

OXFORD | DIOCESAN | REGISTRY

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# PARISH GOVERNANCE

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# Electoral roll - qualifications

Baptised

16 years old

application for  
enrolment

Declaration as a  
member of the  
Church of England  
(or Church in  
communion)

Resident in the  
parish, or habitually  
attended worship  
there for 6 months

# Electoral roll

- PCC to appoint an electoral roll officer to manage the roll (update and remove names).
- The roll must state names, residential address and an email address where one is given in the application form.
- The roll must be made available for inspection on a reasonable request being made to the PCC – but only names must be made available, no other personal data.

# Electoral roll

**Additions**: A person who is entitled to have their name on the roll 'must' have their name added. The electoral roll officer must report the additions at the next PCC meeting (rolling agenda item).

# Electoral roll

**Revisions**: the roll must be revised annually (between 15 and 28 days before the APCM) except in a year when a new roll is prepared.

*[A new roll was prepared in 2019, the next new roll is not due until 2025 and then every six years thereafter]*

# Electoral roll

Names must be removed from the roll if a person:

1. Has died
2. Has become a clerk in Holy Orders
3. Applies in writing to be removed
4. Was not entitled to have their name on the roll when it was entered
5. Ceases to reside in the parish
6. Has not habitually worshipped in the parish during the last 6 months (other than illness)

# Electoral roll

- Notice of proposed revision of the roll must be displayed in Form 2 on or near the church doors for at least 14 days before the revision begins.
- The revised roll must then be published for at least 14 days (names only) – and can now be in electronic form.
- No later than 1 July in each year, the PCC chair/vice-chair/ secretary/ electoral roll officer must give the secretary of the diocesan synod written notification of the number of names on the roll as at the date of the APCM.

# PCC – what is it?

- Statutory body created for every single ecclesiastical parish in the country
- How is a PCC governed?
- PCCs are charities with two governing documents:
  - The Parochial Church Councils (Powers) Measure 1956
  - The Synodical Government Measure 1969 (Church Representation Rules)



# CHURCH

REPRESENTATION RULES

2020

With an Introduction to the new simplified rules



## Parochial Church Councils (Powers) Measure 1956

**1956 No. 3 4 and 5 Eliz 2**

A Measure passed by the National Assembly of the Church of England To consolidate with amendments certain enactments relating to parochial church councils and parochial charities.

[5th July 1956]

# PCC – what is it for?

PCC has responsibility for:

- Consulting with the minister on matters of general concern and importance to the parish;
- Co-operating with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical;

# PCC – what is it for?

PCC has responsibility for:

- conduct of the financial affairs of the parish (accounting, budgeting etc)
- care, maintenance and insurance of the church and its contents, and the churchyard
- role in appointment of parish priest
- role in synodical government of the Church

# PCC membership

## *Ex officio*

- All clerks in Holy Orders beneficed or licensed to the parish, members of a team ministry for the benefice, or clergy person authorised to chair PCC meetings

(except those underlined are not eligible if their membership would mean the clergy would equal or exceed the lay members: need **lay majority**)

- Any deaconess or lay worker licensed to the parish

# PCC membership

## *Ex officio*

- The churchwardens (and any authorised deputy churchwardens) (including those chosen but not yet admitted), and deputy churchwardens authorised by scheme for parish with multiple places of worship
- Readers licensed to the parish, whose names are on the electoral roll (if APCM agrees)
- All persons whose names on electoral roll and who are lay members of any deanery synod, diocesan synod or General Synod

# PCC membership

*Elected representatives of the laity (for 3 years)*

- <50 names on electoral roll = 6 representatives
- <100 names on electoral roll = 9 representatives
- >100 names = a further 3 representatives for every 100, or part thereof (up to a maximum of 15)

*(but APCM may resolve to alter these numbers w.e.f. next APCM elections)*

## *Co-opted*

- The PCC can co-opt additional members not exceeding one-fifth of the lay representatives elected (or two persons, whichever is the greater), clerical or lay ‘actual communicants’.

# PCC Officers

- **Chair** – the incumbent or priest in charge or the team vicar (if assigned a special cure of souls for the parish) (“the minister”)
- **Vice-chair** – a lay member of the PCC elected by the PCC, to act with the powers of the chair where the minister is absent/unable; there is no minister; or the minister invites the vice-chair to do so.

# PCC Officers

- **Secretary** - the PCC may appoint one of its members as secretary; but if it does not, it must appoint some other fit person. The Secretary has the following functions:
  - (a) To have charge of all the documents relating to the current business of the PCC other than the roll of the parish (unless also the electoral roll officer)
  - (b) To keep the minutes
  - (c) To record all resolutions passed
  - (d) To notify his/her name and address to the deanery synod secretary and diocesan synod secretary.



# PCC Officers

- **Treasurer** – appointed by the PCC. *May* be a PCC member (or two or more members as joint treasurers) but must otherwise “arrange for the office of treasurer to be discharged by such of the churchwardens as are members of the PCC” or....“appoint some other fit person”!
- Neither the Secretary nor the Treasurer (if not already PCC members) become members because they hold that office.

# PCC Officers

- **Electoral Roll Officer** – appointed by the PCC to carry out the PCC's functions in relation to the parish roll. Accordingly has charge of the roll and must keep it up to date. May be a PCC member already, and may also be the Secretary.
- **Independent auditor or examiner** – If not appointed by the APCM, or the person appointed cannot act, the PCC must appoint some other properly qualified person. Must not be a PCC member. Appointed on a yearly basis. Paid by the PCC.

## Lay membership comes to an end mid-term if:

- his/her name is removed from electoral roll
- s/he refuses or fails to apply for enrolment when new roll being prepared
- s/he becomes disqualified under the Rules

A **casual vacancy** then arises in these cases or where a lay member resigns (by giving written notice to the Secretary), and must be filled.

Where the APCM is not due to be held within next 2 months following the vacancy arising, the PCC may fill the vacancy by election.

# PCC members: Disqualifications

A person is disqualified from being nominated, chosen or elected or serving as PCC member or appointed or acting as PCC Secretary or Treasurer if:

- disqualified from being charity trustee: disqualified as a company director, have an unspent conviction for dishonesty offence, bankrupt, sex offenders register
- included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006)
- convicted of an offence under Schedule 1 of the Children and Young Persons Act 1993

# PCC members and officers: Suspensions

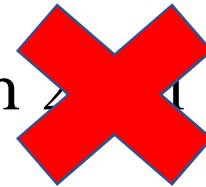
The bishop can suspend a PCC member, Secretary or Treasurer:

- Where they are arrested on suspicion of committing an offence in Schedule 1 to the Children and Young Persons Act 1993, or charged without arrest.
- Where the bishop is satisfied on the basis of information provided by a local authority or the police that they presents a significant risk of harm.

# PCC as a charity

- PCC is a statutory charitable corporate body
- Benefits from excepted status – no need to register with Charity Commission, unless annual gross income exceeds £100,000
- Excepted status now in place until.....31 March 2031

2031!



# PCC as a charity

All PCC members are charity trustees

- **Comply** with legal requirements (*charity law and ecclesiastical law*)
- Act in the charity's **best interests** (*manage conflicts*)
- **Manage** resources responsibly (*assets, risks, staff*)
- Act with reasonable **care and skill** (*act appropriately, seek advice*)
- Ensure charity is **accountable** (*reporting and compliance*)

All members should read the Charity Commission's  
*The Essential Trustee* guidance

# PCC Meetings

## Time and place:

- Must hold a sufficient number of meetings a year to enable the efficient transaction of its business (no longer the minimum of 4)
- Convened by the chair – must do so within 7 days of receiving a demand for a meeting signed by one-third of the PCC, otherwise those members may convene the meeting.
- 10 clear days' notice of the meeting to be displayed on church door. Agenda then to be circulated to members 7 days in advance.



# PCC Meetings

## Attendance:

- Only PCC members have a right to attend
- If part of a group ministry then each incumbent/priest-in-charge/team vicar of a group benefice (and may speak, but not vote).
- The PCC may invite such other persons to attend its meetings.

# PCC Meetings

## Procedure:

- The quorum for the meeting is one-third of the members or if an emergency meeting then a majority of the members
- A meeting is only quorate if the majority of the members present are **lay persons**
- No business can be dealt with unless it is specified in the circulated agenda, except with the consent of three-quarters of members present. At an emergency meeting only business in the agenda can be dealt with
- Business is decided by a majority of votes, with the chair having a casting vote

# PCC Meetings

## Minutes:

- Must record the name of each member present and others attending
- Must record which members voted for and against a resolution **if** one-fifth of the members present so require
- A member may require their vote to be recorded
- Each PCC member, the independent examiner/auditor, the bishop, the archdeacon and any person authorised in writing by them is entitled to the minutes
- Any person whose name is on the roll can have access to the approved minutes unless the PCC regards them as confidential

# PCC business

## By correspondence:

- If the chair considers that any business can be conducted by correspondence then the Secretary can be instructed to send proposals requiring members' approval
- Rules now authorise correspondence by email if email addresses provided
- The chair should specify the period for response and the numbers required for the proposal to fail and if at the end of that period insufficient opposition has been received then the proposals are to be treated as approved
- The Secretary must report to the next PCC meeting whether the proposals were approved and if the number of objections (if any) received

# PCC business

## Online meetings

- Bishop of Oxford made an Instrument providing that PCC meeting can take place electronically, including by telephone conference, video conference, live webcast and live interactive streaming.
- A person is present if they are able to hear and be heard and, where practicable, see and be seen, by the others present
- Voting method to be determined by the chair
- All other aspects of the Rules apply (notice of meeting, quorum, minutes etc)

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