

## ANNUAL PAROCHIAL CHURCH MEETINGS: SOME NOTES FOR PCC SECRETARIES

### *Numbers of elected lay representatives on PCCs*

In addition to the various categories of ex-officio members specified in rule 14(1)(a)–(f) of the Church Representation Rules ('CRR'), a certain number of representatives of the laity must be elected to the PCC each year, and it is important to ensure that the correct numbers are used. Total numbers of elected lay representatives are by default laid down in CRR rule 14(1)(g), by reference to the size of the church electoral roll of the parish, as follows:

<u>Electoral roll size*</u>	<u>No. of elected lay representatives</u>
up to 50	6
51–100	9
101–200	12
201 and above	15

It is not permissible for parishes to amend the electoral roll bands, however it is possible under rule 14(1)(g) for the numbers of lay representatives to be elected for the various bands to be varied, by a resolution passed at the annual parochial church meeting; such a resolution will take effect at the following year's meeting.

### *Qualifications for election to PCCs and deanery synods*

Under CRR rule 10(1), no one may be elected as a lay representative to a parochial church council or deanery synod unless his or her name is on the church electoral roll of the parish and he or she is at least sixteen years old and an actual communicant (i.e. having received communion according to the use of the Church of England or of a Church in communion with the Church of England at least three times in the preceding twelve months). Except in the case of those under 18, the names of those standing for election must in addition have been entered on the church electoral roll for a period of six months preceding the election.

### *Nomination of candidates for election*

Candidates for election to the parochial church council or deanery synod must be nominated and seconded by persons whose names are on the church electoral roll, either before the meeting in writing (the form available at <http://www.oxford.anglican.org/pccanddcccresources> may be used for this purpose if found helpful) or at the meeting.

### *Term of office of elected lay representatives on PCCs*

Under CRR rule 16(1), the default term of office of lay representatives elected to the PCC is three years, running from the conclusion of the annual meeting at which they are elected to the conclusion of the third annual meeting thereafter, a third to retire each year. This means, for example, that the PCC of a parish with an electoral roll of 80 will have 9 elected lay representatives in total, 3 of whom will retire (to be re-elected or replaced) each year. Under CRR rule 16(3), the term of office of three years may be varied only by the annual meeting deciding that all elected lay representatives should serve for one year at a time; such a decision will not affect the term of office of existing representatives, and it must be reviewed by the annual meeting at least once every six years. Unless the annual meeting decides otherwise (under CRR rule 17), there is no limit to the number of terms elected lay representatives may serve on the PCC.