officiis* and other Members

(i) In the event that a person is an *ex-officio* member of a Board, the Secretary General shall inform both that person and the Board in question of their membership as soon as reasonably practicable after the person in question has become an *ex-officio* member.

(ii) With the majority agreement of the members of the respective Board or Committee in question, a Convener may appoint one or more non-voting co-opted members chosen for their expertise. The appointment of a non-voting co-

opted member will be for two years with the possibility for a second term of two years.

2.1.5 Appointment of Committee Members (other than Conveners)

(a) Diocesan Representatives, *Ex-Officiis* Members and Members Appointed by Bodies other than the Parent Body

The procedure for the appointment of diocesan representatives, *ex-officiis* members and members appointed by bodies other than the parent body of the Committee in question shall be the same, *mutatis mutandis,* as that set out in paragraphs (a) and (c) of Section 2.1.4 in relation to the appointments of Board members.

(b) Other Members

(i) All other members of a Committee shall be appointed by the Committee's parent body.

(ii) Not later than three months before a Committee Member is due to demit office or, in the event of a casual vacancy arising, as soon as reasonably practicable after the Secretary General becomes aware of such a vacancy, the Secretary General shall so notify the members of the Committee in question and its parent body and shall invite nominations for the post to be submitted to the Secretary General in writing by a date not earlier than three weeks after the date of such invitation to allow such nominations to be notified by the Secretary General to the parent body in advance of the meeting at which the appointment is to be considered.

(iii) Nominations may be submitted by individual members of the Committee in question or of the parent body or by the Committee in question as a corporate nomination. Wherever possible, nominations shall be accompanied by relevant biographical details of the nominee.

(iv) In the event of there being, in the opinion of a Committee's parent body, exceptional circumstances, the parent body shall be entitled to fill a casual vacancy without there having been compliance with the foregoing procedure.

2.1.6 Code of Conduct for Conveners and Members of Boards and Committees

The Standing Committee shall have power to adopt from time to time a Code of Conduct setting out the principles of conduct and behaviour expected to be observed by conveners and members of Boards and Committees of the General Synod and setting out the consequences of any breach of such Code or how any complaints made under an such Code are to be handled. Any such Code shall be binding on such conveners and members, including any procedures contained in it regarding how breaches of such a Code or complaints under it shall be dealt with.

2.2 Standing Committee and Pendant Committees

2.2.1 The **Standing Committee** of the General Synod shall consist of a Lay Convener appointed by the General Synod, the Primus, a Bishop other than the Primus (appointed by the College of Bishops) and the Conveners of the Administration Board, the Mission Board and the Board of the Scottish Episcopal Institute. In addition, notwithstanding the provisions of Section 2.1.5(b), the House of Clergy of the General Synod shall elect two members and the House of Laity of the General Synod shall elect one member. No such elected persons shall be concurrent members of a General Synod Board, any of their pendant committees or any other provincial body as determined from time to time by the Standing Committee. Unless the General Synod otherwise resolves, the period of office shall be four years (with the possibility of re-election for one additional such term). The Standing Committee itself may make nominations to the Synod in relation to the two clerical posts and the one lay post.

2.2.2 Acting under the authority of the General Synod of the Scottish Episcopal Church, and subject to the terms of the Digest of Resolutions, the Standing Committee has the general control and management of the administration of the General Synod of the Scottish Episcopal Church and as such any authority in the administration of the affairs of the General Synod operated by the other boards and committees of the General Synod shall be by authority delegated by the Standing Committee and it shall be empowered to exercise generally all financial powers vested in the General Synod and in particular, without prejudice to the foregoing generality, it is empowered:-

(a) to expend the income of the Scottish Episcopal Church general funds and in an emergency to draw, as the Standing Committee considers necessary, from the capital of those funds;

(b) to authorise any Board or Committee to expend sums, as the Standing Committee considers necessary, from the capital funds of that Board or Committee.

2.2.3 The Standing Committee shall be empowered to appoint or re-appoint the following officials of the General Synod:-

(a) the Secretary General;
(b) the Deputy Secretary General;
(c) the Treasurer;
(d) the Law Agent;
(e) the Auditors;

and to fix their remuneration.

2.2.4 The Standing Committee shall be responsible for the appointment of persons employed by the General Synod and for determining the terms and conditions of employment of such persons.

2.2.5 The Standing Committee shall adjust the Minutes of Meetings of the General Synod.

2.2.6 The Standing Committee shall consider the annual budgets prepared by the Boards and Committees of the General Synod and recommend the figure of Provincial Quota annually, the portion of such Quota to be requested from each Diocese and the

manner of division of unrestricted provincial income among such Boards and Committees.

In the event that the General Synod does not agree the amount of provincial quota to be requested from Dioceses for a particular year, the Standing Committee shall have power to set the quota for such year at a figure no greater than that of quota requested for the year immediately preceding that particular year.

2.2.7 The Standing Committee shall appoint the following pendant Committees:-

(a) the Organisation Review Committee, consisting of a Convener and at least two other members;

(b) the Committee for the Protection of Children and Vulnerable Adults (known as the Safeguarding Committee), consisting of a Convener, up to six other members drawn from within the Church and up to two additional members drawn from outwith the Church and who have professional safeguarding management experience at a senior level.

2.2.8 The **Organisation Review Committee** shall review the operation of the General Synod, its Boards and Committees as requested by the Standing Committee from time to time.

2.2.9 The **Committee for the Protection of Children and Vulnerable Adults** shall monitor and, where necessary, develop the Child Protection Policy of the Church from time to time and oversee the provision of advice in connection with the protection of children and young people and vulnerable adults within the Church.

2.3 Administration Board and Pendant Committees

2.3.1 The **Administration Board** shall consist of a Convener appointed by the General Synod, a Bishop (appointed by the College of Bishops), a representative appointed by the Mission Board, three members appointed by the General Synod on the nomination of the Standing Committee, a representative of each Diocese as appointed by each Diocesan Synod and the Conveners of the pendant committees of the Board.

2.3.2 The Administration Board shall, subject to powers specifically granted to other Boards or Committees, have responsibility for determining policy in relation to the administration of provincial investments and property and for matters appertaining to clergy stipends and allowances. It shall also have responsibility for the oversight of the Administration Board Miscellaneous Funds, the Dunderdale Fund for the Endowment of Charges, the Building Grants Fund and the Building Loans Fund.

2.3.3 The Administration Board shall appoint the following pendant committees:-

(a) the Investment Committee consisting of a Convener and up to six other members as determined by the Board;

(b) the Retirement Housing Committee consisting of a Convener and up to six other members;

(c) the Buildings Committee as provided in Canon 52.23 consisting of a Convener and up to six other members with expert knowledge of architecture, ecclesiastical artefacts and liturgy, provided that, where an appeal is made to that Committee under the provisions of Canon 35, the College of Bishops shall appoint one of their number (not being the bishop of the diocese from which the appeal is made) who shall act as an additional member of the Committee but only in relation to the Committee's dealing with the appeal in question;

(d) the Personnel Committee consisting of a Convener and up to six other members as determined by the Board.

2.3.4 The **Investment Committee** shall have responsibility for the oversight of the investments of the Church and, in particular, the Unit Trust Pool(s) and for the maintenance and upkeep and, where appropriate, letting of heritable or leasehold property acquired by the General Synod where such property is held otherwise than for retirement purposes.

2.3.5 The **Retirement Housing Committee** shall make recommendations to the Administration Board relating to the provision of retirement housing to clergy members of the Scottish Episcopal Church Pension Fund, their widowed spouses or civil partners and dependants. It shall make recommendations to the Administration Board relating to the administration of the Supplementary Fund for the welfare of pensioners of the Scottish Episcopal Church. It shall have responsibility, unless otherwise resolved by the Administration Board, for the oversight of the Housing Fund and the Supplementary Fund.

2.3.6 The **Buildings Committee** shall fulfil the role required of it in terms of Canon 35 and may also provide general advice or guidance in relation to the care of church buildings and properties.

2.3.7 The **Personnel Committee** shall make recommendations to the Administration Board in relation to personnel matters affecting clerical or lay appointments in the Church in general (except to the extent that any such matters are already dealt with by other provincial bodies) and may provide general advice or guidelines on such matters.

2.4 Mission Board and Pendant Committees

2.4.1 The **Mission Board** shall consist of a Convener appointed by the General Synod, a Bishop appointed by the College of Bishops, one representative of each Diocese as appointed by each Diocesan Synod, the Conveners of its pendant Committees, and up to three further members co-opted by the Board.

2.4.2 The Mission Board shall have responsibility for the strategic oversight of the mission of the Church within Scotland, the United Kingdom and abroad.

2.4.3 The Mission Board shall appoint the following pendant committees each of which shall consist of a Convener and not more than six other members (not including ex officio members) as the Board shall determine (except that the Interfaith Relations Committee shall have the right to appoint one additional member to the Church in Society Committee and also that the composition and manner of appointment of the Youth Committee shall be determined by the Mission Board from time to time):-

(a) the Church in Society Committee;
(b) the Global Partnerships Committee;
(c) the Youth Committee;
(d) the Local Mission Development Committee.

Notwithstanding the foregoing power to appoint pendant committees, the Mission Board shall have power to appoint other working groups and to delegate such powers to any such group as it considers appropriate for the better facilitating of its work. With the consent of the Board, the Board's pendant Committees may likewise appoint working groups and delegate powers.

2.4.4 The **Church in Society Committee** shall have responsibility for the promotion of the mission of the Church in relation to social, economic and environmental issues and, unless otherwise resolved by the Mission Board, for the oversight of the Church in Society Committee Fund.

2.4.5 The **Global Partnerships Committee** shall have responsibility for the promotion, on behalf of the provincial Church, of mission, development projects overseas and companion partnerships and shall liaise with the Scottish Episcopal Church Mission Association (Links). It shall also have responsibility, unless otherwise resolved by the Mission Board, for the oversight of the Global Partnerships Committee Fund.

2.4.6 The **Local Mission Development Committee** shall have responsibility for offering support to those catalysing, developing and nurturing local mission and shall undertake particular projects relating to local mission development as requested by the Mission Board or College of Bishops.

2.5 Faith and Order Board and Pendant Committees

2.5.1 The **Faith and Order Board** shall (subject to any motion passed at General Synod in 1997 which is inconsistent with the following) consist of the Primus who shall be the Convener, the other Diocesan Bishops, two representatives of each Diocese as appointed by each Diocesan Synod, one of whom must be a member of the House of Clergy of the General Synod and the other a member of the House of Laity of the General Synod, the Pantonian Professor of Theology and the Conveners of the pendant committees of the Board.

[Note: no inconsistent motion was passed at General Synod in 1997]

2.5.2 The Faith and Order Board shall have responsibility for the oversight of matters of faith and order within the Church and of the Faith and Order Board Account.

2.5.3 The Faith and Order Board shall appoint the following pendant committees each of which shall consist of a Convener and other members of whom there shall be not less than five and not more than nine, one of whom shall be a Diocesan Bishop appointed by the College of Bishops:-

(a) the Committee on Canons;
(b) the Doctrine Committee;
(c) the Inter-Church Relations Committee;
(d) the Liturgy Committee;
(e) the Interfaith Relations Committee.

2.5.4 The **Committee on Canons** shall have responsibility for monitoring the Code of Canons and drafting such alterations to the Code of Canons as the needs of the Church require.

2.5.5 The **Doctrine Committee** shall have responsibility for researching and recommending policy on matters of doctrine.

2.5.6 The **Inter-Church Relations Committee** shall have responsibility for the promotion of the ecumenical business of the Church at provincial level.

2.5.7 The **Liturgy Committee** shall have responsibility for encouraging good liturgical practice throughout the Church.

2.5.8 The **Interfaith Relations Committee** shall have responsibility for oversight at provincial level of matters appertaining to relations with people of other faiths.

2.6 Board of the Scottish Episcopal Institute and Pendant Committees

2.6.1 The **Board of the Scottish Episcopal Institute** (known as the Institute Council) shall consist of a Convener, being a Bishop appointed by the General Synod on the nomination of the Standing Committee, one other Bishop appointed by the College of Bishops, and up to ten additional members appointed by the General Synod on the nomination of Standing Committee (such nominations to be made following consultation with the College of Bishops) of whom up to two need not be communicant members of the Scottish Episcopal Church. Any member appointed as a student representative or external quality adviser or who is not a communicant member of the Church shall be entitled to speak but not vote. In addition to the foregoing membership, the Convener of the Board of Studies shall, ex officio, be a member of the Board of the Scottish Episcopal Institute.

In the event that General Synod fails to make an appointment to positions of membership on the Board of the Scottish Episcopal Institute, or in the event of a casual vacancy arising at any time in a position on the Board which would normally be filled by an appointment by the General Synod, the Standing Committee shall be entitled to fill the vacancy save that the person so appointed shall retire at the next meeting of the General Synod (and that person shall then be eligible to be appointed by the Synod but such appointment shall be for a period not exceeding three years).

2.6.2 The Board of the Scottish Episcopal Institute shall have responsibility for the strategic oversight of the Scottish Episcopal Institute and of the delivery of the formation and training for authorised ministry in the Scottish Episcopal Church and other ministries as may be recognized from time to time by the College of Bishops, shall act as its governing body and shall be responsible for the oversight of such funds as may be provided to it in terms of the budgets of the General Synod.

2.6.3 Unless the Convener of the Board of the Scottish Episcopal Institute shall otherwise require, the Principal and Director of Studies of the Scottish Episcopal Church Institute and the Provincial Director of Ordinands shall normally be in attendance at meetings of the Board.

2.6.4 The Board of the Scottish Episcopal Institute shall appoint a Board of Studies with such duties and such membership as are considered appropriate from time to time.

2.6.5 Responsibility for matters pertaining to the recruitment and selection of ordinands shall lie with the College of Bishops who shall be entitled to appoint a Provincial Director of Ordinands.

2.7 Reports of Boards and Committees

The Boards and Committees of the General Synod shall report annually to the Annual Meeting of the General Synod on their activities during the preceding year. Each pendant Committee or sub-committee shall report to its parent Board or Committee as required by that body. Each parent Board or Committee shall have responsibility for the general oversight of their respective pendant Committees or sub-Committees.

2.8 Reimbursement of Expenses

Travelling and subsistence allowances including, where appropriate, overnight allowances, may be paid to members of the General Synod or of Boards and Committees and to other persons engaged in the business of any Board or Committee at such rates and subject to such conditions as the Administration Board may determine.

2.9 Delegation

A Board shall be entitled to delegate its powers or any of them to any of its pendant Committees. A Committee shall be entitled to delegate its powers or any of them (even if those powers are themselves delegated) to any of its sub-Committees.

2.10 Indemnity Insurance

Insurance against any liability and associated matter which by virtue of any rule of law may attach to any member of the General Synod, the Standing Committee or the Boards and Committees of the General Synod in respect of negligence, default or breach of duty of care, but excluding gross negligence, fraud or wilful default, of which they may be guilty in their capacity as a member of the General Synod, the Standing Committee or the Boards or Committees may be purchased from the funds of the General Synod.

3. FINANCIAL POLICY

3.1 Financial Year End

References to financial year are to the General Synod's Financial Year ending on 31 December unless specifically stated otherwise. The Standing Committee, after consultation with the Administration Board, shall have power by resolution to alter the financial year end of the Church.

3.2 Financial Management

3.2.1 Allocation of Resources

(a) The Treasurer shall issue guidelines annually to assist Boards and Committees in the preparation of their budgets. These will normally indicate the inflation factor, the Unit Trust Pool distribution level and a target quota increase/reduction.

(b) Each pendant Committee should prepare its own budget for approval by their parent Board. Virement between Committees in order to comply with the overall constraints indicated shall be allowed in accordance with section 3.2.4 below.

(c) Each Board shall submit its budget request, along with that for its pendant committees, to the Standing Committee.

(d) The Standing Committee shall consider the budgets, particularly any increases proposed above the guidelines indicated, and determine whether or not a Board should be asked to amend its budget request and that of any of its pendant committees.

(e) After any amendments by Boards have been agreed, (or in the absence of agreement determined by the Standing Committee), a revised budget and the quota proposed will be presented to the General Synod for approval.

(f) The authority for the approval of budgets shall lie with the General Synod but, in urgent cases, the Standing Committee, may approve expenditure by Boards or Committees which has not been included in the approved budget.

(g) A budget allocation is an approved income or expenditure head within a Board or Committee budget.

(h) A budget holder is the person accountable for oversight of income to and expenditure from a particular budget.

3.2.2 Budgetary Control

(a) The budget holder shall be the Convener of the Board or Committee to which the budget relates. The Convener shall be responsible for the oversight of income and expenditure within that budget.

(b) Budget holders may not incur expenditure in excess of the sum approved and allocated to their budgets except as permitted in terms hereof.

(c) Budget holders may delegate authority to incur expenditure within their budgets, but shall retain ultimate responsibility for the oversight of expenditure.

(d) Budget holders shall be entitled to reasonable financial information concerning their own budgets and the Treasurer shall maintain records adequate to ensure proper management information is available. The entitlement to financial information will normally be satisfied by the quarterly reporting by the Treasurer of actual income and expenditure as referred to below.

(e) The Treasurer shall draw to the attention of the Convener of the Board in question any significant variances in actual income and expenditure from the budget allocation in respect of any particular Board or of any of its pendant Committees.

(f) Where a budget holder appears not to be taking steps to avoid overspending, the Treasurer with the approval of the Convener of the Standing Committee, may give notice that the budget holder may not incur or authorise further expenditure until the Treasurer is satisfied that appropriate action is being taken to protect the General Synod's financial position.

(g) Boards and Committees may expend the income of any funds under their respective charge in accordance with annual budgets approved by the General Synod and subject to such rules and regulations as the General Synod may from time to time approve.

(h) Boards and Committees may carry forward to the next financial year of the General Synod the balance whether debit or credit of any fund under their supervision subject to the power of the Standing Committee to fix a limit to such balances.

3.2.3 Financial Reporting

(a) The Treasurer shall report quarterly to each budget holder on actual income and expenditure for the year to date, and shall provide supporting reasonable analysis where required.

(b) Budget holders shall report to the Treasurer on any expected variations to the budget, as soon as possible, together with an appropriate explanation.

(c) The Treasurer will report all major budget variances to the Standing Committee at least annually.

3.2.4 Virement

Boards and Committees may redirect resources from one budget to another within their control if they believe that the money available could be better spent in the current year in the manner proposed, subject to such limitations as the Standing

Committee may from time to time lay down. The Treasurer shall be notified, in writing, by the Boards and Committees in question of any changes agreed.

3.2.5 Financial Information, Disclosure & Standards

(a) The supply of official financial reports on historic costs, estimates, forecasts, costings and evaluations shall be the responsibility of the Treasurer.

(b) The Treasurer may formally delegate authority to provide financial information where the Treasurer considers appropriate and with the consent of the Secretary General.

(c) The Treasurer shall ensure that financial information is technically appropriate for the purpose to which it is being applied and shall define the criteria and methods to be used in costing projects under consideration.

(d) Any financial proposal put to Boards or Committees shall include:-

(i) a statement of the purpose of the costing;

(ii) a definition of the costing methods used, clearly stating whether they are income and expenditure or cash;

(iii) the periods to which the information relates;

(iv) the price bases within which it is computed;

(v) the source of all information.

(e) Where budgetary savings are being considered as part of a proposal then confirmation from the budget holder that the savings are realisable shall be included with the financial information.

(f) When financial information is to be put to a Board or Committee it shall be referred to the Treasurer by the Secretary of the Board or Committee in question in time for the information to be checked as being accurate, reasonable and technically appropriate for the purpose for which it is to be applied or considered.

3.3 Financial Accounting and General Financial Matters

3.3.1 Adoption of Rules

The Standing Committee, following consultation with the Administration Board, shall have power to adopt rules from time to time not inconsistent with the provisions herein set out in relation to accounting procedures, records, expenditure, collection of income, banking arrangements and insurance.

3.3.2 Funding of Provincial Expenditure

The Standing Committee shall be responsible for the funding of the Provincial expenditure not otherwise allocated to Boards or Committees. Included in this category, without prejudice to the foregoing generality, shall be the expenses of meetings of the General Synod and of the Episcopal Synod; legal, audit and other fees; the expenses of members of the Electoral Synod attending meetings summoned under Canon 4 and the expenses of bishops on Provincial business. Such costs may be met from income from investments; interest on the bank accounts of the General Synod; by raising quota; or by other appropriate means.

The expenses of the General Synod Office shall be recharged where appropriate to the Scottish Episcopal Church Pension Fund and the Unit Trust Pool for the resources they are budgeted to use.

3.3.3 Grant to Primus

The Standing Committee is empowered to pay an annual grant to the Primus for expenses of office.

3.3.4 Borrowing

No borrowing shall be entered into, without the prior approval of the Standing Committee, except that the Secretary General or Treasurer may borrow on behalf of the General Synod in an emergency upon the authority of the Convener of the Standing Committee to protect the position of the General Synod. For the avoidance of doubt, this shall not prevent the Secretary General or Treasurer allowing a bank account or accounts to go into deficit where there is another account or accounts with the same bank and where the aggregate credit balance exceeds the aggregate debit balance in relation to all accounts maintained with the bank in question.

4. PROVINCIAL GRANTS & LOANS AVAILABLE

4.1 General

Provincial grants and loans shall be available, subject to funding, in accordance with rules or policies adopted from time to time by the Board or Committee (or a Committee's parent Board) having charge of the fund in question to the extent that such rules or policies are not inconsistent with the other provisions hereof. For the avoidance of doubt a parent Board having charge of a fund may delegate its powers in relation to such fund to any of its pendant Committees or sub-Committees.

Listed below are the main Provincial grants and loans which are available:

4.1.1 Personnel Grants	**Sources of Funding**
Curate Grants	Institute Council
Child Allowance	Administration Board
Maternity or similar parental Grants	Administration Board

4.1.2 Building Grants and Loans	
Capital expenditure on church buildings	Building Grants Fund
Repair and maintenance work	Building Grants Fund
Loans for new development or repair work	Building Loans Fund

4.1.3 Other Grants	
Overseas projects	Global Partnerships Committee
Ministerial training (lay and ordained)	Institute Council
Community Projects	Church in Society Committee
Relief of Primary Poverty	Community Fund

4.1.4 Pensioners	
Assistance with retirement housing	Housing Fund
Financial assistance	Supplementary Fund

4.2 Mission and Ministry Support Grant

The Mission Board shall be entitled to pay an annual block grant, to be known as the Mission and Ministry Support Grant, to Dioceses for the purpose of supporting the Dioceses in their mission and ministry, such grant to be of such amount and to be allocated to Dioceses in such manner as the Standing Committee shall determine on the recommendation of the Mission Board. Such grant shall be payable subject to the recipient Diocese providing to the Mission Board an annual statement of accountability in such form as the Mission Board shall determine.

4.3 Other Personnel Grants

4.3.1 Grants shall be paid to dioceses by the Institute Council to assist in payment of stipend, employers' contributions to the SEC Pension Fund, National Insurance contributions, housing provision and expenses in respect of Curates undertaking training as part of their initial ministerial education. Such grants shall be of such amounts as may be determined from time to time by the Institute Council and approved by the Standing Committee.

4.3.2 Child Allowances shall be paid annually at a rate set by the Administration Board. They shall be paid on behalf of all qualifying children of all qualifying stipendiary clergy of the Scottish Episcopal Church who apply for such allowances. The allowances shall be pain in February (or when claimed, if later) in the year following that to which they relate. Payment shall be made to the Paying Officer of the parent concerned. Qualifying children and qualifying stipendiary clergy shall be such children and stipendiary clergy respectively as meet criteria set from time to time by the Administration Board.

4.3.3 The Administration Board shall make provision for grants to be payable to assist congregations towards additional costs incurred by congregations in situations where they make payment to clergy of maternity, paternity, adoption and shared parental pay.

4.4 Building Grants Fund

There shall be a Building Grants Fund under the charge of the Administration Board to assist congregations to purchase, build, extend, improve, maintain or repair churches, parsonages or other church buildings. This fund shall be administered in accordance with such rules or policies as the Administration Board may from time to time adopt.

4.5 Building Loans Fund

There shall be a Building Loans Fund under the charge of the Administration Board to assist congregations to purchase, build, extend, improve or repair Churches, parsonages or other church buildings. Such loans shall be at reduced rates of interest. This fund shall be administered in accordance with such rules or policies as the Administration Board may from time to time adopt.

4.6 Housing Fund

There shall be a Housing Fund which shall be administered in accordance with such rules or policies as the Administration Board may from time to time adopt.

4.7 Supplementary Fund

There shall be a Supplementary Fund under the charge of the Administration Board and which shall be administered in accordance with such rules or policies as the Administration Board may from time to time adopt.

4.8 Other Miscellaneous Funds

The other miscellaneous funds or trusts administered on behalf of the General Synod shall be administered in accordance with the terms of such funds or trusts (if any) and, subject thereto, by the appropriate Board (which in cases of doubt shall be determined by the Standing Committee). The appropriate Board may delegate its powers in relation to any or all of such funds or trusts to such Board or Committee as it considers appropriate.

4.9 Payment

To conform with Income Tax regulations, including the Pay-as-you-Earn Scheme, the General Synod shall authorise payment of grants or income to be made to the relevant paying officer as may be nominated for the purposes of income tax.

5. AUDIT AND CONFIDENTIALITY

5.1 Internal Audit

The Treasurer shall have the authority to carry out an examination of accounting, financial and other operations of the General Synod as the Treasurer or the Standing Committee considers necessary.

5.2 External Audit

External Auditors shall be appointed by the Standing Committee on behalf of the General Synod, and by the Directors of the Scottish Episcopal Church Nominees on behalf of SEC Nominees. Members of the General Synod, Board and Committee members and General Synod staff shall be required to afford access to such auditors to all the General Synod's records and to provide them with such information and explanations as they require.

5.3 Confidentiality

The General Synod's financial records are confidential and access to them shall be restricted to such auditors and to such other persons as have a legal entitlement of access or who have been authorised by the Standing Committee. Members of General Synod shall be entitled to a copy of the annual report and accounts of the General Synod.

6. CLERGY STIPENDS AND ALLOWANCES

6.1 Level of Standard Stipend

Subject to any resolution of the General Synod, the Administration Board shall be authorised to determine the level of standard stipend.

6.2 Payment of Clergy

6.2.1 The Congregational Treasurer shall, not later than the last Thursday of each month, pay the cleric one-twelfth of the said standard stipend, less Income Tax and National Insurance Contributions and, unless otherwise agreed by the cleric's Vestry and diocesan Bishop, after deduction of any sums received by the cleric by virtue of employment or other ecclesiastical or secular work. The employer's share of the National Insurance Contribution shall be the responsibility of the congregation.

6.2.2 At or before the time when payment of stipend is made to a cleric, a written itemised pay statement shall be provided. The statement shall contain particulars of the gross amount of stipend, the amount of any variable and any fixed deductions from that gross amount and the purposes for which they are made, and the net amount of stipend payable.

6.2.3 A deduction shall not be made from payment of stipend unless the deduction is required or authorised to be made by virtue of a statutory provision, a provision of the Code of Canons or Resolutions passed thereunder or of the Digest of Resolutions of the General Synod or unless the cleric has previously signified in writing an agreement or consent to the making of the deduction. Deductions may, however, be made where the purpose of the deduction is the reimbursement of an over-payment of stipend or an over-payment in respect of expenses incurred by the cleric in question.

6.3 Illness or Disability of Clergy

6.3.1 In cases of illness or disability of a stipendiary cleric whilst in office, subject to paragraphs 6.3.2 to 6.3.15 below, the standard stipend shall continue to be payable subject to any deduction of National Insurance benefits receivable by the cleric in relation to such illness or disability.

6.3.2 Where:-

(a) a stipendiary cleric retires from a ministerial post on grounds of physical or mental incapacity, and such retiral is the subject of an agreement between the cleric and the relevant Bishop, before the cleric shall be entitled to any financial compensation as is specified in paragraphs 6.3.3 to 6.3.16 below, the Administration Board shall first satisfy itself that the cleric is physically or mentally incapacitated from fulfilling the responsibilities of the relevant ministerial post. Before so satisfying itself it shall obtain a report from a member of the Medical Review Panel constituted in terms of Canon 64 as to the incapacity or otherwise of the cleric. Where it is so satisfied, the following paragraphs 6.3.3 to 6.3.16 shall apply. No agreement regarding retiral shall be reached

between a cleric and Bishop in the expectation of the following paragraphs 6.3.3 to 6.3.16 applying without the Administration Board being consulted and being given the opportunity to comment.

(b) a stipendiary cleric's charge is declared vacant under Canon 53, Section 8, or a cleric is declared unfit to continue in ministerial post by virtue of Canon 64, Section 9, the following paragraphs 6.3.3 to 6.3.16 shall apply.

6.3.3 If agreement as to the form, amount and conditions of provision of compensation is reached between the cleric concerned and the Administration Board, it shall be provided in accordance with the terms of such agreement.

6.3.4 If no such agreement as is referred to under paragraph 6.3.3 is reached, the compensation shall consist of –

(a) in respect of loss of stipend, a basic award in accordance with paragraph 6.3.5; and

(b) in respect of loss of housing and removal expenses, a housing allowance and a resettlement allowance in accordance with paragraphs 6.3.9 and 6.3.10 respectively.

6.3.5 The basic award shall be in the form of periodical payments which shall be paid monthly to the cleric concerned during a period commencing on the date when such cleric ceases to hold the relevant stipendiary ministerial post ("the material date") and expiring at the end of –

(a) such number of months immediately following the material date as results from adding together –

(i) one month for each year or part of a year during which the person concerned has served in full-time stipendiary ministry; and

(ii) one month for each two-year period or part thereof which has passed before the material date since the person concerned attained the age of forty years; or

(b) thirty-six months immediately following the material date,

whichever is the lesser.

6.3.6 The payments specified in paragraph 6.3.5 shall cease to be payable in respect of the cleric concerned –

(a) when such cleric attains normal retiring age for the purposes of the Scottish Episcopal Church Pension Fund; or

(b) if such cleric is eligible to receive a pension from the Scottish Episcopal Church Pension Fund before attaining that age, on the date on which the pension is first paid; or

(c) if such cleric re-enters full-time stipendiary ministry; or

(d) upon the death of the cleric.

6.3.7 Subject to paragraph 6.3.11, each monthly payment shall be of an amount equal to one-twelfth of the following –

(a) in the first period of twelve months, eighty percent of the standard stipend for the year in which the payment falls to be made;

(b) in the second period of twelve months, seventy percent of the standard stipend for the year in which the payment falls to be made;

(c) thereafter, sixty percent of the standard stipend for the year in which the payment falls to be made.

6.3.8 Where a pension is payable from the Scottish Episcopal Church Pension Fund to a cleric who has received periodical payments under paragraph 6.3.5, the Scottish Episcopal Church Pension Fund Trustees shall be invited to augment the pension so as to ensure that it is at the same rate as it would have been had the period during which the periodical payments were made been one of pensionable service for the purpose of the said Pension Fund.

6.3.9 The housing allowance shall be in the form of periodical payments which shall be paid monthly to the cleric concerned during the period in which the basic award is paid under paragraph 6.3.5.

Each monthly payment of housing allowance shall be of such amount as may be determined by the Administration Board and in determining such amount the Administration Board shall have regard to the Retirement Housing Committee's practice where a cleric retires on grounds of ill-health, and shall have regard to its advice.

6.3.10 The resettlement allowance shall be a single payment of an amount equal to three-tenths of the standard stipend for the year in which application for compensation was made.

6.3.11 Subject to the provisions of the paragraph immediately following, if a cleric who is applying for or receiving payments under paragraphs 6.3.5 and 6.3.9 accepts any office or employment, the Administration Board may refuse the application or, as the case may be, may suspend the periodical payments or reduce the amount thereof so as to take account of the emoluments of or other benefits which arise from the office or employment, taking into account available state benefits for which the cleric may be eligible.

6.3.12 The Administration Board shall not exercise its powers under the preceding paragraph in a manner whereby the total annual amount of the emoluments in question and the periodical payments (if any) would be less than the standard stipend.

6.3.13 It shall be the duty of every cleric who applies for or receives periodical payments under paragraphs 6.3.5 and 6.3.9 to disclose to the Administration Board any office or employment which has been accepted by such cleric and the terms thereof; and if such cleric fails to do so and it appears to the Administration Board that in consequence it has made periodical payments which otherwise it would not have made or periodical payments in excess of those it would otherwise have made, it may, without prejudice to its powers under paragraph 6.3.11, direct the repayment of the amount of the payments or excess of such part thereof as it thinks just, and that amount shall be recoverable as a debt due to the Administration Board.

6.3.14 An application for compensation shall be made to the Administration Board in such manner as the Administration Board may determine; and where a cleric is personally incapacitated from making such an application the Administration Board may authorise some other person to make it on the cleric's behalf.

6.3.15 The cost of compensation shall be borne by the relevant diocese to the extent which the Administration Board considers appropriate having regard to that diocese's ability to pay from revenue and/or capital. The balance shall be borne by the General Synod from the funds under the oversight of the Administration Board.

6.3.16 In circumstances where the stipend receivable by a stipendiary cleric immediately prior to the events referred to in paragraph 6.3.2 is less than standard stipend, the foregoing provisions of paragraph 6.3 shall take effect so that the compensation payable under the provisions of paragraph 6.3 shall be reduced proportionately to reflect the difference between the standard stipend and the stipend actually receivable by the cleric in question. In circumstances where no housing or housing allowance is provided to a stipendiary cleric immediately prior to the events referred to paragraph 6.3.2, the foregoing provisions of paragraph 6.3 shall take effect so that no housing allowance or resettlement allowance shall be payable under paragraphs 6.3.4(b), 6.3.9 or 6.3.10.

6.4 Housing

Appropriate accommodation or arrangements for accommodation shall be provided by each congregation or Diocese for its stipendiary clergy. Guidelines setting recommended minimum standards for clergy housing and its maintenance may be adopted from time to time by the Administration Board upon the recommendation of the Buildings Committee.

6.5 Allowances for Stipendiary Clergy

In addition to the standard stipend and appropriate accommodation or arrangements for accommodation, every Diocese or congregation shall in accordance with rules made by the Administration Board pay to or on behalf of each of its stipendiary clergy the following expenses:-

6.5.1 Council Tax;

6.5.2 where necessary, expenses for the service of a *locum tenens* during illness and for not more than five Sundays in a year to enable the cleric to be absent on holiday;

6.5.3 telephone rental and calls incurred in performance of clerical duties and cost of postage and stationery plus such administrative expenses as may be approved by the Vestry;

6.5.4 reimbursement of travelling expenses including a mileage allowance payable to clerics using their car in performance of clerical duties. Such mileage allowance shall be in accordance with the Approved Mileage Allowance Payment rates as determined from time to time by the Inland Revenue;

6.5.5 contributions to the Scottish Episcopal Church Pension Fund;

6.5.6 an Island Allowance for any clergy instituted or licensed to a charge on any of the islands of Lewis, Orkney and Shetland, or having a sphere of duty in those islands.

6.6 Stipends and Allowances of Curates and Lay Workers

6.6.1 Stipends

The Diocesan Synod shall administer the grants for stipends of Curates and Deaconesses. The base scales are as follows:-

		Gross Stipend per annum
(a)	Deacon or Deaconess in first year	90% of standard stipend
(b)	Priest 1st & 2nd year & Deacon or Deaconess in 2nd & 3rd years	92.5% " "
(c)	Priest 3rd & subsequent years & Deacon or Deaconess in 4th & subsequent years	95% " "

6.6.2 Variations to Scale

(a) The regulations governing the calculation of local stipend as in paragraph 7.5 shall apply to Curates and Deaconesses in receipt of grants.

(b) The upgrading of the stipend to Grade (b) shall, in the case of a Priest, date from the first day of the month following Ordination to the Priesthood with upgrading to Grade (c) on the second anniversary thereafter, and in the case of a Curate or Deaconess, upgrading the appropriate year on the first day of the month following the anniversary of the granting of Licence.

(c) Curates and Deaconesses according to their age and/or qualifications may, on the recommendation of the Bishop and with the consent of the Administration Board, be placed on a higher Grade of the scale.

(d) In case of illness or disability of a Curate or Deaconess whilst in office, their stipend shall continue to be payable and any National Insurance benefits recoverable shall be paid to the congregation subject to the approval of their Diocesan Bishop.

6.6.3 Grants to Lay Workers

General Synod grants to congregations towards the stipends of Lay Workers shall be paid through Diocesan Funds.

6.6.4 Mission Priests

The stipends of experienced priests in posts of special responsibility shall be provided from Diocesan Funds, except in so far as grants may be received from other trusts or extraneous funds, but shall not exceed the standard stipend.

6.6.5 Travelling Grants

Grants towards the travelling expenses of clerics ministering to two or more churches may be given from Diocesan Funds.

6.7 Non-stipendiary Clergy

6.7.1 Expenses

Every Diocese or congregation shall pay to or on behalf of each of its non-stipendiary clergy expenses of the kind referred to in paragraphs 6.5.3 and 6.5.4.

6.7.2 Housing

In relation to any appointment of a non-stipendiary cleric after 31 December 2000, there should be no provision of parsonage accommodation by a Diocese or congregation to the cleric in question unless the provision of the same is necessary for the better performance by the cleric of their duties.

6.7.3 Payment

In relation to any appointment of a non-stipendiary cleric after 31 December 2000, no payment other than payment of expenses should be made to the cleric in question without prior consultation with the Diocesan Treasurer.

6.8 Clergy Personnel Provision

The Administration Board shall, on the recommendation of the Personnel Committee, and having regard to employment legislation and good practice, have power to adopt policies, procedures, rules, and guidance in relation to personnel matters in respect of clergy, not otherwise covered by the Code of Canons, provided that they shall be ratified by the General Synod before implementation.

6.9 Expenses of Bishops

In addition to stipend at the rate of 1.5 times standard stipend and appropriate accommodation or arrangements for accommodation, every Diocese shall pay to its bishop the following expenses:-

6.9.1 Council Tax in relation to the bishop's residence

6.9.2 telephone rental and calls incurred in the performance of episcopal duties and the cost of postage and stationery plus such administrative expenses as may be approved on behalf of the Diocese

6.9.3 reimbursement of travelling expenses including a mileage allowance payable to bishops using their car in performance of episcopal duties. Such mileage allowance shall be in accordance with the Approved Mileage Allowance Payment rates as determined from time to time by the Inland Revenue

6.9.4 contributions to the Scottish Episcopal Church Pension Fund.

All expenses to be paid by a Diocese must, if so required by the Diocese, be adequately vouched for.

6.10 Expenses of Deans

Every Diocese shall pay to its dean the following expenses:-

6.10.1 telephone rental and calls incurred in the performance of decanal duties and the cost of postage and stationery plus such administrative expenses as may be approved on behalf of the Diocese

6.10.2 reimbursement of travelling expenses including a mileage allowance payable to deans using their car in performance of decanal duties. Such mileage allowance shall be in accordance with the Approved Mileage Allowance Payment rates as determined from time to time by the Inland Revenue.

All expenses to be paid by a Diocese must, if so required by the Diocese, be adequately vouched for. Any Deans Allowance paid by the General Synod to Dioceses shall be expended by the Dioceses in reimbursing expenses incurred by their respective deans in the performance of their decanal duties.

6.11 Pensions

In the event that any person who would otherwise be entitled to become a member of the Scottish Episcopal Church Pension Fund decides not to become such a member, the Diocese or congregation as the case may be who appoints such a person shall nevertheless pay to the Pension Fund such sums, as determined by the provincial Standing Committee, from time to time as represent those elements of the normal contribution rate payable in respect of members of the Pension Fund which relate to life insurance cover, administration and any deficit reduction as part of a pensions recovery plan in the event of the Pension Fund being in a deficit situation as regards past service.

6.12 Maternity, Paternity, Adoption Leave etc

Stipendiary office holders shall be entitled to maternity, paternity, parental and adoption leave for the same periods and subject to the same conditions as apply in the case of an employee under the Employment Rights Act 1996 or any regulations made under that Act. Where a stipendiary office holder is statutorily entitled to maternity or adoption pay, it shall be paid at the level of standard stipend for 22 weeks and, for the following 17 weeks, at the rate of 90% of standard stipend or the standard rate set by the Government (whichever is the lower).

7. DIOCESAN SYNODS AND CONGREGATIONS

7.1 Powers of Diocesan Synods

Whereas each Diocese has a Diocesan Synod, established and operating in terms of Canon 50:-

7.1.1 Each Diocesan Synod shall have control of all funds and properties committed to it, and shall make provision for the collection, custody and holding of such funds and properties, and for the distribution thereof, subject to the rights of the Bishop of the Diocese and the terms of any trust or of any conditions affecting any of such funds or properties.

7.1.2 A Diocesan Synod may exercise any or all of the following powers:-

(a) fix its own quorum and make regulations as to the transaction of its business (including without prejudice to the foregoing generality, the establishment of Boards and Committees of the Diocesan Synod);

(b) determine the time and place of its meetings, but shall meet at least annually and at such times as it is required to do so by the General Synod;

(c) appoint officials;

(d) require congregations to contribute annually to the funds of the Diocese.

7.1.3 The said funds and properties shall (except in cases of Trusts which provide otherwise) be vested in the name of the Bishop and/or any two or more of the following - the Dean, the Synod Clerk, the Chancellor and the Registrar, all of the Diocese, *ex-officiis,* as Trustees for the Diocesan Synod, as may be decided by the Diocesan Synod. The Trustees may direct that investments and property be held in nominee names on their behalf and may enter into any agreement with such nominee in connection with the holding of such investments or property.

7.1.4 The said Trustees shall have, in addition and without prejudice to the powers which gratuitous Trustees have by Statute or Common Law of Scotland, power subject to the approval of the Standing Committee (or other appropriate Committee) of the Diocese:-

(a) to uplift and receive legacies, successions and all estate, heritable and moveable, to which the Diocesan Synod may be entitled, and to grant all necessary deeds and receipts and discharges. The signature of the Diocesan Secretary or Treasurer or any of the Trustees of the Diocesan Synod shall be a valid discharge unless otherwise provided in terms of the bequest.

(b) to grant obligations binding the funds of the Diocesan Synod so far as the said funds are held for the general purposes of the Diocese;

(c) to make any kind of investment (including an investment in heritable property). In the event of any property, heritable or moveable, real or personal, of whatever nature being gifted or bequeathed to the

Diocesan Synod, the same may be accepted or retained unrealised for such time or times as may be deemed advisable, and in the case of shares, whether such shares are or are not fully paid and in the case of other property whether the same may be burdened or unburdened. In relation to heritable property belonging to the Diocesan Synod, the Diocesan Synod may exercise all the powers of management or improvement which could be exercised by an absolute owner holding the property beneficially.

7.1.5 In any case where the title to funds and properties stands in the names of Trustees in trust for behoof of a Diocese, the Standing Committee (or other appropriate Committee) of the Diocesan Synod of the said Diocese shall have authority to consent to the sale thereof and to give such other consents as may appear to be warranted.

7.1.6 The Diocesan Standing Committee shall consist of the Bishop of the Diocese and such other members of the Diocese as the Diocesan Synod may elect. All members of the Diocesan Standing Committee shall *ex-officiis* be members of the Diocesan Synod.

7.1.7 No Member of the Diocesan Synod or of its Boards or Committees and no Trustee shall be personally liable for any loss or depreciation in value of any investments. All such Members and Trustees shall be indemnified by the Diocesan Synod against any such claims made against them as such Members or Trustees.

7.1.8 The Trustees acting under sub-clause paragraph 7.1.3 whether acting as Trustees *ex officiis* for a congregation in the Diocese or any congregational Trust, shall be indemnified by the Diocesan Synod against all claims in respect of loss or depreciation in value of investments or property made against them as such Trustees in so far as not indemnified by the congregation concerned.

7.1.9 The Diocesan Synod shall cooperate with the General Synod as the General Synod shall determine and shall exercise powers delegated to it by the General Synod.

7.1.10 Expenses incurred by the Primus in administering a Diocese in which the See is vacant shall be paid to the Primus by that Diocese.

7.2 Duties of Diocesan Synods and Congregations

The general duty of enquiry of all church properties and schedules within each Diocese rests upon the Diocesan Synod, which shall determine how most appropriately to perform these duties.

7.2.1 This shall include inquiry as to:-

(a) congregational funds and the proper custody of certificates or other documents of title;

(b) condition and repair of buildings including the date of the last comprehensive survey of all buildings of the church;

(c) adequate insurance with insurance companies of good standing, and the proper custody of policies of insurance;

(d) arrangements for risk assessment and management;

(e) the existence of a formal constitution sanctioned by the Bishop.

7.2.2 Each Vestry, which failing the diocese on behalf of the Vestry, shall appoint an architect, chartered surveyor or other suitably qualified person to supervise the buildings under the Vestry's charge and notify the Diocese of any change in such appointment from time to time and the Vestry shall obtain a written report, including an energy performance certificate, in respect of these buildings, at least every five years. The report shall also confirm that the building's energy performance certificate is up-to date.

7.2.3 The accounts of all congregations appropriately audited or examined as required from time to time by charity regulation shall be submitted annually to the Diocese for examination with a report on such examination being submitted for consideration to an appropriate Diocesan Committee. The annual accounts of congregations shall close on a date not earlier than 30th June and not later than 30th September in each year. The accounts shall be submitted to the congregation for approval within three months of the financial year end (or such other period as may be prescribed in the charge's constitution) and to the Diocesan Treasurer by the end of November.

7.2.4 Similarly Diocesan Accounts shall be submitted to the Treasurer of the General Synod annually.

7.2.5 Without prejudice to the provisions of paragraph 7.1.8 in circumstances where the trustees of the Diocese, in connection with a request made by a congregation or its vestry, accept an offer of grant from a body which is external to the Church relating to the maintenance, repair, alteration, restoration or demolition of a church property of which the vestry has the care under Canon 60, the said trustees shall have no personal responsibility (as regards the vestry or congregation) in relation to the performance of any conditions or other terms applicable to any such offer of grant and shall be entitled to be indemnified out of the funds of the congregation against any liability undertaken or incurred by them.

7.3 Raising to Incumbency Status

Under Canon 36, the Standing Committee is required to certify that the General Synod's requirements with reference to the conditions under which congregations may be raised to Incumbencies have been satisfied**.** It is recommended:-

7.3.1 that consideration be given to the number of members and permanency of the congregation, and to the proximity of its church to neighbouring charges;

7.3.2 that the form of conveyance sanctioned by the General Synod be recommended for adoption, and that before granting a Certificate, the Standing Committee be

furnished with a Report from the Law Agent of the General Synod on the question of title;

7.3.3 that the charge be (a) providing a local stipend or stipend contribution for the maintenance of the cleric of not less than one-half of the current standard stipend, (b) providing a parsonage free of debt, and (c) reasonably contributing to Provincial Funds, all to the satisfaction of the Diocesan Administration Board (or equivalent);

7.3.4 that charges making application for the Certificate under Canon 36 bear the costs of such an application.

7.4 Calculation of Local Stipend

7.4.1 Where it is necessary to ascertain the amount of the local stipend in order to compute a grant for stipend support for a charge the Vestry shall, not later than the date specified by its Diocese, inform the Diocesan Treasurer of the local contributions towards stipend which it is proposed to pay in the ensuing year.

7.4.2 There shall be reckoned as part of the local contributions towards stipend:-

(a) all monies received by the cleric in virtue of being Rector or Priest of the charge or charges to which they have been instituted or licensed. This includes Easter offerings (if paid to the cleric) and any grant received towards the stipend;

(b) pay received by the cleric as Chaplain to any branch of HM Forces, excepting such allowances for expenses as may be determined in accordance with rules made by the Diocesan Administration Board (or equivalent)**;**

(c) pay received by the cleric as Chaplain to a hospital, prison or other institution excepting such allowances for expenses as may be determined in accordance with rules made by the Diocesan Administration Board (or equivalent);

(d) pay received by the cleric for any secular work outside their ecclesiastical duties, excepting such allowances as agreed by the Diocesan Administration Board (or equivalent).

7.4.3 The following payments shall not be reckoned as part of the local contribution towards stipend:-

(a) all expenses enumerated in paragraph 6.5**;**
(b) the employer's share of National Insurance contributions.

7.4.4 Clerics already instituted or licensed (whether or not to an assisted charge) seeking to undertake secular work must have the permission, subject to annual review, of their Diocesan Bishop and of their Vestry. Each individual case shall be reported to the Diocesan Administration Board (or equivalent) for its

separate ratification. The approval of the Bishop and the Vestry shall be obtained each year.

7.4.5 In cases where a charge applies for stipend support, if the cleric instituted or licensed in respect of that charge

(a) in the year prior to the year for which stipend support is sought has received or is likely to receive income in respect of work carried out or to be carried out (other than their ecclesiastical duties in respect of the charge in question); or

(b) in the year for which stipend support sought is likely to receive income in respect of work carried out or to be carried out (other than their ecclesiastical duties in respect of the charge in question)

then in submitting its application for stipend support the charge shall, unless the Diocesan Administration Board (or equivalent) otherwise agrees, also provide documentary evidence, to the satisfaction of the Diocesan Administration Board (or equivalent) which shall, if required, include written evidence from the person for whom the cleric carries out work other than their ecclesiastical duties in respect of the charge in question), detailing:-

(i) the nature of the work undertaken in the year in which the application is made and likely to be undertaken in the year for which stipend support is sought;

(ii) the amount of remuneration (in excess of any minimum amount determined by the Diocesan Administration Board (or equivalent)) paid or payable to the cleric in respect of such work in the year in which the application is made and in the year for which stipend support is sought;

(iii) the fact that no remuneration has been or is likely to be received by the cleric in respect of such work in either of such years if that be the case;

(iv) the amount (if any) of the Easter Offering paid to the cleric.

For the avoidance of doubt, failure to provide such evidence, if requested, shall be considered to be a neglect to provide information in terms of paragraph 7.6.

7.5 Duty of Congregation to Raise Stipend

7.5.1 It is the duty of every congregation first to provide such standard stipend and allowances for its cleric as the General Synod shall from time to time determine or authorise the Provincial Administration Board to determine; and secondly, to contribute to the funds of the Diocese and of the General Synod.

7.5.2 It shall be the duty of the Vestry in each congregation to arrange for the collection of contributions to Diocesan and Provincial Quotas. Where a congregation receives a stipend support grant it shall make efforts to increase its contribution towards stipend. Failure to do so shall be taken into account by Diocesan Treasurers in reckoning its assessments for Diocesan and Provincial Quotas.

7.6 Failure of Congregation to Meet Stipend, etc

Without prejudice to the power of the Bishop and Diocesan Synod to proceed in terms of Canon 36, Section 12, or the College of Bishops in terms of Canon 13, Section 9, if at any time a Diocese through its Standing Committee (or equivalent) considers that a congregation receiving stipend support from its Diocese is failing to cooperate, neglects to provide information required by a Diocesan Board or Committee, or is not raising a reasonable sum for its local contribution towards stipend or for contributions to the Diocesan Funds, or because it has become reduced in numbers, the relevant Diocesan Board or Committee may, after consultation with the Bishop, recommend to the Diocesan Synod that the congregation be placed "Under Review". If this recommendation is approved by the Diocesan Synod, that Synod shall, at its meeting in the following year, deal with the congregation as it sees fit, and may exclude its name from future stipend support.

7.7 Model Constitution

The General Synod recommends for adoption by incumbency charges only the Model Form of Constitution for Incumbencies, which is available from the General Synod Office. The responsibility for ensuring such adoption shall be that of the Vestry.

7.8 Expenses of Episcopal Elections

The expenses of the members of the Electoral Synod attending any meeting summoned in terms of Canon 4 shall be paid out of the funds of the General Synod.

8. DEFINITIONS

In this Digest:-

8.1 the following words and expressions shall bear the following meanings:-

"Church" means the Scottish Episcopal Church
"parsonage" means, unless the context otherwise requires, the residence of any of the clergy instituted, licensed, commissioned or warranted by a Bishop of the Church.

8.2 the term "Board" where used in relation to Boards of the General Synod shall include the Standing Committee where the context permits.

8.3 the term "Committee" shall include sub-committees where the context permits.

8.4 subject to the foregoing, words and expressions shall bear the same meaning as they shall bear in relation to the Code of Canons of the Church.

Revised Dates

Introduction

Revised 2004 2010 2015 2026

1. The General Synod

Revised 2001 2008 2010 2015 2026

2. The Boards and Committees of the General Synod

Revised 2001 2010 2011 2012 2013
2015 2016 2018 2019 2022
2023 2026

3. Financial Policy

Revised 2001 2004 2026

4. Provincial Grants and Loans Available

Revised 2004 2006 2015 2016 2018
2019 2026

5. Audit and Confidentiality

Revised 2008 2026

6. Clergy Stipends and Allowances

Revised 2001 2002 2007 2011 2015
2016 2017 2019 2026

7. Diocesan Synods and Congregations

Revised 2001 2009 2013 2015 2023 2026

8. Definitions

Revised 2001 2013 2026

INDEX TO DIGEST OF RESOLUTIONS

Accommodation of clergy or bishops 6.4, 6.7.2, 6.9
Accounting procedures etc 3.3
  adoption of rules 3.3.1
  examination of 5.1
Accounts
  of charges 7.2.3
  of Dioceses 7.2.4
  of General Synod
    entitlement to 5.3
    audit 5.2
    financial year end 3.1
Accusations and trials 1.1.7
Action for World Development 1.5.10
Administration Board
  accounting procedures etc, adoption of 3.3.1
  adoption grants 4.3.3
  allowances 6.5
  Building Loans Fund 4.5
    see also *Building Loans Fund*
  child allowances 4.1.1, 4.3.2
  clergy housing 6.4
  compensation for illness or disability 6.3
  curates, placing on stipend scale 6.6.2(c)
  deaconnesses, placing on stipend scale 6.2(c)
  expenses 2.8
  financial year end (of General Synod) 3.1
  general 2.3
  Housing Fund 4.6
    see also *Housing Fund*
  maternity grants 4.3.3
  membership 2.3.1
  Miscellaneous Funds 2.3.2
  paternity grants 4.3.3
  pendant committees 2.3.3-2.3.7
  personnel matters 2.3.7
  Primus, grant to 3.3.3
  responsibilities 2.3.2
  shared paternal leave grants 4.3.3
  standard stipend 6.1, 7.5.1
    See also *Standard Stipend*
  standard stipend and allowances/expenses 6.5
Supplementary Fund 4.7
    see also *Supplementary Fund*
  travelling and subsistence allowances 2.8
  Unit Trust Pool 1.7
Administrative expenses 6.5.3
Adoption grants 4.3.3
Adoption leave 6.12
Allowances
  for stipendiary clergy 6, 6.5
  for curates, deacons, deaconesses 6.6,6.6.2(d)
Annual Meeting of General Synod
  adjustment of minutes 2.2.5
  reports of boards and committees 2.7
Appeal (under Canon 35) 2.3.3 (c)
Approved Mileage Allowance Payment 6.5.4, 6.9.3, 6.10.2
Audit
  of charge accounts 7.2.3
  of General Synod accounts
    external 5.2
    internal 5.1
Auditors
  appointment of 2.2.3, 5.2
  fees 3.3.2
Basic Award 6.3.4, 6.3.5
Bequests 1.2.1, 2.3.2, 7.1.4(a)
Bishops 3.3.2
  see also *Diocesan Bishop*
Bishoprics
  endowment of 1.5.3
Board of Studies 2.6.4
Boards and committees
  annual budgets 2.2.6, 3.2.2(g)
  authority, delegated by Standing Committee 2.2.2
  Code of Conduct, for 2.1.6
  definition 8.2
  delegation 2.9, 4.1
  diocesan representative alternates 2.1.1(f)
  financial proposals 3.2.5(d)&(f)
  indemnity insurance 2.10
  membership 2.1
  power to redirect resources 3.2.4
  quorum 2.1.1(e)
  reports 2.7
Budget holder 3.2.1(h), 3.2.2(a)-(d), 3.2.5(e)
Budgetary control 3.2.2
Budgets
  approval 3.2.1(f)
  guidelines 3.2.1(a)
  preparation 3.2.1(b)
  presentation to General Synod 3.2.1(e)
  quarterly reporting 3.2.3(a)
  Standing Committee 3.2.1(c)&(d)
  variances against 3.2.2(e), 3.2.3(b) & (c)
  virement 3.2.1(b), 3.2.4
Building and maintenance of churches, church halls, residences etc 1.5.4, 2.3.6, 4.1.2, 4.4, 4.5, 6.4, 7.2.1, 7.2.2, 7.2.5
Building Grants Fund 4.1.2, 4.4
Building Loans Fund 4.1.2, 4.5

Buildings Committee 2.3.3 (c), 2.3.6, 6.4
Canon 4 3.3.2, 7.8
Canon 13 7.6
Canon 35 2.3.6
Canon 36 7.3, 7.6
Canon 50 7.1
Canon 52.23, 2.3.3 (c)
Canon 53 6.3.2
Canon 60 7.2.5
Canon 64 6.3.2
Canons, Code of 8.4
Canons Committee, see *Committee on Canons*
Chancellor 7.1.3
Chaplains
pay received as 7.4.2(b) & (c)
Charges
see also *Congregations* and *Vestry*
endowment of 1.5.3
financial year end 7.2.3
Charities and Trustee Investment (Scotland) Act 2005 1.2, 1.4
Charity indemnity insurance 2.10
Charity Trustees 1.4
Child allowances 4.1.1, 4.3.2
Child Protection 2.2.9
Church, definition 8.1
Church in Society Committee 2.4.3, 2.4.4, 4.1.3
Church in Society Committee Fund 2.4.4
Church buildings, maintenance, repair, grants, loans, risk assessment 1.5.4, 2.3.6, 4.1.2, 4.4, 4.5, 7.2.1, 7.2.2, 7.2.5
Clergy
accommodation and housing 6.4, 6.7.2
allowances 6, 6.5, 6.6, 6.7
illness or disability 6.3
ministering to two or more churches 6.6.5
mission 6.6.4
see also *Non-Stipendiary clergy*
payment of 6.2, 6.7.3
qualifying stipendiary 4.3.2
retired 1.5.2
see also *Retired Clergy*
secular work 7.4.2(d), 7.4.4, 7.4.5
Clergy Stipends, see *Standard Stipend* and *Stipend*
Code of Conduct 2.1.6
College of Bishops
appointment to Buildings Committee 2.3.3 (c)
costs 1.1.6
recruitment and selection 2.6.5
Committee, see *Boards and committees*
Committee for the Protection of Children and Vulnerable Adults 2.2.7(a), 2.2.9
Committee on Canons 2.5.3(a), 2.5.4
Committees and pendant committees
reports 2.7
Community Fund 4.1.3,
Community project grants 4.1.3
Compensation for stipendiary clergy 6.3
Confidentiality 5.3
Congregational Treasurer 6.2.1
Congregations 7, 7.1.2(d), 7.1.8, 7.2,
see also *Charges, Vestry*
duty to contribute to diocesan/ General Synod funds 7.5.1
duty to raise stipend 7.5
failure to make efforts to increase contribution to stipend 7.5.2
failure to meet stipend/cooperate/provide information 7.6
placing "under review" 7.6
Constitution 7.2.1(e), 7.7
Conveners
appointment (board) 2.1.2
appointment (committee) 2.1.3
appointment (Standing Committee) 2.1.2(g)
casual vacancy 2.1.2(f), 2.1.3(d)
eligibility 2.1.1(a)
manner of election 2.1.1(h)
term of office 2.1.1(c)
Council tax 6.5.1, 6.9.1
Curates 6.6
grants 4.3.1
stipends 6.6.1, 6.6.2
Deaconesses
stipend 6.6.1, 6.6.2
Deacons
stipend 6.6.1, 6.6.2
Dean 7.1.3
Death of clergy 6.3.6(d)
Deductions from stipend 6.2.1, 6.2.3
Definitions of words and phrases 8
Delegation 2.9, 4.1
Deputy Secretary General 2.2.3
Diocesan administration board
application for stipend support 7.4.5(b)
determination of allowances 7.4.2(b)-(d)
raising to incumbency status 7.3.3
secular work 7.4.4
Diocesan Bishop 6.6.2(d), 6.9, 7.1.1, 7.1.3, 7.1.6, 7.2.1(e), 7.4.4, 7.6
Diocesan representatives 2.1.1(f), 2.1.4(a), 2.1.5(a)
Diocesan standing committee 7.1.4, 7.1.5, 7.1.6
Diocesan Synod 6.6.1, 7
boards and committees 7.1.2
see also *Diocesan standing committee/ administration board*
cooperation with General Synod 7.1.9
enquiry regarding church properties 7.2
funds 7.1.1, 7.1.3, 7.1.5, 7.5.1
liability of members/trustees 7.1.7, 7.1.8

meetings 7.1.2(b)
officials 7.1.2(c)
placing of congregation "under review" 7.6
properties 7.1.1, 7.1.3
quorum 7.1.2(a)
powers 7.1
transaction of business 7.1.2(a)
trustees, see *Trustees*
Diocesan Treasurer 6.7.3, 7.2.3, 7.4.1,7.5.2
Disability of clergy 6.3, 6.6.2(d)
Doctrine Committee 2.5.3(b), 2.5.5
Dunderdale Fund for the Endowment of Charges 2.3.2
Easter offerings 7.4.2(a), 7.4.5(b)(iv)
Ecclesiastical Tribunals
costs 1.1.7
Education and training 1.5.5, 1.5.6
Electoral meetings 3.3.2, 7.8
Electoral Synod 3.3.2, 7.8
Endowment of bishoprics and charges 1.5.3
Episcopal elections 3.3.2, 7.8
Episcopal Synod
costs 1.1.6, 3.3.2
Execution of deeds 1.2.1, 7.1.4(a)
Expenses
Bishops 6.9
Deans 6.10
Episcopal elections 3.3.2, 7.8
Episcopal Synod 3.3.2
General Synod 3.3.2
Non-Stipendiary clergy 6.7.1
reimbursement 2.8
vacant see 7.1.10
Faith and Order Board
general 2.5
membership 2.5.1
pendant committees 2.5.3-2.5.8
responsibilities 2.5.2
Faith and Order Board Account 2.5.2
Financial assistance for pensioners 4.1.4
Financial information 3.2.5, 5.3
Financial management 3.2, 3.3
Financial proposals 3.2.5(d)&(f)
Financial policy 3
Financial records 5.3
Financial year end
General Synod 3.1
Charges 7.2.3
General Synod
bank accounts 3.3.2
boards and committees 2
membership, see *Membership*
reports 2.7
control and management of the administration 1.4
conveyance for raising to incumbency status 7.3.2
cooperation of diocesan synod 7.1.9
costs 1.1.5, 3.3.2
duty of congregations to contribute to funds 7.5.1
episcopal election expenses 7.8
financial year end 3.1
House of Clergy 2.2.1
House of Laity 2.2.1
investment 1.6
liability of members/trustees 1.6.2, 2.10
members 5.3
objects 1.5
minutes 2.2.5
officials 1.1.2, 2.2.3
powers 1.1
raising to incumbency status 7.3
review of operation 2.2.8
trustees, see *Trustees*
rules of order 1.10
use of funds 1.5
General Synod Office 7.7
General Synod Office staff 2.2.3, 2.2.4
General Synod representatives 2.1.4(b)
Global Partnerships Committee 2.4.3, 2.4.5, 4.1.3
Global Partnerships Committee Fund 2.4.5
Grants, see *Provincial grants and loans*
Grants from External Bodies 7.2.5
Home mission work 1.5.7
Honorarium, persons in receipt of 2.1.1(d)
Housing Allowance 6.3.4, 6.3.9
Housing of clergy 4.1.4, 4.6, 6.4, 6.7.2
Housing Fund 2.3.5, 4.1.4, 4.6
Illness of clergy 6.3, 6.6.2(d)
Incapacity of clergy 6.3
Income tax 4.9, 6.2.1
Incumbency
model constitution 7.7
status 7.3
Indemnity insurance 2.10
Inland Revenue
Approved Mileage Allowance Payments 6.5.4, 6.9.3, 6.10.2
Institute Council 2.6
Inter-Church Relations Committee 2.5.3(c), 2.5.6
Interfaith Relations Committee 2.4.3, 2.5.3, 2.5.8
Investment
holding of 1.3, 7.1.3
loss or depreciation in value 1.6.2, 7.1.7, 7.1.8
powers 1.6, 7.1.4(c)
Unit Trust Pool 1.7
Investment Committee 2.3.3(a), 2.3.4
Unit Trust Pool 1.7

Island allowances 6.5.6
Lay worker grants 6.6.3
Law Agent 2.2.3, 3.3.2, 7.3.2
Lewis 6.5.6
Legacies, see *Bequests*
Links 2.4.5
Litigation 1.1.4, 1.3, 1.9
Liturgy Committee 2.5.3(d), 2.5.7
Loans, see *Provincial Grants and Loans*
Local Mission Development Committee 2.4.3, 2.4.6
Local stipend 7.4
Locum tenens 6.5.2
Maintenance of churches, church halls, residences etc 1.5.4, 2.3.6, 4.1.2, 4.4, 4.5, 6.4, 7.2.1, 7.2.2, 7.2.5
Maternity Grants 4.1.1, 4.3.3
Maternity Leave 6.12
Membership
of boards and committees
appointment (board) 2.1.4
appointment (committee) 2.1.5
capacity 2.1.1(g)
conveners, see *Conveners*
casual vacancies 2.1.4(b)(iii), 2.1.5(b)(ii)&(iv)
diocesan representatives 2.1.1(f), 2.1.5(a)
eligibility 2.1.1
ex officiis 2.1.1(a), 2.1.4(c), 2.1.5(a)
exclusion from 2.1.1(d)
General Synod representatives 2.1.4(b)
manner of election 2.1.1(h)
numbers 2.1.1(a)
general 2.1
reappointment 2.1.1(b)
term of office 2.1.1(b)
of Buildings Committee 2.3.3 (c)
of Diocesan Synod 7.1.7
of General Synod 1.6.2, 5.3
Mileage allowance 6.5.4
Ministerial formation and training 2.6.2
Miscellaneous funds 4.8
Mission, responsibility for 2.4.2, 2.4.4, 2.4.5, 2.4.6
Mission Board 2.2.1, 2.4.1
general 2.4
membership 2.4.1
ministerial training grants 4.1.3
Mission and Ministry Support Grant 4.2
pendant committees 2.4.3 - 2.4.6
responsibilities 2.4.2
Mission and Ministry Support Grant 4.2
Mission priests 6.6.4
Model constitution 7.7
National Emergency 1.8
National insurance 4.3.1, 6.2.1, 6.3.1, 6.6.2(d), 7.4.3
Nominations
board members 2.1.4(b)
committee members 2.1.5(b)
conveners (board) 2.1.2
conveners (committee) 2.1.3
General Synod representatives 2.1.4(b)
Standing Committee 2.2.1
Non-Stipendiary clergy 6.7
Officials 1.1.2, 2.2.3
Ordination 6.6.2(b)
Organisation Review Committee 2.2.7(a), 2.2.8
Orkney 6.5.6
Overseas mission work 1.5.8, 4.1.3
Pantonian Professor 2.5.1
Parsonage, definition 8.1
Parental Grants 4.1.1
Parental Leave 6.12
Paternity Grants 4.3.3
Paternity Leave 6.12
Pay Statement 6.2.2
Payment of Clergy 6.2
Payment for Non-Stipendiary clergy 6.7.3
Pensioners 4.1.4
see also *Retired Clergy*
Personnel Committee 2.3.3(d), 2.3.7
Personnel Provision 6.8
Postage 6.5.3, 6.9.2, 6.10.1
Poverty, grant for relief from 4.1.3
Primus
annual grant 3.3.3
expenses of vacant see 7.1.10
Property, see *Church Buildings*
Provincial Director of Ordinands 2.6.3, 2.6.5
Provincial expenditure 3.3.2
Provincial grants and loans
building grants and loans (capital expenditure, repair and maintenance, loans) 4.1.2, 4.4, 4.5, 7.2.5
general 4, 4.1
other grants (hymn/prayer books, overseas projects, ministerial training, retreats, community projects, poverty) 4.1.3
payment 4.9
personnel grants (child, maternity or similar parental) 4.1.1
pensioner grants (retirement housing, financial assistance) 4.1.4
Provincial Youth Committee 2.4.3
Qualifying children 4.3.2
Qualifying Stipendiary clergy 4.3.2
Quorum 2.1.1(e), 7.1.2(a)
Quota 2.2.6, 3.2.1(e), 7.5.2
Recruitment and selection 2.6.5
Registrar 7.1.3
Remuneration 7.4.2, 7.4.5
Resettlement allowance 6.3.4(b), 6.3.10

Retired Clergy
support of 1.5.2, 2.3.5, 4.1.4, 4.6, 4.8
Retirement Housing Committee 2.3.3(b), 2.3.5, 6.3.9
Retirement housing, assistance with 4.1.4
Rules of Order 1.10
Scottish Episcopal Church Mission Association 2.4.5
Scottish Episcopal Church Pension Fund 4.3.1, 6.3.8, 6.5.5, 6.9.4, 6.11
Scottish Episcopal Church Nominees 1.3
Scottish Episcopal Institute
Board 2.2.1, 2.6
Convener 2.1.2(h)
membership 2.6.1
responsibilities 2.6.2
Board of Studies 2.6.4
Institute Council 2.6.1, 4.3.1
Secretary General
appointment 2.2.3
appointment of Board or Committee
Conveners/Members 2.1.2(a), 2.1.3(b), 2.1.4(a), 2.1.4(c), 2.1.5(b)
borrowing 3.3.4
power to sue 1.9
Secular work 6.2.1, 7.4.2(d), 7.4.4, 7.4.5
Shared Parental Leave Grants 4.3.3
Shetland 6.5.6
Social responsibility work 1.5.9
Standard Stipend 6.1, 6.2.1, 6.3.1, 6.3.7, 6.5, 6.6.1, 6.6.4, 7.3.3, 7.5.1
see also *Stipend*
Standing Committee
adoption of accounting rules 3.3.1
appointment of Convener 2.1.2(g)
appointment of officials 2.2.3
appointment of auditors 5.3
approval of unbudgetted expenditure 3.2.1(f)
borrowing 3.3.4
budgets 3.2.1(c), 3.2.1(d), 3.2.1(e), 3.2.2 (h)
charity trustees 1.4
deemed as board for purpose of definition 8.2
financial year end (of General Synod) 3.1
general 2.2
grant to Primus 3.3.3
indemnity insurance 2.10
membership 2.2.1
Mission and Ministry Support Grant 4.2
national emergency 1.8
pendant committees 2.2.7
power to adopt Code of Conduct 2.1.6
power to authorise membership of boards/committees 2.1.1(d)
power to sue 1.9
powers (general) 2.2.2-2.2.7
provincial expenditure 3.3.2
raising to incumbency status 7.3.2
report from law agent 7.3.2
responsibilities 2.2.2-2.2.7
Standing Committee Convener 2.1.2(g), 3.3.4
Stationery 6.5.3
Stipend, see also *Standard Stipend*
bishop's 6.9
calculation of local stipend 7.4
congregation's efforts to increase contribution towards 7.5.2
curates, deacons, deaconesses, priests 6.6.1
deductions from stipend 6.2.1, 6.2.3
determination 2.3.2, 6.1
duty of congregation 7.5
failure to pay 7.6
general 6
mission priests 6.6.4
payment 1.5.1, 6.2
variation to scale 6.6.2
Supplementary Fund 2.3.5, 4.1.4, 4.7
Synod, see *Diocesan Synod, General Synod*
Synod clerk 7.1.3
Telephone rental and calls 6.5.3, 6.9.2, 6.10.1
Theological Institute 1.5.5
Travel expenses 2.9, 6.5.4, 6.9.3, 6.10.2
Travel Grants 6.6.5
Treasurer 2.2.3, 3.2, 3.3.4, 7.2.4, see also *Congregational Treasurer, Diocesan Treasurer*
Trustees
Charity Trustees 1.4
of Diocesan Synod
discharge of legacies 7.1.4(a)
execution of deeds 7.1.4(a)
holding of funds/properties 7.1.5
identity 7.1.3
liability 7.1.7, 7.1.8, 7.2.5
powers 7.1.4, 7.1.5
of General Synod
appointment 1.2
discharge of legacies 1.2
execution of deeds 1.2
liability 1.6.2
removal 1.2
resignation 1.2
Trustee indemnity insurance 2.10
"Under review" status 7.6
Unit Trust Pool 1.7
Vacant see 7.1.10
Vestry 7.2.2, 7.2.5, 7.4.1, 7.4.4, 7.5.2, 7.7
Vice conveners 2.1.1(a)
Virement 3.2.1(b), 3.2.4
Vulnerable Adult Protection 2.2.9
Widows and dependants 1.5.2, 2.3.5, 4.1.4
Youth Committee 2.4.3

Published by the General Synod Office
21 Grosvenor Crescent, Edinburgh, EH12 5EE

General Synod of the Scottish Episcopal Church
Scottish Charity No. SC015962