

REVISION OF ELECTORAL ROLL

and

ANNUAL PAROCHIAL CHURCH MEETING

NOTES FOR PCC SECRETARIES

December 2008

This booklet summarises the main provisions of the Church Representation Rules. However, it is recommended that parishes obtain a copy of the latest edition. Copies, together with the forms needed for the procedures outlined in this leaflet are available from the Resources Centre, Diocesan Office, Holywell Lodge, 41 Holywell Hill, St. Albans, AL1 1HE Telephone: 01727 818158.

1. CHURCH ELECTORAL ROLL

Before the Annual Parochial Church Meeting, the Parochial Church Council will, as usual, need to revise the electoral roll. (Completely new electoral rolls have to be compiled every six years, and the next is due in 2013.)

Notice of revision must be displayed at the principal door of all churches and buildings licensed for public worship for at least fourteen days before the commencement of the revision, and the revision must be completed not less than fifteen days or more than twenty-eight days before the Annual Meeting, which must receive a report on changes in the roll.

The revised roll must then be published by being exhibited continuously, for not less than fourteen days before the Annual Parochial Church Meeting, on or near the principal door of the parish church and no name is to be added or removed between the time of completion of the roll and the close of the Annual Meeting.

Lay persons are entitled to have their names entered on the roll of a parish if they are baptised, of sixteen years or upwards, have signed an application form for enrolment and declare themselves either:-

- a) To be a member of the Church of England, or of a Church in communion therewith, resident in the parish; or
- b) To be such a member and, not being resident in the parish, to have habitually attended public worship in the parish during a period of six months prior to enrolment; or
- c) To be a member in good standing of a Church which subscribes to the doctrine of the Holy Trinity (not being a Church in communion with the Church of England) and also prepared to declare themselves to be a member of the Church of England having habitually attended public worship in the parish during a period of six months prior to enrolment.

If otherwise qualified people reach their sixteenth birthday after the intended date for revision of the roll, but on or before the date of the Annual Parochial Church Meeting, they may complete a form of application for enrolment, which will have effect from the date of their birthday.

The electoral roll officer has the duty of keeping the roll constantly up to date and to report any additions and removals to the Parochial Church Council.

2. CERTIFICATION OF NUMBERS ON CHURCH ELECTORAL ROLL

The chairman, vice-chairman, secretary or electoral roll officer of the PCC must inform the secretary of the Diocesan Synod before 1st June of the number of names on the roll as at the date of the annual meeting. (There is no **statutory** form for this notification, but a Church Electoral Roll Certificate for your use is enclosed.)

When the notification is sent to the secretary of the diocesan synod, a copy must be affixed at or near to the principal door of each church and each building licensed for public worship in the parish, and must remain there for at least 14 days. Elections to the House of Laity of the Deanery Synod, the Diocesan Synod and the General Synod, when they occur, relate to the total number on the roll, so your co-operation in this matter is very important.

3. MEETING OF PARISHIONERS: ELECTION OF CHURCHWARDENS

The meeting of parishioners, for which notice should be given, may be held any time between 1st January and 30th April. These dates are the same as those which apply to the Annual Parochial Church Meeting and, therefore, both meetings may be held on the same day, if desired. They remain, however, entirely separate meetings.

Under the Churchwardens Measure 2001:

- i) The Churchwardens shall be elected by a meeting of the parishioners (but see v) below).
- ii) The Minister must receive the nomination/consent to serve form before the meeting commences. Oral nominations at the meeting are not permitted under the Measure.
- iii) There shall be two Churchwardens for every parish, except where a parish has more than one parish church, in which case two Churchwardens shall be appointed for each of the parish churches and all Churchwardens shall be Churchwardens of the whole parish.
- iv) A Churchwarden may only serve for six successive terms of office (unless the meeting of parishioners decides by resolution this rule shall generally not apply – and until it is subsequently revoked) but may qualify again at the next annual meeting but one.
- v) If it appears to the minister that a nominee might give rise to serious difficulties between the minister and that person carrying out their respective functions, the minister may – before the election – make a statement that only one churchwarden is to be elected by the meeting.

One Churchwarden shall then be appointed by the minister from among those nominated and the other shall be elected by the meeting.

- vi) Casual vacancies shall be chosen in the same manner as was the Churchwarden whose place is being filled.
- vii) No person shall become Churchwarden until admitted to office (at the visitation).
- viii) In parishes where there is an existing custom (since 1925) to vary the number of Churchwardens, that can continue.
- ix) A Notice of the result of elections must be displayed on or near the church door for 14 days after the meeting.

The qualifications necessary for a person to be elected churchwarden are that he or she must be baptised, be on the church electoral roll of the parish, be twenty-one years of age or over and be an actual communicant member of the Church of England.

4. ANNUAL PAROCHIAL CHURCH MEETING

The Annual Parochial Church Meeting may be held at any time between 1st January and 30th April. No lay persons, other than those whose names are on the church electoral roll may attend or take part in the proceedings. Proper notice of the meeting must be given as laid down in the Rules, using the 'Notice of Annual Parochial Church Meetings' form.

Business of the Meeting:

1. The annual meeting shall receive from the Parochial Church Council and shall be free to discuss:-
 - a) A report on changes in the electoral roll since the last annual parochial church meeting or, in a year in which a new roll is prepared, a report on the numbers entered on the new roll;
 - b) An annual report on the proceedings of the parochial church council and the activities of the parish generally; [Further guidance is set out in 'The Charities Act 1993 and the PCC, 3rd Edition 2006' available from the Resource Centre cost £8.95.]
 - c) The financial statements of the parochial church council for the year ending on 31st December immediately preceding the meeting, independently examined or audited as provided by paragraph (3) below;
 - d) A report by the churchwardens on the fabric, goods and ornaments of the church or churches of the parish;
 - e) A report on the proceedings of the deanery synod.
2. A copy of the electoral roll should be available for inspection at the meeting.
3. The financial statements should:-
 - a) Be prepared and independently examined or audited in such manner as

prescribed in accordance with the Church Accounting Regulations 1997;

- b) Be considered and, if thought fit, approved by the parochial church council and signed by the chairman presiding at the meeting of the council; and
- c) Be displayed for a continuous period of at least seven days before the annual meeting, including at least one Sunday when the church is used for worship, on a notice-board either inside or outside the church and also displayed following the meeting.

The Rules also require that a copy of the annual reports and statements be sent to the Secretary of the Diocesan Board of Finance within twenty-eight days following the meeting. These are the minimum requirements and do not, of course, cut across in any way the practice of those Councils, which, in addition, circulate copies of the accounts (or summary of them) to parishioners.

4. The annual meeting shall carry out the following elections and appointments:-
 - a) Elect in every third year representatives of the laity to the deanery synod.
 - b) Elect lay representatives to the PCC.
 - c) Appoint sidesmen. The only requirement of people to be appointed a sidesmen is that their names must be entered on the roll of the parish. Sidesmen may be appointed by the PCC, as the need arises, between annual meetings.
 - d) Appoint an independent examiner or auditor to the PCC for a term of office ending at the close of the next annual meeting, but the person appointed must not be a member of the PCC. The PCC must make a recommendation to the annual meeting about this appointment so it is important for you to see that the PCC discusses it in good time.

Election to Parochial Church Council

In 2009, the only elections required to be held at the APCM are for lay members of the Parochial Church Council.

The Council consists of all clergy beneficed in, or licensed to, the parish; the churchwardens; members of any Deanery Synod, the Diocesan Synod or the General Synod, whose names are on the electoral roll*; elected members; co-opted members, if the Council so decides (not exceeding in number one-fifth of the elected members); any deaconess or lay worker licensed to the parish; and any reader whose name is on the electoral roll, if the annual meeting so determines.

**If such members are on the electoral roll of more than one parish they must choose one parish only for the purpose of this qualification, although they may still put themselves up for election in the other parish or parishes on whose roll they are.*

Number of lay representatives

The Church Representation Rules provide for the number of representatives of the laity to be elected as follows:

- 6 representatives where there are not more than 50 names on the electoral roll
- 9 representatives where there are not more than 100 names on the electoral

roll, and

- a further 3 representatives for every 100 (or part thereof) up to a maximum of 15, or
- such other number agreed by resolution at the APCM, such resolution taking effect at the annual meeting after it is passed.

Term of office

Members will hold office for three years, with one-third retiring and being elected each year. However, the APCM can resolve that lay members be elected annually, any such resolution being subject to review at least once every six years.

The annual meeting may decide that those elected as set above should serve for no more than a specified number of years.

Those who are members by virtue of their election as lay members of the Deanery Synod shall hold office from the date of their election until 31st May following the election of their successors.

Qualifications for Election

To be elected as a representative of the laity to the Parochial Church Council, the deanery synod and to other synods, the candidate's name must have been on the roll of the parish for at least the preceding six months (unless they are under 18 at the date of the election) and be an 'actual communicant' as defined in rule 54 of the Church Representation Rules.

An 'actual communicant' is a person whose name is on the roll of the parish and who has received communion according to the use of the Church of England (or of a Church in communion with it) at least three times in the twelve months preceding election.

This includes members of other Churches who are baptised (but need not be episcopally confirmed) and who are receiving communion in accordance with the provisions of Canon B15a, paragraph 1(b).

However, it is no longer possible for members of other Churches who are not willing to declare themselves also to be members of the Church of England to be elected to represent the laity on a Parochial Church Council or deanery synod.

The age requirement for membership of the Parochial Church Council is sixteen.

Disqualifications

A person is disqualified from membership of a Parochial Church Council in the following circumstances if he or she:

- a) Has been disqualified from serving under section 10(6) of the Incumbents' (Vacation of Benefices) Measures 1977 and 1993.
- b) Has been disqualified from being a charity trustee under the Charities Act 1993 (eg. has been convicted of an offence involving dishonesty or deception or is an undischarged bankrupt).

Conduct of Elections

Candidates must be nominated and seconded by persons whose names are on the

electoral roll. A candidate may be nominated at the meeting or before the meeting by notice in writing to the Secretary of the Council.

It is not essential for the candidate's consent to be given in writing or verbally, but the meeting must be satisfied that there is sufficient evidence of willingness to serve.

If the number of candidates nominated is not more than the numbers of seats to be filled, they are declared elected. Otherwise an election must be held and this takes place at the meeting.

Voting

Voting may be by show of hands or, if one or more persons object, either (i) on voting papers which must be signed by the voter on the reverse side, or (ii) if at least 1/10 of the persons present and voting at the meeting so request, by numbered voting papers.

Each person entitled to vote has as many votes as there are seats to be filled, but may not give more than one vote to any one candidate. In a case of equality of votes, a decision must be taken by lot.

The Church Representation Rules now provide options allowing for individual postal voting in elections to the parochial church council or the deanery synod and for the method of the single transferable vote to be used if the meeting wishes.

The Annual Parochial Church Meeting would need to pass a resolution to provide for this, if it so wished, but the resolution must be approved by at least two-thirds of the persons present and voting at the annual meeting. However, it would not become operative until the **next** ensuing annual meeting.

Election Results

The Results of the elections and appointments are to be announced as soon as practicable, and a notice of them is to be affixed on or near the principal door of the parish church and of every other building licensed for public worship in the parish, and remain there for not less than fourteen days.

5. DATES

Diocesan Synod

Meetings of the Diocesan Synod will take place in 2009, on:-

- 14th March 2009
- 13th June 2009
- 10th October 2009

all at The Weatherley Centre, Biggleswade.

General Synod

The General Synod will meet during the following periods in 2009:-

- | | |
|---|---------------------------|
| <input type="checkbox"/> 9th-13th February | London |
| <input type="checkbox"/> 10th-14th July | York |
| <input type="checkbox"/> 16th-18th November | London <i>if required</i> |

6. PUBLICATIONS

Diocesan Directory 2009

Copies of the current edition are available from the Resource Centre at £7.00 per copy.

Diocesan Handbook

The latest version of the Handbook is now available via the Diocesan Website <http://www.stalbans.anglican.org/Information/The-Diocesan-Handbook> and it is hoped that this format will prove easier for reference purposes, however paper copies of individual sections can be made available on request.

Annual Meeting Pack SG A

£4.50 ISBN 0-281-05489-4 available from the Resource Centre.

MISS SUSAN POPE

Diocesan Secretary

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Holywell Lodge,

41 Holywell Hill,

ST ALBANS

AL1 1HE

Telephone: 01727-818131

Fax: 01727-844469

E-mail: spope@stalbans.anglican.org