

**REFERENCE AND ADMINISTRATIVE INFORMATION**

**MEMBERS OF THE DIOCESAN COUNCIL (1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022)**

**Bishop**

The Right Revd David A McClay

**Honorary Secretaries**

**Down**

The Ven Kenneth Higgins Archdeacon of Down  
Dr Elizabeth J Leonard

**Dromore**

The Very Revd S Geoffrey Wilson  
Mr Basil J O'Malley

**Down Clerical**

The Revd James W Cheshire  
The Revd Colin P Darling  
The Revd Adrian TW Dorrian  
The Revd Canon Gareth A Harron  
The Very Revd T Henry Hull, Dean of Down  
The Revd Emma C Rutherford  
The Revd Karen E Salmon  
The Revd Catherine J Simpson  
The Revd Canon Helene Steed

**Dromore Clerical**

The Ven T Roderic West, Archdeacon of Dromore  
The Revd Canon Terence J Cadden  
The Revd Alison N Calvin  
The Revd J Mark Harvey  
The Revd B Ian Linton  
The Revd Paul McAdam

**Down Lay**

Dr Marilyn A Armstrong  
Mr James E Bunting  
Mrs E June Butler  
Mr Paul Jardine (*from 1/12/22*)  
Mr Michael H Johnston  
Mr David Manning  
Mr John Menagh  
Mr Tom Mullan  
Mr Ross P Munro (*until 30/11/22*)  
Mr Nigel G Quinn  
Lady Brenda MH Sheil  
Professor Brian M Walker  
Mrs Denise E Wilson

**Dromore Lay**

Mrs Alison F Adams  
Mr Simon Henry  
Mr C Michael McCarter)  
Mr Colin W Morris  
Mrs Dianne Ruddock  
Mr Stephen W Trew

**Northern Ireland Charity Number:** NIC107102

**Registered Office**

Church of Ireland House  
61-67 Donegall Street  
Belfast  
BT1 2QH

**Business Address**

Church of Ireland House  
61-67 Donegall Street  
Belfast  
BT1 2QH

**Auditors**

Finegan Gibson Ltd  
Causeway Tower  
9 James Street South  
Belfast  
BT2 8DN

**Solicitors**

Edwards & Co Solicitors  
28 Hill Street  
Belfast  
BT1 2LA

**Bankers**

AIB (NI)  
University Road  
Belfast  
BT7 1ND

Danske Bank  
PO Box 183  
Donegall Square West  
Belfast  
BT1 6JS

## REPORT OF THE DIOCESAN COUNCIL

The Diocesan Council presents its annual report and financial statements for the year ended 31 December 2022.

### OBJECTIVES AND ACTIVITIES

The charitable purpose of the Church of Ireland Diocese of Down and Dromore is the advancement of the Christian religion.

The principal function of the Diocese of Down and Dromore is to support and develop mission and ministry within the geographical area of the Diocese through the advancement of the Christian religion by promoting, through the work of the Diocese of Down and Dromore and its Parish network the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. Being open to and engaging with society as a whole and offering support for those needing help are fundamental to the practical delivery of the benefits of the Diocese of Down and Dromore.

As a result of activity in the pursuit of the advancement of the Christian religion, the Diocese of Down and Dromore has responsibility for property and custody of records, materials, and artefacts of significance to the cultural and religious heritage of the Diocese of Down and Dromore. General oversight of this work is undertaken by the Diocesan Council of the Diocese of Down and Dromore.

### ACHIEVEMENTS, PERFORMANCE & PUBLIC BENEFIT

The Diocese has been in the process of rebuilding and re-energising the work of its parishes throughout 2022 following the impact of covid-19. This has proved to require hard work and initiative at both the local level in parishes and at the more central level in the diocese. Many parishes have experienced growth while others have found the pathway to recovery after covid-19 more difficult. The Diocese, mostly through the work of the Diocesan Bishop and Diocesan team has sought to provide appropriate support to local parishes and church plants. This has included providing one on one meetings with clergy, coming alongside select vestries, providing much by way of written materials, visitation of the parishes by members of the diocesan team and putting into the hands of clergy and select vestries resources to help them rebuild. Full details of the achievements and performance of the Diocesan Council are detailed in the Diocesan Council's report to Synod, however some highlights of how the Diocese gave support in several ways to enhance Mission & Ministry are as follows:

**Clergy Support** – Through the 'Area Deanery' system clergy received mutual support and encouragement throughout the year. Pastoral support is offered to clergy on an on-going basis through the Area Deanery network and when required through paid counselling services. The Bishop of the Diocese, the Right Reverend D A McClay, provided ongoing pastoral support to all serving and retired clergy through regular telephone contact and home and hospital visitation.

Due to the COVID restrictions the residential clergy conference was replaced in March 2022. with the opportunity for other support gatherings which enabled smaller groups of clergy and others in full-time ministry to come together safely. At a time when clergy needed input and refreshment these opportunities provided encouragement and support that the diocesan clergy and church workers greatly appreciated and found beneficial.

Monthly support gatherings are also provided for those pioneering new initiatives. These have proved very fruitful and have led to new initiatives that are supporting the most vulnerable in our diocese. Monthly gatherings also provide in-service training for clergy, providing the opportunity to equip our clergy and other staff members in parishes for the challenges of mission and ministry in today's world, for example these included providing help to clergy for those suffering from mental health issues and stress.

#### **Wider support provided to staff and volunteers involved in ministry**

The Diocesan 'Bible Week' was held in Willowfield Parish Church and live streamed to engage with those who for whatever reason were unable to travel to the event each evening. This event is run to give both clergy and those involved in Parish ministry the opportunity to be challenged and refreshed. The main purpose of this event each September is to equip and refresh members of select vestries, youth and children's workers, Sunday school teachers and all those involved in ministry at the commencement of a new season of ministry in 75 parishes and 9 church plants in our diocese. This year the devotions at the Bible Week were delivered by the Reverend Canon John Coles, Chair of the Trustees of New Wine, England. The evenings also involved gathering together all our clergy for a service of the renewal of ordination vows, on a different evening a special time for lay readers to reaffirm their commitment of being a diocesan reader, on another evening all the parish readers in the diocese had the opportunity to reaffirm their commitment to working locally in a parish and on yet another evening those involved in music ministry had the opportunity to reaffirm their commitment to lead others in praise and worship.

## REPORT OF THE DIOCESAN COUNCIL (CONT'D)

**Lay Ministry Support** – the Diocese continued to provide support and opportunities to those involved in Lay Ministry. Some of this involved new areas of ministry such as videos to resource the life, work, and ministry of parishes across the diocese. It also included providing ongoing resources for youth ministry, for children's ministry and for the development of leaders for these and other ministries.

Significant numbers attended training events online. These events included training on Safeguarding, on leadership development, on mental health awareness and on other aspects of self-development and leadership. We also held in-person training events whilst streaming these and other programmed to online audiences. These included a series of 40 devotional talks which were delivered by the Bishop during the 40 days of Lent leading up to Easter.

Information evenings were held for select vestries in five different venues bringing together all select vestries in Down and Dromore. Additionally, a training and information evening was held for rectors and church treasurers which all rectors, church plant leaders and honorary treasurers had the opportunity to attend. Ongoing guidance was also provided to parishes, to select vestries, church treasurers, vestry secretaries, clergy, lay readers and to many other people groups within the diocese, to enable them to deal with the restrictions and to put in place ministry that was both safe, and at the same time resourced local churches to care for the needs in their community. A large number of resource videos for talks and worship were developed for parishes in throughout the months of restriction and lockdown as well as other resources to help them adapt to the continual changing situation.

Other ongoing diocesan ministries were adapted to meet government guidelines around social distancing etc. Online provision was put in place for diocesan programmes such as the continuation of the Lay Training programme, Parish Readers, Exploring Ordination and Evangelists' courses. During this past year these have all been enabled to continue with new people being recruited into each of these ministries. These included: Child Protection Training: 78 audit visits done; A new training Support Team formed and 11 training evenings for over 500 people; Diocesan Readers and Evangelists: 7 Readers and 8 Evangelists currently in training; Parish Readers: 100 trained in the past 3 years and a new course to take place in May; Exploring Ministry: 10 currently training for ordination and 22 in the exploring ministry group; Bible Course: Held over 1 year and 3 modules this course had 40 people attending; Small Group Leadership: involving 25 people over 5 evenings; Sharing your Faith Course: Involving 9 people over 3 evenings; Prayer Ministry Training: This involved 45 people for a full day training event; Kintsugi Hope evening on mental health: Attended by around 25 clergy; First Aid Training: Currently 20 booked into these training days in 2 locations in the diocese; Pioneer Ministry: 8 regular meetings with around 20 ministers and leaders in pioneer contexts; Training on Pioneer ministry for around 40 other clergy; Vestry Evenings: These took place across 5 locations for all vestries in the diocese; Bible Week 2022: 4 evenings held in Willowfield for parishioners from across the diocese; Clergy Conference: Held over 4 days and involving 140 clergy, spouses and church staff; St. Patrick's Day: Involving over 400 people across the services and pilgrimage; Foundations meetings for young adults: 7 of these were held and typically around 20-30 attend.

All of the above is part of how local churches, parishes and individuals are resourced by the Diocese for ministry across our Diocese of Down and Dromore.

**Youth & Children's Ministry** – The Diocese has continued to support those involved at diocesan and parish level in various forms of Youth & Children's Ministry. Details include: The Down and Dromore marquee at Summer Madness had 136 young people attending over 5 days; JAM Summer Children's day camps involving 140 children; new Holiday Bible Club resource produced and used by 7 churches; Advent devotional booklet designed and given to 150 children; Lenten resource developed on the environment and 800 copies distributed; the summer camps had 103 young people and 18 young leaders attend over three 5-day camps; Youth Night at Bible Week with 80 young people attending; Sunday children's talks and visits to 25 different churches; Youth and Children's leaders' training day with 74 leaders; Serve leadership course for youth (5 involved) and OCN training certificate delivered (10 completed); Kilbroney Youth Weekend for 60 young people and leaders; Confirmation services in 18 churches and 118 young people; Saturday Night Live youth events were held in 4 churches and usually involved around 70 young people from different churches; The Big Diocesan Youth Weekend in March had 183 booked into but was cancelled by the venue due to snow. This will be replaced by a day out in June; 3 Praise Parties organised for April – June.

## OTHER MINISTRIES

The Diocese provides weekly ministry to prisoners in Maghaberry and Hydebank Prisons and provides support to vacant parishes through its 'cover duty' service. It not only assists existing church structures but seeks to develop new forms of mission and ministry through the Church Plant initiative, which this year has supported seven Church Plants and provided support to two new initiatives.

## REPORT OF THE DIOCESAN COUNCIL (CONT'D)

### SUPPORT MINISTRIES

The Diocesan Office also provides on-going support to parishes in relation to church property and lands, through Quinquennial inspections of rectories and church property, and advice on church graveyards. The support staff also help facilitate the running of the various Diocesan committees, organised the Diocesan Synod, and help with the structures to fill parish vacancies and the placement of curates and deacons. The collection and payment of Clergy Pensions & Stipends and legal and HR assistance to both clergy and parishes is organised at central level. During this past year, all departments within the Diocesan Office have provided on-going support and advice to parishes in relation to the ever-changing government advice and requirements of 'faith groups'.

2022 saw the ongoing work of updating the Diocesan database, a Portal/Contact Management system. The new Contact Management System has proved a very useful resource providing management with better statistical and financial information on parishes across the Diocese.

Regular Church Plant newsletters and other documents providing useful Information on governance and good practice were provided throughout 2022. Many of these leaflets are also available on the diocesan website. These documents include: Sourcing funding, Reimagining the offering, Bishop David's 10 year vision, Forge Ministry Apprenticeship Scheme, The Suitcase Project, Reading the bible for ourselves, Church Planting in Down and Dromore, Honouring the Memory, Diocesan Rejuvenation fund, Invest in God's Kingdom by leaving a legacy to His church, Generosity, Making Giving Easier.

### COMPLIANCE WITH PUBLIC BENEFIT

The Diocese has considered the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the activities entered into during the year have helped to achieve the Diocesan objectives and activities, as well as providing benefit to the wider general public.

All the activities as outlined above enables parishes to effectively provide a service to their respective local communities, through the opportunity to provide weekly church services, youth and children's activities and pastoral support to many in local communities. The Diocese also runs an annual St Patrick's Day Celebration in Saul Parish and Down Cathedral, which welcomes the entire community. This is one of a number of cross community events that helps us fulfil our role in bridge building and reconciliation. All the church services and related activities during 2022 have been conducted in compliance to the government COVID-19 restrictions.

### FINANCIAL REVIEW

The Diocesan Council continued to support parishes in facing whatever challenges came their direction, whether these related to finance or personnel, always seeking ways to promote growth and utilise its financial resources with the aim of supporting and developing ministry and promoting the Church of Ireland within the Diocese.

The net revenue account shows a surplus for the year as reported on page 12 amounted to £273,880 (2021: £190,536). The Council had a net gain in total funds for the year of £44,439 (2021: £435,933), including a recognised loss on investments of £229,441 (2021: Gain £245,397).

### RESERVES POLICY

The Diocesan Council operate a reserves policy, which they consider appropriate to ensure the continued ability of the charity to meet its objectives and financial commitments. The policy is reviewed annually by the Diocesan Council, in conjunction with a broader review of the finances of the Diocese.

The reserves policy of the Diocese is set so that the fixed asset investments plus net current assets are sufficient to cover the Councils commitments within its Designated and Restricted Funds, and to provide for at least six months operational costs. These reserves are held to maintain the operation of the Diocese of Down & Dromore and to provide surety against adverse financial events, such as income targets not being achieved or unbudgeted expenditure being required.

As at the 31st December 2022, the fixed asset investments plus net current assets totalled £3,708,046 of which £2,944,476 are Restricted Funds and £81,912 are Designated Funds. The funds required to cover the commitments within the

### **REPORT OF THE DIOCESAN COUNCIL (CONT'D)**

Restricted & Designated funds are £3,026,388 with additional funds totalling £467,512 being required to meet six months operational costs and £101,246 to meet employment liabilities in the event of winding up the work of the Council. Free reserves at 31st December 2022 totalled £763,570 and therefore as the free reserves exceed the £568,758 required to meet six months operational costs and employment liabilities, the Council's reserves at the 31st December 2022 meet the requirement of the reserves policy.

### **GOING CONCERN**

The Diocesan Council have reviewed the budget for the year ahead and are satisfied that there are adequate funds in place to ensure that the Diocese can continue its activities, and the financial statements for the year ending 31st December 2022 can be signed off as a going concern.

### **PLANS FOR FUTURE PERIODS**

The Diocesan Council has given approval for the appointment of a further person to take forward a range of issues relating to compliance. In 2022 a new Diocesan Children's Officer, Mrs Millie Bellew, was appointed and a new Diocesan Administration and Finance Officer, Mrs Kelly McCullough, was also appointed. Both have taken up these roles in 2022.

The Dioceses of Down, Dromore & Connor Joint Committee plan to put on the market for sale, Church of Ireland House in Belfast, and move to suitable rented accommodation in 2023.

The Moneyreagh Church Plant accounts will move out of the Diocesan Accounts from the start of 2023, as this entity is now a registered charity, and will therefore be required to submit its own separate accounts to the Charity Commission for N. Ireland.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing Document and Constitution of the Organisation**

The Diocesan Council of Down and Dromore, in its present form, was established in 1945 by Act of the General Synod of the Church of Ireland and operates under the constitution of the Church of Ireland which claims its authority from the Irish Church Act 1869

#### **Recruitment and Appointment of Diocesan Council (Trustees)**

The Diocese is managed by the Diocesan Council, which consists of approximately forty members elected by the clergy and laity of the Diocese meeting in Synod.

#### **Organisational Structure**

The Diocesan Council is chaired by the Bishop or Archdeacons. Diocesan Council members are responsible for making decisions on matters of general concern and importance to the Diocese including deciding how Diocesan funds are to be applied. The Diocesan Secretary and other staff handle the day-to-day management of Diocesan affairs.

The Diocesan Council normally meets approximately six times per annum and reports its activities to the Diocesan Synod each year. The Council also operates through meetings of the Honorary Secretaries (Secretariat) who have executive powers and who takes specialist advice from the Diocesan Finance & Governance Committee. Special meetings may be convened at any time by the chairperson and during 2022 the Diocesan Secretariat met 13 times, either by video conferencing facilities or in person.

#### **Related parties and co-operation with other organisations**

There are several posts within the Diocese that provide an annual allowance. Some of these post holders are also members of Diocesan Council and as such are classed as 'related parties.' During the year ended 31 December 2022, The Diocese of Down and Dromore paid gifts and expenses to Diocesan Council Members amounting to £8,545 (2021: £6,269).

The parishes of St Donard's and Seapatrik each received £3,110 to reflect the work carried out on Diocesan business by the Archdeacon of Down and the Archdeacon of Dromore respectively.

The Diocese of Down & Dromore is one of eleven Dioceses that make up the Church of Ireland. The Diocese of Down & Dromore interacts and works with several connected organisations within the Church of Ireland, these being the Diocese of Down & Dromore & Connor Joint Committee, the Representative Church Body, the Church of Ireland Trustees, the Church of Ireland Orphans & Children's Society for the Counties of Antrim & Down, and the Church of Ireland Priorities Fund. The Diocese of Down & Dromore is connected with the above bodies by virtue of a number of Diocesan Council

## REPORT OF THE DIOCESAN COUNCIL (CONT'D)

members being representatives on the decision-making bodies of these organisations. During the year transactions with these bodies amounted to income of £267,227 (2021: £102,035) and expenditure of £1,296,882 (2021: £1,296,882).

The Diocese of Down & Dromore has a 50% stake in the Joint Committee.

The Diocese of Down and Dromore also works ecumenically with other Christian denominations and traditions that exist in the Diocese of Down and Dromore and beyond. The Church of Ireland is in a Covenant relationship with the Methodist Church, and this is reflected much in our work and Movilla Abbey and the Church on the Hill in Maghaberry.

### Pay policy for senior staff

The Diocesan Council are the Trustees of the organisation with the senior management team comprising of the key management personnel of the charity in charge of directing and controlling, running, and operating the charity on a day-to-day basis. All Trustees give of their time freely during the year with details of Trustee expenses and related party transactions being disclosed in note 25 to the accounts.

The pay of staff is reviewed annually and is increased in line with the recommendation of the Standing Committee of the Representative Church Body Clergy Minimum Approved Stipend rates. The remuneration benchmark for Church Plant leaders is taken from the National Joint Council pay scales and is the mid-point of the range paid for similar roles and responsibilities.

### Risk Management

The Diocesan Council has a Risk Register which is reviewed as required and usually annually. The last review was in March 2021 with the next review scheduled for May 2023.

### Statement of the Diocesan Councils Responsibilities

Legislation requires the Diocesan Council to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Diocese as at the end of the financial year and of the surplus or deficit of the Diocese for that period. In preparing those financial statements, the Diocesan Council is required to:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Diocese will continue in operation.

The Diocesan Council is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Diocese and enable it to ensure that the financial statements comply with the Diocesan Regulations 2010, applicable law and Accounting and Reporting by Charities: Statement of Recommended Practice effective 1 January (2015). It is also responsible for safeguarding the assets of the Diocese and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

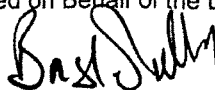
### STATEMENT OF DISCLOSURE TO AUDITORS

So far as the members of the Diocesan Council are aware there is no relevant information of which the Diocese auditors are unaware. Additionally, the Diocesan Council have taken all necessary steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the Diocese auditors are aware of that information.

### AUDITORS

The auditor, Finegan Gibson Ltd, will be proposed for re-appointment at the meeting of the Diocesan Synod in June 2023, in accordance with the Diocesan Regulations 2010.

Signed on Behalf of the Diocesan Council



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Approved by the Council