

Church Representation, Ecumenical Relations and Ministers Measure

CONTENTS

Church Representation

- 1 Church Representation Rules

Ecumenical Relations

- 2 Extension of power to make provision by Canon
- 3 Power of bishop to give temporary designation
- 4 Code of Practice

Ministers

- 5 Admission to holy orders
- 6 Appointment as dean

Final

- 7 Short title, commencement and extent

Schedule 1 – New Schedule 3 to the Synodical Government Measure 1969
Schedule 2 – Church Representation Rules: consequential amendments
Schedule 3 – Church Representation Rules: transitional provisions

DRAFT of a Measure to make provision about Church representation, ecumenical relations and ministers.

Church Representation

1 Church Representation Rules

- (1) For Schedule 3 to the Synodical Government Measure 1969 (the Church Representation Rules) substitute the Schedule 3 contained in Schedule 1 to this Measure. 5
- (2) Schedule 2 to this Measure (which contains consequential amendments) has effect.
- (3) Schedule 3 to this Measure (which contains transitional provisions) has effect.

Ecumenical Relations

2 Extension of power to make provision by Canon 10

- (1) In section 1 of the Church of England (Ecumenical Relations) Measure 1988 (joint worship with other Churches), the existing text of which becomes subsection (1), at the end insert –
- “(2) It shall be lawful for the General Synod to make provision by Canon for enabling a member of a Church which subscribes to the doctrine of the Holy Trinity but which is not otherwise a Church to which this Measure applies – 15
- (a) to read Holy Scripture at a Church of England service;
- (b) to lead the Intercessions at Holy Communion according to the use of the Church of England; 20
- (c) to lead prayers at a Church of England service other than Holy Communion.
- (3) It shall be lawful for the General Synod to make provision by Canon for enabling a member of the Salvation Army to preach at a Church of England service. 25
- (4) In subsections (2) and (3), “Church of England service” means a service held in accordance with the forms of service and practice of the Church of England.”
- (2) In section 2 of that Measure (the title to which becomes “Provision by Canon for participation in local ecumenical co-operative schemes”) – 30
- (a) for “local ecumenical project”, in each place it appears, substitute “local ecumenical co-operative scheme”,
- (b) for “that project”, in each place it appears, substitute “that scheme”,

- (c) for “the project” substitute “the scheme”, and
- (d) in subsection (2), for “section 47 of the Dioceses, Pastoral and Mission Measure 2007” substitute “section 80 of the Mission and Pastoral Measure 2011”.
- (3) In section 4 of that Measure (overseas clergy) – 5
- (a) for “an United Church” substitute “a Church in communion with the Church of England”,
- (b) for “that United Church” substitute “the Church in communion with the Church of England”, and
- (c) omit the second sentence. 10
- (4) In section 6 of that Measure (interpretation), for subsection (1) substitute –
- “(1) In this Measure “local ecumenical co-operative scheme” means a scheme under which Churches of different denominations agree, in relation to a specified area or institution, to co-operate in matters affecting the mission of, or worship in, those Churches or their ministry, congregational life or buildings.” 15
- (5) In section 80 of the Mission and Pastoral Measure 2011 (mission initiatives), in subsection (5), for paragraph (a) substitute –
- “(a) for participation in a local ecumenical co-operative scheme.”
- (6) In subsection (8) of that section and in subsection (3) of section 82 (supplementary provision), for “local ecumenical project” substitute “local ecumenical co-operative scheme”. 20
- (7) For subsection (9) of section 82 of that Measure substitute –
- “(9) In section 80 –
- “ecumenical co-operation” means co-operation in matters affecting the mission of, or worship in, the Churches concerned or their ministry, congregational life or buildings, and
- “local ecumenical co-operative scheme” has the same meaning as in the Church of England (Ecumenical Relations) Measure 1988.” 25 30
- (8) In section 83 of that Measure (review of duration of mission initiatives etc.), in subsection (8) –
- (a) for “a local ecumenical project” substitute “a local ecumenical co-operative scheme”, and
- (b) for “the ecumenical project” substitute “the scheme”. 35

3 Power of bishop to give temporary designation

- (1) After section 5 of the Church of England (Ecumenical Relations) Measure 1988 (the title to which becomes “Churches to which Measure applies: designation by Archbishops”), insert –
- “5A Churches to which Measure applies: designation by bishop” 40**
- (1) This Measure applies to any Church which is designated by the bishop of a diocese as a Church to which this Measure applies.
- (2) A designation under this section –

- (a) has effect only in the diocese of the bishop who gave the designation, and
 - (b) expires at the end of such period not exceeding seven years as the designation specifies, unless it is renewed or revoked.
- (3) The bishop of a diocese in which a designation under this section has effect may renew or revoke the designation. 5
- (4) A designation renewed under this section expires at the end of such period not exceeding seven years as the renewed designation specifies beginning with the date on which it was renewed (or last renewed), unless it is renewed again or revoked. 10
- (5) The bishop of a diocese may not give or renew a designation under this section unless at the time the designation is given or renewed –
 - (a) the Church concerned subscribes to the doctrine of the Holy Trinity and administers the Sacraments of baptism and Holy Communion, and 15
 - (b) the bishop is satisfied that the Church –
 - (i) does not promote any doctrine which is contrary to the doctrine of the Church of England in any essential matter, and
 - (ii) meets such conditions relating to the ordering of its life or to its relations to other Churches as are included in the Code of Practice under section 5B of this Measure. 20
- (6) The bishop of a diocese must revoke a designation given or renewed under this section if subsection (5)(a) or (b) ceases to be the case in relation to the Church to which the designation applies. 25
- (7) A bishop’s functions under this section may be delegated (whether by an instrument under section 13 or 14 of the Dioceses, Pastoral and Mission Measure 2007 or otherwise) only to a suffragan or assistant bishop who is authorised to discharge functions of the bishop –
 - (a) in a particular area of the diocese, 30
 - (b) during a vacancy in the diocesan see, or
 - (c) during the diocesan bishop’s absence from the diocese.”
- (2) In section 6 of that Measure (interpretation), in the definition of “appropriate authority”, after “to which this Measure applies” insert “by virtue of section 5”.

4 Code of Practice 35

After section 5A of the Church of England (Ecumenical Relations) Measure 1988 (inserted by section 3 above) insert –

“5B Code of Practice

- (1) The House of Bishops shall issue a Code of Practice on co-operation by the Church of England with other Churches. 40
- (2) The House of Bishops may revise or replace the Code; and, where it does so, it shall issue the Code as revised or replaced.
- (3) A clerk in Holy Orders, deaconess, lay worker or reader of the Church of England shall, in exercising a function under this Measure or under

provision made by Canon in reliance on this Measure, have regard to the Code.

- (4) The Code—
- (a) may make different provision for different cases;
 - (b) may make provision which applies generally or for specified cases or subject to specified exceptions;
 - (c) may make provision which confers a discretion on a person.
- (5) The Code (including as revised or replaced) shall be laid before the General Synod and shall not come into force unless it is approved by the General Synod.
- (6) If the Business Committee of the General Synod decides that the Code does not need to be debated, it is to be treated as approved for the purposes of subsection (5) unless a member of the Synod gives notice under its Standing Orders that the member wishes the Code to be debated.”

Ministers

5 Admission to holy orders

The General Synod may make provision by Canon for the bishop of a diocese to admit a person into Holy Orders if the bishop is satisfied that the person is provided with an office to be held under Common Tenure in the diocese.

6 Appointment as dean

For section 27 of the Ecclesiastical Commissioners Act 1840 (qualification of dean, archdeacon etc.) substitute—

“27 Qualification for appointment as dean or archdeacon

No person shall be capable of receiving the appointment of dean or archdeacon unless the person is in priest’s orders at the time of the appointment.”

Final

7 Short title, commencement and extent

- (1) This Measure may be cited as the Church Representation, Ecumenical Relations and Ministers Measure 2018.
- (2) This section comes into force on the day on which this Measure is passed.
- (3) The preceding provisions of this Measure come into force on such day as the Archbishops of Canterbury and York may by order jointly appoint; and different days may be appointed for different purposes.
- (4) The Archbishops of Canterbury and York may by order jointly make transitional, transitory or saving provision in connection with the commencement of a provision of this Measure.

-
- (5) The power to make an order under subsection (3) or (4) is exercisable by statutory instrument; and the Statutory Instruments Act 1946 applies as if the order had been made by a Minister of the Crown and as if this Measure were an Act of Parliament.
- (6) This Measure extends to the whole of the provinces of Canterbury and York, but extends to the Channel Islands and the Isle of Man only in accordance with the following provisions of this section. 5
- (7) This Measure may be applied to the Channel Islands, or either of them, in accordance with the Channel Islands (Church Legislation) Measures 1931 and 1957; and a reference in this section to the Channel Islands or either of them has the same meaning as a reference in those Measures to the Islands or either of them. 10
- (8) If an Act of Tynwald or an instrument made under an Act of Tynwald so provides, the provisions of this Measure extend to the Isle of Man subject to such exceptions, adaptations or modifications as are specified in the Act or instrument. 15

SCHEDULES

SCHEDULE 1

Section 1(1)

NEW SCHEDULE 3 TO THE SYNODICAL GOVERNMENT MEASURE 1969

“SCHEDULE 3

Sections 4 and 7

5

CHURCH REPRESENTATION RULES

PART 1

CHURCH ELECTORAL ROLL

Compilation of the roll

- | | | |
|---|---|----|
| 1 | <p>(1) In every parish there must be a church electoral roll (referred to in these Rules as “the roll”) on which the names of lay persons are entered in accordance with this Part.</p> | 10 |
| | <p>(2) A lay person is entitled to have his or her name on the roll of a parish if he or she –</p> <ul style="list-style-type: none"> (a) is baptised, (b) is aged 16 or over (but see paragraph (7)), (c) has made one of the following three declarations and successfully applied for enrolment using Form 1. | 15 |
| | <p>(3) The first declaration is a declaration that the person is –</p> <ul style="list-style-type: none"> (a) a member of the Church of England or of a Church in communion with it, and (b) a resident of the parish. | 20 |
| | <p>(4) The second declaration is a declaration that the person is –</p> <ul style="list-style-type: none"> (a) a member of the Church of England or of a Church in communion with it, and (b) is not resident in the parish, but (c) has habitually attended public worship in the parish during the preceding six months. | 25 |
| | <p>(5) The third declaration is a declaration that the person –</p> <ul style="list-style-type: none"> (a) is a member in good standing of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity, and (b) is also a member of the Church of England, and | 30 |

- (c) has habitually attended public worship in the parish during the preceding six months.
- (6) A person who is entitled under this Rule to have his or her name on the roll of more than one parish is entitled to have his or her name on the roll of each of those parishes. 5
- (7) Where a lay person who is going to become 16 after the intended revision of the roll or the preparation of a new roll is completed but before the date of the annual parochial church meeting, applies for enrolment in Form 1, the enrolment may (if the application is successful) take effect on the person's 16th birthday. 10
- (8) The roll of a parish must be kept and revised by the PCC or under the direction of the PCC by the electoral roll officer.
- (9) Where a new parish is created by a pastoral scheme by the union of two or more former parishes, the roll of the new parish is in the first instance to consist of the rolls of the former parishes combined to form a single roll. 15
- (10) In any other case where a new parish is created by a pastoral scheme, the roll of the new parish is in the first instance to consist of the names of persons each of whom –
- (a) on the date when the new parish comes into existence, has his or her name on the roll of a parish the whole or part of which forms part of the new parish, and 20
- (b) is resident in the new parish or have habitually attended public worship there.
- (11) The roll of a parish must, where practicable, specify the address of every person whose name is on it; but a failure to specify the address does not affect the validity of the entry. 25
- (12) The roll of a parish must be made available for inspection, on a reasonable request being made to the PCC.
- Addition to and removal from the roll* 30
- 2 (1) The name of a person who is entitled to have his or her name on the roll of a parish must, subject to these Rules, be added to the roll.
- (2) The name of a person must be removed from the roll of a parish in each of the following cases. 35
- (3) The first case is where the person has died.
- (4) The second case is where the person becomes a clerk in Holy Orders.
- (5) The third case is where the person states in writing the wish to have his or her name removed. 40
- (6) The fourth case is where the person was not entitled to have his or her name entered on the roll at the time it was entered.
- (7) The fifth case is where the person –
- (a) ceases to reside in the parish,

- (b) does not continue in a period of six months to habitually attend public worship in the parish, and
 - (c) is not prevented from doing so by illness or other sufficient cause.
- (8) The sixth case is where the person – 5
- (a) is not resident in the parish,
 - (b) has not habitually attended public worship in the parish during the preceding six months, and
 - (c) has not been prevented from doing so by illness or other sufficient cause. 10
- (9) The removal of a person’s name from the roll under these Rules does not affect any right the person may have, or may acquire, to have his or her name entered again.

Reporting and publication of additions and removals

- 3 (1) If any additions to or removals from the roll have been made, the electoral roll officer must report them at the next meeting of the PCC. 15
- (2) A list of the additions and removals must be made available for inspection, on a reasonable request being made to the PCC; and it must be available for inspection for at least 14 days. 20

Revision of roll

- 4 (1) The roll of a parish must be revised annually, except in a year in which a new roll is prepared.
- (2) Notice in Form 2 of the intended revision must be displayed by or under the direction of the minister – 25
- (a) in the case of the parish church or, where there is more than one church in the parish, each of those churches, on or near the principal door, and
 - (b) in the case of each building in the parish licensed for public worship, in a location readily visible to members of the congregation. 30
- (3) The notice under paragraph (2) must remain on display for at least 14 days before the intended revision begins.
- (4) The revision must be completed at least 15 days, but no more than 28 days, before the annual parochial church meeting. 35
- (5) On each revision, every addition to or removal from the roll which has been made since the previous revision (or, if there has not yet been one, since the formation of the roll) must be reviewed; and any further additions or removals must be made as necessary.
- (6) After the completion of the revision, a list of the names removed since the previous revision (or, if there has not yet been one, since the formation of the roll) and a copy of the roll as revised must be made available for inspection, on a reasonable request being made to the PCC; and the period for which they are available for inspection must be at least 14 days. 40
- 45

- (7) While the copy of the roll is available for inspection under paragraph (5), any errors or omissions in the roll may be corrected; but subject to that (and to Rule 1(2)(b) and (7)), no names may be added to or removed from the roll during the period between completion of the revision and the conclusion of the annual parochial church meeting. 5

Preparation of new roll

- 5 (1) Notice in Form 3 that a new roll is to be prepared for a parish must be displayed by or under the direction of the minister –
- (a) in the case of the parish church or, where there is more than one church in the parish, each of those churches, on or near the principal door, and 10
 - (b) in the case of a building in the parish licensed for public worship, in a location readily visible to members of the congregation. 15
- (2) The notice under paragraph (1) –
- (a) must be put on display at least two months before the annual parochial church meeting in every sixth year beginning with 2019, and
 - (b) must remain on display for at least 14 days. 20
- (3) The preparation of a new roll for a parish –
- (a) must not begin before the notice is displayed under paragraph (1), and
 - (b) must be completed at least 15 days, but no more than 28 days, before the annual parochial church meeting. 25
- (4) At every service held on each of the two Sundays in the period of 14 days beginning with the date on which the notice is displayed under paragraph (1), the person conducting the service must inform the congregation of the preparation of the new roll.
- (5) In the case of a church in which no service is held on either of the two Sundays in that period, at every service held on the first Sunday after the date on which the notice is displayed under paragraph (1), the person conducting the service must inform the congregation of the preparation of the new roll. 30
- (6) The PCC must take reasonable steps to inform every person whose name is on the roll – 35
- (a) that a new roll is being prepared and
 - (b) that if the person wishes to have his or her name entered on the new roll, the person must apply for enrolment.
- (7) The duty under paragraph (6) does not apply in the case of a person whose name can be removed from the roll under Rule 2. 40
- (8) The new roll is to be prepared by entering the name of each person who is entitled to have his or her name entered under Rule 1; and a fresh application is required from each person whose name is already on the roll. 45

- (9) A person whose name is already on the roll is not disqualified from having his or her name on the new roll merely because he or she has not complied with the condition in Rule 1(4)(c) or (5)(c) (habitual attendance at public worship), if the person was prevented from doing so by illness or other sufficient cause; but the application form must specify the circumstances. 5

Publication of new roll

- 6 (1) After the completion of a new roll under Rule 5, the PCC must –
- (a) publish the roll in such form (whether electronic or otherwise) as it decides, and 10
 - (b) make a copy of the roll available for inspection, on a reasonable request being made.
- (2) The roll as published under paragraph (1)(a) must include every name on the roll but not any other personal information.
- (3) The copy of the roll made available for inspection under paragraph (1)(b) must include all the information on the roll. 15
- (4) The period for which the roll is published and made available in copy form under paragraph (1) must be at least 14 days before the annual parochial church meeting.
- (5) During that period, any errors or omissions in the roll may be corrected; but subject to that (and to Rule 1(2)(b) and (7)), no names may be added to or removed from the roll between the completion of the new roll and the conclusion of the annual parochial church meeting. 20
- (6) The new roll takes effect on publication under this Rule (at which point the previous roll ceases to have effect). 25

Boundary changes

- 7 (1) On an alteration of the boundaries of parishes, the PCC of each parish from which an area is transferred must ask each person resident in that area whose name is on the roll of the parish whether the person wishes to have his or her name transferred to the roll of the other parish. 30
- (2) Where a person answers in the affirmative –
- (a) the PCC must remove the person's name from the roll for its parish and inform the PCC of the parish in which the person now resides, and 35
 - (b) the PCC of that parish must enter the person's name on its roll without requiring him or her to apply for enrolment.

Notification of number on roll

- 8 The chair, vice-chair, secretary or electoral officer of a PCC must, no later than 1 June in each year, give the secretary of the diocesan synod written notification of the number of names there are on the roll of the parish as at the date of the annual parochial church meeting. 40

PART 2

PARISH GOVERNANCE

Model Rules

- 9 The Rules in Part 9 apply to each parish.

Scheme for amendment

5

- 10 (1) The annual parochial church meeting or a special parochial church meeting may make a scheme to amend or supplement, or to replace (either as a whole or in part), the Rules in Part 9 in so far as they apply to that parish.

- (2) A scheme under this Rule may not make provision which would disapply or suspend or restrict the application of – 10

(a) Rule M6(4) (disqualification from nomination to be parochial representative);

(b) Rule M7(7) (prohibition on clerks in Holy Orders voting in election of parochial representatives of the laity); 15

(c) Rule M11 (extraordinary parochial meeting);

(d) Rule M12(11) (disqualification from membership of PCC).

Procedure for scheme

- 11 (1) A scheme under Rule 10 is valid only if it is approved by at least two-thirds of the persons present and voting at the meeting. 20

- (2) A scheme approved under paragraph (1) must be referred to the bishop's council and standing committee; and they may –

(a) approve the scheme without amendment,

(b) approve the scheme subject to amendments, or

(c) decline to approve the scheme. 25

- (3) The bishop's council and standing committee may approve a scheme only if they are satisfied that it –

(a) ensures due representation of the laity of the parish, and

(b) entitles the minister to chair the annual parochial church meeting and the PCC. 30

- (4) An amendment under paragraph (2)(b) is made only if it is approved by at least two-thirds of the persons present and voting at the annual parochial church meeting or a special parochial church meeting.

PART 3

35

DEANERY SYNOD

Composition

- 12 A deanery synod consists of –

(a) a house of clergy, and

(b) a house of laity. 40

House of clergy

- 13 (1) The members of the house of clergy of a deanery synod are every clerk in Holy Orders –
- (a) who is beneficed in or licensed to a parish in the deanery,
 - (b) who is licensed under section 2 of the Extra-Parochial Ministry Measure 1967 in respect of an institution in the deanery, 5
 - (c) who is a clerical member of the General Synod or a diocesan synod who is resident in the deanery,
 - (d) who is resident in the deanery, who is licensed by the bishop to work throughout the diocese or in more than one deanery and who is not subject to a direction under paragraph 15 to be a member of another deanery synod, 10
 - (e) who is not resident in the deanery but is subject to a direction under paragraph 15 to be a member of the deanery synod, 15
 - (f) who holds permission to officiate, who is resident in the deanery or has habitually attended public worship in the deanery during the preceding six months, and who is elected or chosen as mentioned in paragraph (2), or 20
 - (g) who is co-opted under paragraph 16.
- (2) One clerk of the description given in paragraph (1)(f) is to be elected or chosen for every ten (or part of ten) clerks of that description; the election or choice is made by and from the clerks of that description in such manner as the bishop may approve. 25
- (3) As soon as possible after 31 December in the year before an election of the parochial representatives of the laity to the deanery synod, the rural dean of the deanery must inform the bishop of the number of clerks in Holy Orders who are qualified for membership of the deanery synod under paragraph (1)(f). 30
- (4) A member of a deanery synod under paragraph (1)(f) –
- (a) is elected or chosen every three years, and
 - (b) holds office for a term of three years beginning with 1 June following the date when the election or choice takes place.
- (5) The secretary of a deanery synod must, no later than 1 July following the election of the parochial representatives of the laity to the synod, give the diocesan electoral registration officer a list of the names and addresses of the members of the house of clergy, in each case specifying the category of membership under paragraph (1). 35
40
- (6) The secretary of a deanery synod must give the electoral registration officer of the diocese details of any changes in the membership of the house of clergy.

House of laity

- 14 (1) The members of the house of laity of a deanery synod are – 45

- (a) each parochial representative elected to the deanery synod by the annual parochial church meeting of each parish in the deanery,
 - (b) any lay member of the General Synod or a diocesan synod whose name is on the roll of a parish in the deanery, 5
 - (c) each deaconess or lay worker who is licensed by the bishop to work in the whole or part of the deanery,
 - (d) any deaconess or lay worker who is resident in the deanery, who is licensed by the bishop to work throughout the diocese or in more than one deanery and who is not subject to a direction under paragraph 15 to be a member of another deanery synod, 10
 - (e) any deaconess or lay worker who is not resident in the deanery but is subject to a direction under paragraph 15 to be a member of the deanery synod, 15
 - (f) if the bishop considers that a community in the deanery which is in the spiritual care of a chaplain licensed by the bishop should be represented in the house of laity, one lay person chosen from the members of the community in such manner as the bishop approves, and 20
 - (g) any lay person who is co-opted under Rule 16.
- (2) Where a person's name is on the roll of more than one parish, the person must choose one of the parishes concerned for the purposes of paragraph (1)(a) or (b).
- (3) A person is eligible for membership of a deanery synod under paragraph (1)(f) only if the person is an actual communicant and is aged 16 or over. 25
- (4) A person is chosen as the member of a deanery synod under paragraph (1)(f) every three years; and that person holds office as such for a term of three years beginning with 1 June following the date when the choice is made. 30

Direction to join a different deanery synod

- 15 (1) A clerk in Holy Orders, deaconess or lay worker who resides in the deanery and who is licensed by the bishop to work throughout the deanery or in more than one deanery may be given a direction – 35
- (a) not to be a member of the deanery synod for the deanery in which he or she lives, but
 - (b) instead to be a member of the deanery synod specified in the direction.
- (2) A direction under this Rule relating to a clerk in Holy Orders may be given only by the members of the house of clergy of the bishop's council; and, when doing so, they must have regard to the number of parochial and non-parochial clergy in the deanery. 40
- (3) A direction under this Rule relating to a deaconess or lay worker may be given only by the members of the house of laity of the bishop's council; and, when doing so, they must have regard to the number of deaconesses or (as the case may be) the number of lay workers in the deanery. 45

- (4) A person may not, by virtue of a direction under this Rule, be a member of more than one deanery synod in the same diocese.
- (5) A direction under this Rule may provide for –
- (a) a specified category of clerks, deaconesses or lay workers (as the case may be) to choose some of their number to be members, and 5
 - (b) the term of office of a person so chosen.

Co-option

- 16 (1) The house of clergy of a deanery synod may co-opt as additional members other clerks in Holy Orders. 10
- (2) The house of laity of a deanery synod may co-opt as additional members other lay persons who are actual communicants aged 16 or over.
- (3) The number of persons co-opted under this paragraph to a house must not exceed either 5% of the total number of members of that house or three, whichever is greater. 15
- (4) The secretary to a deanery synod must give the electoral registration officer of the diocese the name and address of any person who is co-opted under this Rule.

Election or choice of parochial representatives 20

- 17 (1) The parochial representatives of the laity on a deanery synod –
- (a) are elected every three years by the annual parochial church meeting of each parish in the deanery, and
 - (b) hold office for a term of three years beginning with 1 June following the date of their election. 25
- (2) The number of representatives to be elected from each parish is determined by a resolution of the diocesan synod no later than 31 December in the year preceding the elections.
- (3) A diocesan synod may calculate the number of representatives from a parish for the purposes of paragraph (2) – 30
- (a) by reference to the number of names on the roll of the parish specified in the notification under Rule 8,
 - (b) by reference to the number of parish churches or districts in the parish, or
 - (c) by a combination of both those methods. 35
- (4) A resolution under paragraph (2) may not permit a parish with fewer than 26 names on the roll to have more than one representative.
- (5) The secretary of a diocesan synod must, no later than 31 December in the year preceding the elections – 40
- (a) certify to the secretary of each PCC the number of parochial representatives to be elected at the annual parochial church meeting of the parish, and

- (b) give the secretary of each deanery synod a copy of each certificate given under sub-paragraph (a) and information relating to each parish in the deanery.

Number of members

- 18 (1) A diocesan synod must exercise its powers under this Part of the Rules so as to secure that the total number of members of each deanery synod in the diocese is – 5
 - (a) no more than 150, and
 - (b) so far as practicable, no less than 50.
- (2) But the figure of 150 given in paragraph (1)(a) may be exceeded in order to secure that the house of laity has at least as many members as the house of clergy has. 10
- (3) For the avoidance of doubt, the figure of 150 given in paragraph (1)(a) includes the maximum number of persons who may be co-opted as members of either house. 15

Scheme for variation of membership

- 19 (1) A diocesan synod may make a scheme to vary the preceding provisions of this Part of the Rules that relate to the membership of deanery synods so as –
 - (a) to meet the special circumstances of the diocese or the deaneries, and 20
 - (b) to secure better representation of clergy or laity or both on the deanery synods.
- (2) Where a scheme under this Rule has effect, the preceding provisions of this Part of the Rules, in so far as they apply to each deanery synod concerned, have effect subject to the scheme. 25

Scheme for representation of cathedral clergy and laity

- 20 (1) A diocesan synod may make a scheme to provide for the representation on a deanery synod of the dean, the residentiary canons and other ministers of the cathedral church of the diocese (or any of them). 30
- (2) In the case of a cathedral church which is not a parish church, a diocesan synod may make a scheme to provide for the representation on a deanery synod of lay persons each of whom –
 - (a) in the case of the cathedral church of the diocese, has his or her name on the community roll; 35
 - (b) in the case of Westminster Abbey, St. George's Chapel, Windsor or the cathedral church of Christ in Oxford, is declared by the dean to be a habitual worshipper at the cathedral church and does not have his or her name on the roll of a parish. 40
- (3) A scheme under this Rule must include provision for determining the deanery synod or synods to which it applies.

Scheme for representation of persons to whom mission orders apply

- 21 (1) Where a bishop's mission order is in force, a diocesan synod may, at the request of the bishop or bishops who made the order, make a scheme to provide for the representation on a deanery synod of such of the persons to whom the order relates as are specified in or under the scheme. 5
- (2) A scheme under this Rule must include provision for determining the deanery synod or synods to which it applies.

Schemes: approval

- 22 (1) A copy of a proposed scheme under Rule 19, 20 or 21 must be given to each member of the diocesan synod at least 14 days before the session at which it is to be considered for approval. 10
- (2) A proposed scheme under Rule 19, 20 or 21 is approved by the diocesan synod only if – 15
- (a) the house of bishops approves it,
 - (b) the house of clergy approves it with a majority of at least two-thirds of its members present and voting, and
 - (c) the house of laity approves it with a majority of at least two-thirds of its members present and voting.
- (3) A proposed scheme under Rule 19 which is approved by the diocesan synod must be laid before the General Synod. 20
- (4) If a member of the General Synod gives notice in accordance with its Standing Orders that the member wishes a proposed scheme under Rule 19 to be debated, the scheme does not come into operation unless it is approved by the General Synod. 25
- (5) If a proposed scheme under Rule 19 is approved by the General Synod or no notice such as is mentioned in paragraph (4) is given, the scheme comes into operation – 30
- (a) on the day after the end of the group of sessions during which it was laid before, or approved by, the Synod, or
 - (b) on such later date as the scheme may specify.

Procedure

- 23 (1) A diocesan synod must make rules for the deanery synods in the diocese.
- (2) The rules must include provision – 35
- (a) for the rural dean and a member of the house of laity of the deanery synod elected by that house to be the joint chairs;
 - (b) for enabling the joint chairs to decide between themselves who is to chair each meeting or particular items of business on the agenda; 40
 - (c) for there to be a secretary;
 - (d) for a specified minimum number of meetings to be held in each year;

- (e) for decisions to be taken by a majority of members present and voting, except where the rules require there to be a vote by houses;
 - (f) for there to be a standing committee, the membership and functions of which are provided for by the rules; 5
 - (g) for a report of the deanery synod’s proceedings to be given to every PCC in the deanery.
- (3) The rules may include provision for such other matters consistent with the provision required by paragraph (2) as the diocesan synod decides. 10
- (4) Subject to the rules, a deanery synod may determine its own procedure.

Diocesan electoral registration officer

- 24 (1) In each diocese, a diocesan electoral registration officer is appointed by the bishop’s council and standing committee of the diocesan synod. 15
- (2) The diocesan electoral registration officer must record in a register the name and address of every member of the house of clergy of each deanery synod in the diocese (“the register of clerical electors”). 20
- (3) The diocesan electoral registration officer must record in a register (separate from the register of clerical electors) the name and address of every member of the house of laity of each deanery synod in the diocese (“the register of lay electors”).
- (4) Persons co-opted as members of the house of clergy or the house of laity of a deanery synod are to be recorded separately in the register concerned. 25
- (5) The diocesan electoral registration officer must, no later than 21 days before nomination papers are circulated, give the secretary of each deanery synod in the diocese a copy of the names and addresses recorded in each register. 30
- (6) The secretary of each deanery synod must, within seven days of receiving the copy of those names and addresses, provide the diocesan electoral registration officer with— 35
- (a) if the names and addresses are correct, a certificate in writing to that effect, or
 - (b) if they are not correct, a notification in writing of the corrections required.
- (7) The diocesan electoral registration officer must, no later than seven days before nomination papers are circulated, give a copy of the names and addresses (with any corrections required having been made) to the presiding officer in the election. 40
- (8) In the case of each elector who has notified the diocesan electoral registration officer that he or she wishes to receive and send nomination papers and receive election addresses by email, the 45

address sent under paragraph (6) must include the email address which the elector has authorised for those purposes.

- (9) The register of clerical electors and the register of lay electors must be open for inspection at the diocesan office.

Casual vacancies 5

- 25 (1) A casual vacancy among the parochial representatives elected to a deanery synod must be filled as soon as practicable after the vacancy occurs.
- (2) Where the annual parochial church meeting is not due to be held within the two months following the occurrence of the vacancy, the vacancy must be filled by the election by the PCC of a person who is qualified to be elected as a parochial representative. 10
- (3) The secretary of a PCC must give a return of a parochial representative of the laity elected to fill a casual vacancy on the deanery synod – 15
- (a) to the diocesan electoral registration officer, and
- (b) to the secretary of the diocesan synod.

PART 4

DIOCESAN SYNODS

Membership 20

Composition

- 26 (1) A diocesan synod consists of – 25
- (a) a house of bishops,
- (b) a house of clergy, and
- (c) a house of laity.
- (2) The bishop of the diocese is the president of the diocesan synod.

House of bishops

- 27 The members of the house of bishops of a deanery synod are – 30
- (a) the bishop of the diocese,
- (b) each suffragan bishop of the diocese, and
- (c) such other persons in episcopal orders who work in the diocese as the bishop of the diocese may nominate with the concurrence of the archbishop of the province.

House of clergy

- 28 (1) The ex officio members of the house of clergy of a deanery synod are – 35
- (a) any person in episcopal orders nominated by the bishop of the diocese, other than a suffragan bishop or a person nominated under Rule 27(c),
- (b) the dean of the cathedral church of the diocese, 40

- (c) each archdeacon,
 - (d) each proctor elected from the diocese or from a university or theological education institution in the diocese to the Lower House of Convocation of the province,
 - (e) one other member of the Lower House of Convocation of the province who resides in the diocese, chosen by and from the clerical members of the religious communities in the province, 5
 - (f) the chancellor of the diocese (if in Holy Orders),
 - (g) the chair of the diocesan board of finance (if in Holy Orders), and 10
 - (h) the chair of the diocesan advisory committee (if in Holy Orders).
- (2) The other members of the house of clergy of a diocesan synod are— 15
- (a) any clerk in Holy Orders nominated by the bishop under Rule 30,
 - (b) each person elected by the house of clergy of each deanery synod in the diocese in accordance with Rules 32 to 37, and
 - (c) no more than five persons, each of whom must be a clerk in Holy Orders and co-opted as a member by the house of clergy of the diocesan synod. 20
- (3) The reference in paragraph (1)(b) to the dean of the cathedral includes, in the appropriate diocese, a reference to the Dean of Westminster, the Dean of Windsor or the Deans of Jersey and Guernsey. 25
- (4) For the purposes of paragraph (1)(d), the University of London is to be treated as being wholly in the diocese of London.

House of laity

- 29 (1) The ex officio members of the house of laity of a diocesan synod are— 30
- (a) the chancellor of the diocese (if not in Holy Orders),
 - (b) the chair of the diocesan board of finance (if not in Holy Orders),
 - (c) the chair of the diocesan advisory committee (if not in Holy Orders), 35
 - (d) each person elected from the diocese as a member of the House of Laity of the General Synod, and
 - (e) one other member of the House of Laity of the General Synod who resides in the diocese, being either an ex officio or co-opted member of that House or a person chosen by and from the religious communities in the province. 40
- (2) The other members of the house of laity of a diocesan synod are—
- (a) any lay person nominated by the bishop under Rule 30,
 - (b) each person elected by the house of laity of each deanery synod in the diocese in accordance with Rules 32 to 37, and 45

- (c) no more than five persons, each of whom must be an actual communicant aged 16 or over and co-opted as a member by the house of laity of the diocesan synod.

Power of bishop to nominate members

- | | | |
|----|---|----|
| 30 | (1) The bishop of a diocese may nominate ten additional members of the diocesan synod. | 5 |
| | (2) A clerk in Holy Orders who is nominated under this Rule becomes a member of the house of clergy of the diocesan synod. | |
| | (3) A lay person who is nominated under this Rule becomes a member of the house of laity of the diocesan synod. | 10 |
| | (4) A person who becomes a member of a diocesan synod under this Rule has the same rights, and is subject to the same requirements, as an elected member. | |
| | (5) The bishop’s council and standing committee must, where necessary, designate the deanery synod of which a person nominated under this Rule is to be a member. | 15 |
| | (6) Where a person nominated under this Rule is a lay person who is on the roll of more than one parish, the person must choose the PCC of which he or she is to be a member. | |

Restrictions on membership 20

- | | | |
|----|---|----|
| 31 | (1) A person may not be a member of more than one diocesan synod at the same time, other than – | |
| | (a) the chancellor of the diocese, and | |
| | (b) if a parish in the diocese has passed a resolution under the House of Bishops’ Declaration on the Ministry of Bishops and Priests of 19 May 2014, any suffragan bishop chosen by the bishop of the diocese to undertake ministry in respect of that parish. | 25 |
| | (2) The registrar of a diocese and any deputy registrar of a diocesan synod are each disqualified from – | 30 |
| | (a) standing for election to the diocesan synod, | |
| | (b) being nominated or co-opted as a member, and | |
| | (c) being an ex officio member. | |

Election of members

Timing 35

- | | | |
|----|---|----|
| 32 | (1) Every three years, the house of clergy and the house of laity of each deanery synod in a diocese must elect the members of the diocesan synod. | |
| | (2) The elections must be completed by 15 July; and the bishop of the diocese must fix the period and dates and inform the secretary of each deanery synod. | 40 |

- (3) An elected member holds office for a term of three years beginning with 1 August following the election.

Eligibility

- 33 (1) A clerk in Holy Orders who is a member of a deanery synod is qualified for election by the house of clergy of that deanery synod as a member of the diocesan synod. 5
- (2) A clerk in Holy Orders may not stand for election by more than one deanery synod.
- (3) A lay person is qualified for election by the house of laity of a deanery synod as a member of the diocesan synod if the person is an actual communicant aged 16 or over – 10
- (a) whose name is on the roll of a parish in the deanery,
 - (b) whose name is on the community roll of a cathedral church in the deanery which is not a parish church, or
 - (c) in the case of Westminster Abbey, St. George's Chapel, Windsor or the cathedral church of Christ in Oxford, who is declared by the dean to be a habitual worshipper there. 15
- (4) The electors are every person, other than a person co-opted under Rule 16, whose name and address is, as at 6.00 a.m. on the day on which the nomination papers are issued under Rule 36 – 20
- (a) in the case of an election under paragraph (1), recorded in the register of clerical electors;
 - (b) in the case of an election under paragraph (3), recorded in the register of lay electors.
- (5) An error or omission in the register of clerical electors or the register of lay electors may be corrected until the close of nominations; but after that – 25
- (a) a person is entitled to vote in the election only if his or her name is in either of the registers, and
 - (b) no names may be added to or removed from either of the registers until the declaration of the result of the election. 30
- (6) A person whose name is on the roll of more than one parish must choose one of the parishes concerned for the purposes of paragraph (3)(a).

Numbers

- 34 (1) A diocesan synod must, no later than 31 December in the year before an election of its members, determine for each house of each deanery synod in the diocese the number of members to be elected by that house. 35
- (2) In the case of an election by the house of clergy of a deanery synod, the number of members to be elected – 40
- (a) must relate to the number of members of the house, and
 - (b) must be at least two.
- (3) In the case of an election by the house of laity of a deanery synod, the number of members to be elected – 45

- (a) must relate to the number of names in each parish in the deanery as notified under Rule 8, and
- (b) must be at least two.
- (4) The secretary of each deanery synod must, no later than 1 June in the year before an election of the members of the diocesan synod, certify to the secretary of the diocesan synod the number of members of the house of clergy of that deanery synod as at 30 April. 5
- (5) When exercising its functions under this Rule, a diocesan synod must act so as to ensure – 10
- (a) that the number of members of the synod is between 100 and 270, and
- (b) that the number of members of the house of clergy and the number of members of the house of laity are approximately equal. 15
- (6) For the avoidance of doubt, the figure of 270 given in paragraph (5)(a) includes the maximum number of persons who may either be co-opted or be nominated by the bishop.
- (7) The secretary of each diocesan synod must, no later than 31 December in the year before an election of its members, certify to the secretary of each deanery synod in the diocese the numbers determined under this Rule for each house of that synod. 20

Presiding officers

- 35 (1) The bishop of a diocese must appoint the presiding officers for the election of members of the diocesan synod. 25
- (2) A person may not be appointed as a presiding officer for an election by a house of which that person is a member.
- (3) The expenses of the elections are to be paid out of diocesan funds.
- (4) The diocesan electoral registration officer must provide the presiding officer with the name and address of every qualified elector. 30
- (5) The presiding officer must ensure that each person who is qualified to nominate and vote in the elections to the diocesan synod (but no other person) is given nomination and voting papers at the address registered for that person under Rule 24(2). 35

Nomination

- 36 (1) A candidate for election to a diocesan synod must be nominated and seconded; and the person nominating and the person seconding must each be a qualified elector.
- (2) Each elector in an election to a diocesan synod must be given – 40
- (a) a notice in Form 4 indicating the number of seats to be filled and inviting nominations, and
- (b) a nomination paper in Form 5.

- (3) A nomination paper must be delivered, by post or fax or in person, to the presiding officer for the area concerned within the period determined by the presiding officer; and that period must be at least 21 days.
- (4) Where a nomination paper has been sent by fax, the name of the candidate is to appear on the voting paper only if the original nomination paper has been received by the presiding officer before the end of the third day after the closing date for nominations. 5
- (5) A nomination paper must be accompanied by a statement signed by the candidate – 10
 - (a) that he or she is willing to serve if elected, and
 - (b) if the candidate so wishes, setting out in no more than 100 words a factual statement for circulation with the voting papers of his or her professional qualifications, present office and relevant past experience. 15
- (6) The presiding officer must –
 - (a) scrutinise each nomination paper as soon as it is lodged, and
 - (b) without delay, inform the candidate whether the nomination is valid. 20
- (7) If the presiding officer rules that a nomination is not valid, the officer must give reasons for that ruling.
- (8) A person is not included as a candidate for election to a diocesan synod if the presiding officer has not received a valid nomination for that person by the end of the period for nominations. 25
- (9) The presiding officer must, within seven days of receiving a request from a validly nominated candidate, supply free of charge to that candidate one copy of the name and address of every qualified elector. 30

Conduct of election

- 37 (1) If the number of candidates for election to a diocesan synod exceeds the number of seats to be filled, the name of each candidate must be circulated to every qualified elector on a voting paper in Form 6 or 7. 35
- (2) The diocesan synod must, no later than 31 December in the year before an election of its members, decide which form of voting paper is to be used by the deaneries in the election; and that decision applies to any election to fill a casual vacancy that takes place within the three years following the election. 40
- (3) A voting paper in an election to a diocesan synod which is marked and which the elector has signed on the reverse with his or her full name written may be returned to the presiding officer within the period determined by the presiding officer; and that period must be at least 14 days. 45

- (4) A vote in an election to a diocesan synod is not counted if the form on which it is given does not accord with paragraph (3).
- (5) Where voting papers in Form 6 are used and there is an equality of votes, the presiding officer must decide the election by the drawing of a lot. 5
- (6) An election in which voting papers in Form 7 are used is to be conducted by the single transferable vote method in accordance with the rules made by the General Synod under its Standing Orders, with whatever modifications to those rules are necessary.
- (7) The presiding officer for an election to a diocesan synod must, no later than 1 August in the year in which the election is held – 10
- (a) give every candidate a statement of the result, and
- (b) give the secretary of the diocesan synod a return of the result.
- Scheme for variation of membership* 15
- 38 (1) A diocesan synod may make a scheme to vary the preceding provisions of this Part of these Rules that relate to the membership of diocesan synods so as –
- (a) to meet the special circumstances of the diocese, and
- (b) to secure better representation of clergy, of laity or of both on the diocesan synod. 20
- (2) Where a scheme under this Rule has effect, the preceding provisions of this Part of these Rules, in so far as they apply to the diocesan synod concerned, have effect subject to the scheme.
- (3) A copy of a proposed scheme under this Rule must be given to members of the diocesan synod at least 14 days before the session at which it is to be considered for approval. 25
- (4) A proposed scheme under this Rule is approved by the diocesan synod only if –
- (a) the house of bishops approves it, 30
- (b) the house of clergy approves it with a majority of at least two-thirds of its members present and voting, and
- (c) the house of laity approves it with a majority of at least two-thirds of its members present and voting.
- (5) A proposed scheme under this Rule which is approved by the diocesan synod must be laid before the General Synod. 35
- (6) If a member of the General Synod gives notice in accordance with its Standing Orders that the member wishes a proposed scheme under this Rule to be debated, the scheme does not come into operation unless it is approved by the General Synod. 40
- (7) If a proposed scheme under this Rule is approved by the General Synod or no notice such as is mentioned in paragraph (6) is given, the scheme comes into operation –
- (a) on the day after the end of the group of sessions during which it was laid before, or approved by, the Synod, or 45
- (b) such later date as the scheme may specify.

Procedure

- 39 (1) A diocesan synod must make standing orders.
- (2) The standing orders must include provision—
- (a) for the bishop of the diocese not to be required to chair meetings where the standing orders make other provision in that respect; 5
 - (b) for there to be a secretary;
 - (c) for a specified number of meetings to be held each year, with the minimum being two;
 - (d) for a meeting to be held if at least a specified number of members request that; 10
 - (e) for the bishop to have a second, casting vote where there is an equality of votes in the house of bishops;
 - (f) for enabling the bishop to require his or her opinion on a matter to be recorded in the minutes; 15
 - (g) for there to be a bishop’s council and standing committee of the synod which has such membership as the standing orders may provide and—
 - (i) the functions exercisable by it under section 4(4) of this Measure, and 20
 - (ii) such other functions as may be conferred by the standing orders or by this or any other Measure or by Canon.
- (3) The standing orders must also include provision—
- (a) that, subject as follows, the assent of the synod is given only if each of the three houses gives its assent to it; 25
 - (b) that if the bishop so directs on a question other than one on an Article 8 matter referred to the synod, the assent of the house of bishops is given only if the majority of the members who give assent includes the bishop; 30
 - (c) that a question relating only to the conduct of business is to be decided by the votes of the members present and voting;
 - (d) that any other question is to be decided by the votes of the members present and voting (with the assent of each of the three houses presumed), unless the bishop or any ten members require there to be a separate vote of each house; 35
 - (e) that if the house of clergy and the house of laity are in favour of an Article 8 matter referred to the synod, it is deemed to be approved for the purposes of Article 8 of the Constitution. 40
- (4) The standing orders may include provision for such other matters consistent with the provision required under paragraphs (2) and (3) as the diocesan synod decides.
- (5) A person may not serve as a member of more than one bishop’s council and standing committee at the same time. 45
- (6) The registrar of the diocese is the registrar of the diocesan synod and may appoint a deputy.

- (7) A reference in this Rule to an Article 8 matter referred to a diocesan synod is a reference to a matter referred by the General Synod to that diocesan synod under Article 8 of the Constitution.

Casual vacancies

- 40 (1) A casual vacancy among the members of a diocesan synod elected by either house of a deanery synod may be filled by the election by that house of a person qualified to be elected as such; and a meeting of the members of that house who are electors may be held for that purpose. 5
- (2) An election to fill a casual vacancy in either house of a diocesan synod is to be completed, so far as possible, within six months of the occurrence of the vacancy (subject to Rule 65(6) and (7)). 10
- (3) Where the period for holding a general election to either house of a diocesan synod is due to begin within nine months of the vacancy, it is not to be filled unless the members of the bishop's council and standing committee who are from the house concerned direct otherwise. 15

PART 5

HOUSE OF LAITY OF THE GENERAL SYNOD

Membership 20

- 41 (1) The members of the House of Laity of the General Synod are –
- (a) each person elected by each diocese,
 - (b) two persons chosen by and from the members of religious communities having their mother house in either province,
 - (c) each person who is an ex officio member under Rule 42, 25
 - (d) each person who is co-opted under Rule 43, and
 - (e) at least three but no more than four persons, each of whom is an actual communicant and who is elected or chosen as soon as practicable after a dissolution of the Synod in such manner as the Armed Forces Synod may decide. 30
- (2) The term of office of a member of the House of Laity under paragraph (1)(a), (b) or (e) is for the lifetime of the Synod for which the member is elected or chosen; but that does not prevent the person from doing either of the following during a dissolution of the Synod – 35
- (a) acting under Article 3(4) of the Constitution;
 - (b) continuing to be an ex officio member of a body constituted under these Rules.
- (3) The total number of persons elected or chosen under the following provisions taken together must not exceed seven – 40
- (a) paragraph (1)(d) of this Rule,
 - (b) in Canon H 2 (representation of the clergy in the Lower House of the Convocations), paragraph 1(d) in the form which it takes in relation to the Province of Canterbury, and 45

(c) in Canon H 3 (constitution of the Upper Houses of the Convocations), paragraph 1(bb).

(4) For the purposes of this Part of these Rules, the diocese in Europe is to be treated as a diocese in the province of Canterbury.

Ex officio members 5

42 (1) Each of the following, if not in Holy Orders, is an ex officio member of the House of Laity –

- (a) the Dean of the Arches and Auditor,
- (b) the Vicar-General of the Province of Canterbury,
- (c) the Vicar-General of the Province of York, 10
- (d) each of the three Church Estates Commissioners,
- (e) the Chair of the Central Board of Finance,
- (f) the Chair of the Church of England Pensions Board, and
- (g) each member of the Archbishops' Council who is an actual communicant. 15

(2) An ex officio member has the same rights and is subject to the same requirements as an elected member.

Co-option

43 (1) The House of Laity may co-opt a lay person aged 18 or over who is an actual communicant; but the number of co-opted members may not at any time exceed five. 20

(2) A person may be co-opted only if at least two-thirds of the Standing Committee of the House of Laity have consented, either at a meeting or in writing.

(3) A co-opted member has the same rights and is subject to the same requirements as an elected member. 25

(4) A co-opted member serves until the next dissolution of the Synod, subject to paragraph (5); but that does not prevent the member from doing either of the following during a dissolution of the Synod – 30

- (a) acting under Article 3(4) of the Constitution;
- (b) continuing to be an ex officio member of a body constituted under these Rules.

(5) The House of Laity may impose a shorter term of membership on a co-opted member than would otherwise be the case. 35

(6) The House of Laity may by standing orders make provision for regulating the procedure for and incidental to the appointment of co-opted members and otherwise carrying this Rule into effect.

Numbers

44 (1) The total number of the members of the House of Laity elected by diocesan synods (“directly elected members”) and the representatives elected under the Channel Islands (Representation) Measure 1931 must not exceed – 40

- (a) 136 in the province of Canterbury, and
(b) 59 in the province of York.
- (2) Each diocese must have at least three directly elected members, other than the diocese of Sodor and Man which is to elect only one member. 5
- (3) The total number of directly elected members is to be decided by resolution of the General Synod no later than the last day of February in the fifth year after the most recent election of the House of Laity.
- (4) A resolution under paragraph (3) – 10
(a) must apportion the number of directly elected members between the province of Canterbury and the province of York in the proportion of 70 to 30 (or as close to that as possible), and
(b) must divide the number among the dioceses so that the number of members to be elected by each diocese is as nearly as possible proportionate to the total number of names on the rolls of the parishes in that diocese. 15
- (5) The method for making the division required under paragraph (4)(b) is to be specified by the Business Committee. 20
- (6) The secretary of each diocesan synod must, no later than 1 August in the fourth year after the most recent election of the House of Laity, certify to the Clerk to the General Synod the total number of names on the rolls of the parishes in that diocese.
- (7) The number of directly elected members for a diocese must, once it has been decided by the General Synod, be certified as soon as is practicable to the secretary of the diocesan synod. 25
- (8) If the General Synod is dissolved or a dissolution is pending but a resolution under paragraph (3) has not been made, the Presidents or the Synod may give directions as to deciding and certifying the number of directly elected members for each diocese. 30
- (9) Directions under paragraph (8) may provide that the numbers decided and certified on the most recent occasion are to be treated as having been decided and certified for the purposes of the coming election. 35

Qualifications for election

- 45 (1) A lay person is qualified for election for a diocese by the diocesan electors of that diocese if he or she meets –
(a) each of the first, second and third conditions, and
(b) either the fourth or the fifth condition. 40
- (2) The first condition is that the person has received Communion according to the use of the Church of England, or a Church in communion with it, at least three times in the twelve months preceding the date of the election.
- (3) The second condition is that the person – 45

- (a) is confirmed or ready and desirous of being confirmed, or
 - (b) comes within paragraph 1(b) of Canon B 15A (communicant member of Church which subscribes to doctrine of Holy Trinity).
- (4) The third condition is that the person is aged 18 or over on the relevant day. 5
- (5) The fourth condition is that the person's name is, as at 6.00 a.m. on the relevant day –
 - (a) on the roll of a parish in the diocese, or
 - (b) in the case of a cathedral church which is not a parish church, on the community roll of the cathedral church. 10
- (6) The fifth condition is that the person is, at any time in the period of two months beginning one month before the relevant day, declared by the dean of Westminster Abbey, St. George's Chapel, Windsor or the cathedral church of Christ in Oxford to be a habitual worshipper at the cathedral church concerned. 15
- (7) A person who is on the roll of more than one parish must choose one of those parishes for the purposes of this Rule.
- (8) The "relevant day" means –
 - (a) the date of the dissolution of the Synod, or
 - (b) in the case of an election to fill a casual vacancy, the date on which nomination papers are issued. 20
- (9) Where a diocese is divided into two or more areas under Rule 46, a person who is qualified for election for that diocese –
 - (a) may be a candidate for any one of those areas, regardless of whether the parish or cathedral church whose roll includes the person's name is in that area, but
 - (b) may not be a candidate for more than one of those areas at the same time. 25
- Electoral areas* 30
- 46 (1) Each diocese is an electoral area for the purposes of elections to the House of Laity, unless the diocese is divided into areas under this Rule.
- (2) A diocesan synod may, for the purposes of an election to the House of Laity, divide the diocese into two or more areas and apportion between those areas the number of members to be elected for the diocese; and the number of members apportioned to each area must be at least three. 35
- (3) But if elections to the House of Laity are conducted by the single transferable vote method provided for by the rules under the General Synod's Standing Orders, the power under paragraph (2) may be exercised only so far as is consistent with those rules. 40
- (4) Where a diocese is divided into areas under this Rule, the election in question is to be conducted in each of those areas as if it were a separate diocese. 45

- (5) A division of a diocese under this Rule remains in force until it is revoked by the diocesan synod.

Timing

- 47 (1) The elections to the House of Laity are to be carried out in the period of three months immediately following a dissolution of the General Synod. 5
- (2) The elections are to be carried out in each diocese during such part of that three-month period as the Archbishop of Canterbury and the Archbishop of York jointly decide.
- (3) This Rule has effect subject to any directions given by the General Synod or the Presidents. 10

Presiding officer

- 48 For an election to the House of Laity, the presiding officer in each diocese or, where a diocese has been divided into areas under Rule 46, in each area of the diocese is— 15
- (a) the registrar of the diocese or a person appointed by him or her with the approval of the registrar of the province, or
- (b) if the registrar of the diocese is a candidate in the election, the person appointed by the registrar of the province.

Election rules 20

- 49 (1) The General Synod may make rules relating to the conduct of an election to the House of Laity.
- (2) The rules may, in particular, make provision as to— 25
- (a) the entitlement to vote in the election;
- (b) the liability to pay the expenses of the election;
- (c) the functions which the presiding officer is required or authorised to carry out in connection with the election;
- (d) the entitlement to a fee for the exercise of a function in connection with the election;
- (e) the nomination of candidates in the election; 30
- (f) the method by which, and the manner in which, the election is to be conducted;
- (g) the conditions for the validity of a vote in the election.
- (3) The rules may— 35
- (a) make different provision for different cases;
- (b) make provision which applies generally or for specified cases or subject to specified exceptions;
- (c) make supplementary, transitional or saving provision;
- (d) make provision which confers a discretion on a person.
- (4) The rules are to be made in accordance with the Standing Orders of the General Synod. 40

PART 6

APPEALS

Enrolment appeals

- 50 (1) A person who is refused enrolment on the roll of a parish or the register of lay or clerical electors may appeal against the refusal. 5
- (2) A person whose name is removed from the roll of a parish or the register of lay or clerical electors may appeal against the removal.
- (3) A person whose name is entered on the roll of a parish or the register of lay or clerical electors and who objects to the enrolment of another person on, or to the removal of another person's name from, the roll or register may appeal against the enrolment or removal. 10
- (4) Notice of an appeal under this Rule relating to the roll of a parish must be given to the lay chair of the deanery synod.
- (5) Notice of an appeal under this Rule relating to the register of lay electors must be given to the chair of the house of laity of the diocesan synod. 15
- (6) Notice of an appeal under this Rule relating to the register of clerical electors must be given to the chair of the house of clergy of the diocesan synod. 20
- (7) Notice of an appeal under this Rule must be in writing.
- (8) Notice of an appeal under this Rule must be given no later than 14 days after –
- (a) the date of the removal, refusal or enrolment concerned, or
 - (b) if the appeal arises from a revision of a roll or register or the creation of a new roll or register or of a list of additions to and removals from a roll or register, the last day of the period in which the roll, register or list is made available for inspection. 25

Election appeals 30

- 51 (1) An appeal may be made against the allowance or disallowance of a vote in an election under these Rules, or an election to a body constituted in accordance with these Rules, if the allowance or disallowance of the vote would or might be material to the result.
- (2) An appeal may be made against the result of an election or choice held or made (or purporting to be held or made) under these Rules, or an election to a body constituted in accordance with these Rules. 35
- (3) An error in the roll of a parish or the register of lay or clerical electors is not a ground of appeal under this Rule unless – 40
- (a) it has been determined on an appeal under Rule 50 that an error was made in the roll or register or the question is awaiting determination on an appeal under that Rule, and

- (b) the error would or might be material to the result of the election in question.
- (4) An appeal under this Rule may be brought by –
- (a) an elector in the election,
 - (b) a candidate in the election, or 5
 - (c) the chair of the house of laity of the diocesan synod (where the appeal relates to laity) or the chair of the house of clergy (where the appeal relates to clergy).
- (5) On an appeal under this Rule arising out of an election to a diocesan or deanery synod, a person who was declared elected but whose election is or may be affected by the appeal is to be regarded for all purposes as a member of the synod pending the determination of the appeal. 10
- (6) Notice of an appeal under this Rule arising out of an election to the house of laity of a diocesan synod must be given to the chair of that house; notice of any other appeal under this Rule concerning laity must be given to the lay chair of the deanery synod. 15
- (7) Notice of an appeal under this Rule arising out of an election to the house of clergy of a diocesan synod must be given to the chair of that house. 20
- (8) Notice of an appeal under this Rule must be in writing.
- (9) Notice of an appeal under paragraph (1) must be given no later than 14 days after the vote in question was allowed or disallowed.
- (10) Notice of an appeal under paragraph (2) must be given no later than 14 days after the result of the election or choice is declared by the presiding officer. 25
- (11) Paragraphs (1) and (2) do not apply in the case of an election to the House of Laity of the General Synod, as to which see Rule 52.
- (12) For provision as to appeals relating to the election of a churchwarden, see section 5A of the Churchwardens Measure 2001. 30

Election appeals: power to make rules for House of Laity

- 52 (1) The General Synod may make rules providing for –
- (a) an appeal against the allowance or disallowance of a vote in an election to the House of Laity, and 35
 - (b) an appeal against the result of an election to that House.
- (2) The rules may –
- (a) make different provision for different cases;
 - (b) make provision which applies generally or for specified cases or subject to specified exceptions; 40
 - (c) make supplementary, transitional or saving provision;
 - (d) confer a discretion.
- (3) The rules may apply a provision of this Part of these Rules with or without modifications.

- (4) The rules are to be made in accordance with the Standing Orders of the General Synod.

Referral of appeal to bishop's council

- 53 (1) The person to whom a notice of an appeal under Rule 50 or 51 is given must, within 14 days of receiving the notice, refer the appeal to the bishop's council and standing committee of the diocese (unless the appellant has in the meantime given written notice to withdraw the appeal). 5
- (2) On receiving a referral under paragraph (1), the bishop's council and standing committee must appoint a panel to decide the appeal, consisting of – 10
- (a) where the appeal relates to laity, three or any larger odd number of their lay members;
- (b) where the appeal relates to clergy, three or any larger odd number of their clerical members. 15
- (3) Once an appeal is referred under paragraph (1), the appellant may withdraw it only with the consent of the panel.

Determination of appeal

- 54 (1) The panel to whom an appeal is referred under Rule 53 must, in deciding the matter at issue, consider all relevant circumstances; and for that purpose, the panel – 20
- (a) may inspect any documents and papers relating to the subject-matter of the appeal, and
- (b) is entitled to be provided with such information relating to the appeal as it may require. 25
- (2) The panel must give the parties to the appeal an opportunity to appear before it in person or through a legal or other representative.
- (3) The panel may at any time extend the period within which a notice of appeal may be given. 30
- (4) On an appeal under Rule 51, the panel must come to one of the following decisions –
- (a) that a person whose election is the subject of the appeal was duly elected;
- (b) that the matter at issue amounts to a minor infringement which did not affect the outcome of the election and that the appeal should accordingly be dismissed; 35
- (c) that the matter at issue amounts to a procedural irregularity in the conduct of the election but that the appeal should nonetheless in all the circumstances be dismissed; 40
- (d) that the election is void.
- (5) A decision under paragraph (4) is final as to the matter at issue.
- (6) Where the panel makes the decision under paragraph (4)(d), it – 45
- (a) must direct that a fresh election is to be held, and

- (b) may give whatever further directions it thinks necessary.
- (7) The panel on an appeal may direct (including where the appeal is withdrawn) that a party to the appeal is entitled to payment of costs by another party to the appeal or by the diocesan board of finance. 5
- (8) The panel on an appeal may direct that a party to the appeal is responsible for the panel's reasonable expenses; but the diocesan board of finance must pay the expenses (except in so far as some other person does) if satisfied that the amount is reasonable.

PART 7 10

DISQUALIFICATION ETC.

Disqualifications

- 55 (1) A person is disqualified from being nominated or elected or from serving as a member of the General Synod if the person holds or takes a paid office or employment the appointment to which is, or may be, made by – 15
- (a) the General Synod,
(b) the Convocations,
(c) the Archbishops' Council,
(d) the Church Commissioners, 20
(e) the Church of England Pensions Board, or
(f) the Corporation of the Church House.
- (2) A person is not disqualified under paragraph (1)(d) merely because the person is appointed as a Church Commissioner in respect of a salary or other emoluments. 25
- (3) A person is disqualified from being nominated, chosen or elected or from serving as a member of a PCC if the person has been disqualified from holding office under section 10(6) of the Incumbents (Vacation of Benefices) Measure 1977 (breakdown of pastoral relationships). 30
- (4) For further provision as to disqualification, see Rule 61 (safeguarding).
- (5) Nothing in this Part of these Rules, so far as relating to membership of a PCC, affects the application of any enactment providing for the disqualification of a person from being a trustee of a charity (and, accordingly, from being a member of a PCC). 35
- (6) For provision as to disqualification from being elected as a churchwarden, see section 2 of the Churchwardens Measure 2001.

Vacation of seat on deanery synod

- 56 (1) The seat of a lay member of a deanery synod who is a parochial representative of the laity is vacated if the member ceases to have his or her name on the roll of the parish by which he or she was elected. 40

- (2) The seat of a lay member of a deanery synod who is a representative under a scheme under Rule 20(2) relating to the cathedral church of the diocese is vacated if the member ceases to have his or her name on the community roll of the cathedral church. 5
- (3) The seat of a lay member of a deanery synod who is a representative under a scheme under Rule 20(2) relating to Westminster Abbey, St. George's Chapel, Windsor or the cathedral church of Christ in Oxford is vacated if the member ceases to be declared a habitual worshipper there. 10
- (4) But a lay member's seat is not vacated under this Rule if –
 - (a) the member satisfies a condition under paragraph (5), and
 - (b) before the vacancy arises, the PCC resolves that the member's seat is not to be vacated.
- (5) The conditions are as follows – 15
 - (a) that the member's name is entered on the roll of a parish in the diocese;
 - (b) that the member's name is entered on the community roll of the cathedral church of the diocese;
 - (c) that the member is declared by the dean of Westminster Abbey, of St. George's Chapel, Windsor or of the cathedral church of Christ in Oxford to be a habitual worshipper there. 20
- (6) A member's seat on a deanery synod is vacated if it is decided on an appeal under Rule 51 that the member's election is void. 25
- (7) For further cases where a member's seat on a deanery synod is vacated, see Rule 61 (safeguarding etc.).

Vacation of seat on diocesan synod

- 57 (1) The seat of a clerical member of a diocesan synod who was elected by the house of clergy of a deanery synod in the diocese is vacated if the member ceases to be qualified for election by that house. 30
- (2) But a member's seat is not vacated under paragraph (1) if –
 - (a) the member continues to work or reside in the diocese, and
 - (b) before the vacancy arises, the clerical members of the standing committee of the deanery synod resolve that the member's seat is not to be vacated. 35
- (3) The seat of a lay member of a diocesan synod who was elected by the house of laity of a deanery synod in the diocese is vacated in each of the following three cases.
- (4) The first case is where the member is a parochial representative of the laity but ceases to have his or her name on the roll of a parish in the deanery. 40
- (5) The second case is where the member –
 - (a) is a representative under a scheme under Rule 20(2) relating to the cathedral church of the diocese, but 45

- (b) ceases to have his or her name on the community roll of the cathedral church.
- (6) The third case is where the member –
 - (a) is a representative under a scheme under Rule 20(2) relating to Westminster Abbey, St. George’s Chapel, Windsor or the cathedral church of Christ in Oxford, but 5
 - (b) ceases to be declared by the dean to be a habitual worshipper there.
- (7) But a lay member’s seat is not vacated under this Rule if –
 - (a) the member satisfies a condition in Rule 56(5), and 10
 - (b) before the vacancy arises, the lay members of the deanery synod resolve that the member’s seat is not to be vacated.
- (8) If a lay member of a diocesan synod is also an elected member of the House of Laity of the General Synod, the member’s seat on the diocesan synod is not vacated under this Rule if Rule 58(5) applies in that member’s case. 15
- (9) A member’s seat on a diocesan synod is vacated if it is decided on an appeal under Rule 51 that the member’s election is void.
- (10) For further cases where a member’s seat on a diocesan synod is vacated, see Rule 61 (safeguarding etc.). 20

Vacation of seat in House of Laity of General Synod

- 58 (1) The seat of an elected member of the House of Laity of the General Synod is vacated in each of the following three cases.
- (2) The first case is where the member is a parochial representative of the laity but ceases to have his or her name on the roll of the parish for which the member was elected. 25
- (3) The second case is where the member –
 - (a) is a representative under a scheme under Rule 20(2) relating to the cathedral church of the diocese, but
 - (b) ceases to have his or her name on the community roll of the cathedral church. 30
- (4) The third case is where the member –
 - (a) is a representative under a scheme under Rule 20(2) relating to Westminster Abbey, St. George’s Chapel, Windsor or the cathedral church of Christ in Oxford, but 35
 - (b) ceases to be declared by the dean to be a habitual worshipper there.
- (5) But a member’s seat is not vacated under this Rule if, before the vacancy arises, the lay members of the bishop’s council and standing committee decide that the member is willing and able to discharge to their satisfaction the duties of a member of the House of Laity elected for that diocese. 40
- (6) Where a decision under paragraph (5) is made, the lay members of the bishop’s council and standing committee must, no later than one year after making the decision and annually after that – 45

- (a) review the member’s membership of the House of Laity, and
 - (b) decide whether he or she is still willing and able as mentioned in paragraph (5).
- (7) The seat of an elected member of the House of Laity of the General Synod is vacated if the member is disqualified under Rule 55(1). 5
- (8) The seat of an elected member of the House of Laity of the General Synod is vacated if it is decided on an appeal under rules under Rule 52 that the member’s election is void.
- (9) For further cases where a member’s seat in the House of Laity is vacated, see Rule 61 (safeguarding etc.). 10
- (10) In its application to a member of the House of Laity elected for the diocese in Europe, this Rule has effect as if, in paragraph (2) for the words from “is” to the end there were substituted the words “ceases to have his or her name on the roll of a chaplaincy”. 15

Ex officio membership

- 59 (1) A person is not disqualified from being elected or chosen as a member of a body under these Rules merely because the person is also a member of that body ex officio.
- (2) A person elected or chosen as a member of a body under these Rules does not vacate his or her seat merely because the person has become a member of that body ex officio. 20

Resignation

- 60 (1) A person holding office under these Rules or who is a member of a body constituted by or under these Rules may resign the office or membership by giving notice in writing to the secretary of the body of which the person is an officer or member. 25
- (2) A resignation under this Rule takes effect –
- (a) on the date specified in the notice, or
 - (b) if no date is specified in the notice, on the date on which the secretary receives the notice. 30

Safeguarding cases: disqualification and vacation of seat

- 61 (1) If a person is included in a barred list, the person is disqualified –
- (a) from being nominated, chosen or elected as, or from serving as, a member of a PCC, a district church council, a deanery synod, a diocesan synod or the General Synod; 35
 - (b) from being appointed to act as, or from acting as, secretary or treasurer of a PCC.
- (2) If that person is a member of a deanery synod, a diocesan synod or the House of Laity of the General Synod, the member’s seat is vacated. 40

- (3) If a person is convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933, the person is disqualified –
- (a) from being nominated, chosen or elected as, or from serving as, a member of a PCC, a district church council, a deanery synod, a diocesan synod or the General Synod; 5
 - (b) from being appointed to act as, or from acting as, secretary or treasurer of a PCC.
- (4) If a person disqualified under paragraph (3) is a member of a deanery synod, a diocesan synod or the House of Laity of the General Synod, the member's seat is vacated. 10
- (5) A person's disqualification under paragraph (3) may be waived by the bishop of the diocese in question giving the person notice in writing; and the notice must specify the bishop's reasons for giving the waiver. 15
- (6) Where a person whose seat has been vacated under paragraph (4) has his or her disqualification waived under paragraph (5), the person may resume his or her seat if it has remained vacant.
- (7) A waiver under paragraph (5) –
- (a) is of unlimited duration, and 20
 - (b) has effect in every diocese.
- (8) Before giving a waiver under paragraph (5), the bishop must consult –
- (a) the diocesan safeguarding advisor, and
 - (b) such other persons as the bishop considers appropriate. 25
- (9) On giving a notice under paragraph (5), the bishop must give a copy of the notice to the registrar of the diocese; and the registrar must file the copy in the diocesan registry.

Safeguarding cases: suspension

- 62 (1) This Rule applies where a member of a PCC or the secretary or treasurer of a PCC or a member of a district church council, a deanery synod, a diocesan synod or the General Synod – 30
- (a) is arrested on suspicion of committing an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933, or 35
 - (b) is charged with an offence mentioned in that Schedule without being arrested.
- (2) This Rule also applies where the bishop of a diocese is satisfied, on the basis of information provided by a local authority or the police, that a person of a description given in paragraph (1) presents a significant risk of harm. 40
- (3) The bishop may suspend the person from the position in question by giving the person notice in writing; and the notice must specify the bishop's reasons for imposing the suspension.
- (4) The bishop may at any time revoke the suspension by giving the person notice in writing. 45

- (5) For the purposes of paragraph (2), a person presents a significant risk of harm if there is a significant risk that the person may –
- (a) harm a child or vulnerable adult,
 - (b) cause a child or vulnerable adult to be harmed,
 - (c) put a child or vulnerable adult at risk of harm,
 - (d) attempt to harm a child or vulnerable adult, or
 - (e) incite another person to harm a child or vulnerable adult.
- (6) Before suspending a person under paragraph (3), or revoking a suspension made under that paragraph, the bishop must consult –
- (a) the diocesan safeguarding advisor, and
 - (b) such other persons as the bishop considers appropriate.
- (7) A suspension in a case within paragraph (1) continues (unless revoked under paragraph (4)) until the earlier of –
- (a) the expiry of three months beginning with the day on which the notice is given, and
 - (b) the conclusion of the matter.
- (8) Where a person is suspended in a case within paragraph (1) and the matter is not concluded before the expiry of the three-month period referred to in paragraph (7)(a), a further notice of suspension may be given under paragraph (3); and paragraph (7) and this paragraph apply to the further suspension as they applied to the earlier suspension or suspensions.
- (9) A suspension in a case within paragraph (2) continues (unless revoked under paragraph (4)) until the expiry of three months beginning with the day on which the notice is given.
- (10) Where a person is suspended in a case within paragraph (2), a further notice of suspension may be given under paragraph (3); and paragraph (9) and this paragraph apply to the further suspension as they applied to the earlier suspension or suspensions.
- (11) Having given a notice of suspension or revocation under this Rule, the bishop must give each of the following written notification –
- (a) the clergy who hold office in the parish,
 - (b) the churchwardens of the parish,
 - (c) the registrar of the diocese,
 - (d) the diocesan safeguarding advisor, and
 - (e) such other persons as the bishop considers appropriate.
- (12) The registrar must file a notification given under paragraph (11)(c) in the diocesan registry.
- (13) For the purposes of this Rule, a matter is concluded when –
- (a) a decision is taken not to charge the person with the offence in question, or
 - (b) where the person is charged with the offence, the proceedings for the offence are concluded.

Safeguarding cases: appeal against suspension

- 63 (1) A person who is given a notice of suspension under Rule 62(3) may appeal against the suspension to the president of tribunals.
- (2) On an appeal under this Rule, the president of tribunals may, within 28 days following the lodging of the appeal, either confirm or revoke the suspension. 5

Safeguarding cases: interpretation

- 64 (1) In this Part of these Rules –
- “barred list” has the same meaning as in the Safeguarding Vulnerable Groups Act 2006; 10
 - “child” means a person aged under 18;
 - “diocesan safeguarding advisor” means the person appointed as such under Canon C 30 for the diocese in question;
 - “vulnerable adult” has the same meaning as in the Safeguarding and Clergy Discipline Measure 2016. 15
- (2) A reference in this Part of these Rules to an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 is a reference to an offence which is –
- (a) mentioned in that Schedule as amended, extended or applied from time to time, or 20
 - (b) treated by an enactment (whenever passed or made) as if it were mentioned in that Schedule.

PART 8

MISCELLANEOUS 25

Casual vacancies

- 65 (1) An election to fill a casual vacancy under these Rules is to be conducted in the same manner as an ordinary election.
- (2) An election to fill a casual vacancy under these Rules is, where possible, to be held at a time which will enable a casual vacancy among representatives of the laity who are electors to be filled at the time of elections to the House of Laity of the General Synod; but no such election is invalid merely because such a casual vacancy is not filled. 30
- (3) The provisions of these Rules relating to the election of a person – 35
- (a) apply to the election of a member of a body constituted by or under these Rules;
 - (b) apply in relation to the choice of a person, with whatever modifications are necessary.
- (4) A person elected or chosen to fill a casual vacancy holds office only for the unexpired portion of the term of office of the person whose place he or she fills. 40

- (5) Where irregularities are found during an election such that the presiding officer forms the opinion that the proceedings on the election should be declared null and void, the officer –
- (a) must declare that the proceedings are null and void,
 - (b) must give notice to all electors of that declaration, and
 - (c) must cause a fresh election to be held.
- (6) Where a notice is given under paragraph (5)(b), the election under paragraph (5)(c) must be completed within six months of the date of the notice; and, in the case of an election to a diocesan synod, the reference in Rule 40(2) to the period of six months is to be read accordingly.
- (7) Where, in the case of an election to a diocesan synod, it is decided on an appeal that the election was not valid and the presiding officer is directed to hold a fresh election, the period of six months referred to in Rule 40(2) begins with the day following that direction.

Constraints in elections

- 66 (1) Where there is a requirement in an election conducted under these Rules for a given number, or at least a given number, of the places available to be filled by candidates of a defined category, the presiding officer must examine the nomination papers to ascertain the number of candidates of that category.
- (2) If the number of candidates of that category who are nominated is less than or equal to the required given number –
- (a) those candidates are declared elected and their names are not included on the voting paper, and
 - (b) the requirement for a given number is disregarded and the election proceeds with the number of seats to be filled being reduced by the number of persons declared elected.
- (3) The presiding officer must circulate with the voting papers a separate notice giving the name of each person who has been declared elected under paragraph (2).

Service by post

- 67 A notice or other document required or authorised to be given to a person under these Rules is to be treated as having been duly given if it is sent by post addressed to that person at his or her last known address.

Implied power to vary or revoke

- 68 (1) A power conferred by these Rules to make, approve or pass a rule, order, resolution, determination, decision, appointment or scheme includes a power to vary or revoke it.
- (2) A power conferred by these Rules to give a consent includes a power to vary or revoke the consent.

- (3) A power conferred by these Rules to specify something includes a power to vary or revoke the specification.
- (4) A power to vary or revoke is exercisable in the same manner and subject to the same conditions as the power to which it relates.

Power of bishop to make supplementary provision etc. 5

- 69 (1) In carrying out the provisions of these Rules in a diocese, the bishop of the diocese may exercise the following powers.
- (2) The bishop may make provision for any matter not provided for in the Rules.
 - (3) The bishop may appoint a person to do something in respect of which there has been neglect or default by the person required by these Rules to do that thing. 10
 - (4) The bishop may, so far as necessary for giving effect to the intention of a provision of these Rules –
 - (a) extend or alter the time for holding a meeting; 15
 - (b) modify the procedure for a meeting;
 - (c) extend or alter the time for holding an election other than one to fill a casual vacancy;
 - (d) modify the procedure for an election other than one to fill a casual vacancy. 20
 - (5) Where difficulties arise, the bishop may (subject to paragraph (4)) give whatever directions he or she considers appropriate for removing those difficulties.
 - (6) This Rule does not authorise a bishop –
 - (a) to validate anything that was invalid when it was done, or 25
 - (b) to give a direction that is contrary to a resolution of the General Synod.
 - (7) In its application to the diocese in Europe, this Rule has effect as if the references to provisions of these Rules were references to such of those provisions as apply in that diocese. 30

Delegation by archbishop or bishop

- 70 (1) An archbishop or any other bishop of a diocese may appoint a commissary and delegate to that commissary some or all of the functions of the archbishop or other bishop under these Rules.
- (2) But a bishop's functions as president of the diocesan synod may be delegated only to a person in episcopal orders. 35
 - (3) During a vacancy in an archbishopric, or where because of illness an archbishop is unable to exercise his or her functions as such under these Rules (including the power under paragraph (1)), the functions are exercisable by the other archbishop. 40
 - (4) During a vacancy in a diocesan bishopric, the functions of the bishop under these Rules (including those as president of the diocesan synod but not including the power under paragraph (1))

are exercisable by such person in episcopal orders as the archbishop of the province may appoint.

- (5) Where because of illness, the bishop of a diocese is unable to exercise his or her functions as such under these Rules (including the power under paragraph (1)), the archbishop of the province may, if he or she thinks it necessary or appropriate, appoint a person in episcopal orders to exercise the functions. 5
- (6) If a person appointed under paragraph (1), (4) or (5) is a member of the house of clergy of a diocesan synod, the membership is suspended for the duration of the appointment. 10
- (7) If a person appointed under paragraph (4) or (5) becomes unable to act under the appointment because of illness, the archbishop may revoke the appointment and make a fresh one.
- (8) In its application to the diocese in Europe, this Rule has effect as if the references to these Rules were a reference to such of the provisions of these Rules as apply in that diocese. 15
- (9) The powers of an archbishop under this Rule in relation to the diocese in Europe are, subject to paragraph (3), exercisable by the Archbishop of Canterbury.

Validity of proceedings 20

- 71 (1) The proceedings of a body constituted under these Rules are not invalidated by a vacancy in the membership of the body or a defect in the qualification, election, choice or appointment of any of its members.
- (2) Proceedings are not invalidated by the use of a form which differs from that specified by these Rules if the form used is to a substantially similar effect; and any question on that point is to be decided by the bishop of the diocese. 25
- (3) Where there is an omission in a parish to prepare or maintain the roll or to hold the annual parochial church meeting, the rural dean must, on having the omission brought to his or her attention, ascertain the cause of the omission and report to the bishop of the diocese accordingly. 30
- (4) In its application to the diocese in Europe, this Rule has effect as if the references to these Rules were a reference to such of the provisions of these Rules as apply in that diocese. 35

Power of Business Committee to specify matters

- 72 (1) A power conferred by these Rules on the Business Committee to specify something is exercisable by way of instrument.
- (2) An instrument under this Rule— 40
- (a) must be laid before the General Synod, and
 - (b) does not come into force unless it has been approved by the Synod, with or without amendment.

- (3) If the Business Committee decides that an instrument under this Rule does not need to be debated by the Synod, it is to be treated as approved without amendment unless a member of the Synod gives notice under its Standing Orders that the member –
- (a) wishes the matter to be debated, or 5
 - (b) wishes to move an amendment to it.

Interpretation: references to parishes and other areas

- 73 (1) In these Rules, “parish” means –
- (a) an ecclesiastical parish or a district constituted a “conventional district” for the cure of souls; 10
 - (b) in relation to the diocese in Europe, a chaplaincy constituted as part of the diocese.
- (2) A reference in this Rules to a parish or deanery includes a reference to any extra-parochial place which abuts the parish or deanery; and any question on that point is to be decided by the bishop’s council and standing committee. 15
- (3) A reference in these Rules to residence does not include a reference to residence of a casual nature.
- (4) A reference in these Rules to the area of a benefice is, where –
- (a) two or more benefices are held in plurality, 20
 - (b) there is, or is to be, a team ministry for the area of one of those benefices, and
 - (c) a pastoral scheme provides for extending the operation of the team ministry, so long as the plurality continues, to the area of any other benefice so held, 25
- a reference to the combined area of the benefices concerned.

Interpretation: references to Church offices, structures etc.

- 74 (1) In these Rules, “minister”, in relation to a parish, means –
- (a) the incumbent of the benefice to which the parish belongs,
 - (b) the priest-in-charge of the benefice to which the parish belongs or, if the parish is one in respect of which rights of presentation are suspended, the priest-in-charge of that parish, or 30
 - (c) a vicar in a team ministry to the extent that the duties of a minister are assigned to the vicar by a pastoral scheme or order or by the vicar’s licence from the bishop. 35
- (2) In these Rules, “actual communicant” means a person –
- (a) whose name is on the roll of a parish,
 - (b) who has received Communion according to the use of the Church of England or a Church in communion with it at least three times during the 12 months preceding the date of the person’s election or appointment, and 40
 - (c) who either is confirmed or ready and desirous of being confirmed or is receiving Communion as referred to in paragraph 1(b) of Canon B 15A (communicant members of other Churches subscribing to doctrine of Holy Trinity). 45

- (3) A question as to whether a Church is in communion with the Church of England is to be decided for the purposes of these Rules by the Archbishop of Canterbury and the Archbishop of York acting jointly.
- (4) In these Rules, “public worship” means public worship according to the rites and ceremonies of the Church of England; and a reference in these Rules to a building licensed for public worship includes a reference to a building part only of which is so licensed. 5
- (5) In these Rules, “community roll”, in relation to a cathedral church, means the roll kept in the case of that cathedral church for the purposes of section 9 of the Cathedrals Measure 1999. 10
- (6) A reference in these Rules to a person’s name being on the roll of a parish is, in the case of a person whose name is on the roll of a guild church, a reference to the person’s name being on the roll of the parish in which the guild church is situated. 15
- (7) A reference in these Rules to the occurrence of a casual vacancy includes a reference to a case where there are not enough candidates nominated to fill the places available.
- (8) A reference in these Rules to a clerk in Holy Orders includes a reference to a person who has executed a deed of relinquishment under the Clerical Disabilities Act 1870 if – 20
- (a) the enrolment of the deed in the High Court has been vacated, and
 - (b) the vacation of the enrolment of the deed has been recorded in a diocesan registry under the Clerical Disabilities Act 1870 (Amendment) Measure 1934. 25

Interpretation: minor definitions

- 75 (1) In these Rules –
- “Business Committee” means the Business Committee of the General Synod; 30
 - “the Constitution” means the Constitution of the General Synod as set out in Schedule 2 to this Measure;
 - “guild church” means a church in the City of London designated and established as such under the City of London (Guild Churches) Acts 1952 and 1960; 35
 - “PCC” means parochial church council;
 - “register of clerical electors” and “register of lay electors” each have the meaning given in Rule 24;
 - “the roll” has the meaning given in Rule 1(1).
- (2) A reference in these Rules to a numbered Form is a reference to the Form numbered as such in Part 10. 40

PART 9

PARISH GOVERNANCE: MODEL RULES

SECTION A: ANNUAL PAROCHIAL CHURCH MEETING

The annual meeting

<i>Timing and attendance</i>	5
M1 (1) In every parish, the annual parochial church meeting (referred to in this Part of these Rules as “the annual meeting”) must be held in the period which begins with 1 January and ends with 31 May.	
(2) The following persons are entitled to attend the annual meeting and take part in its proceedings –	10
(a) every lay person whose name is on the roll of the parish,	
(b) every clerk in Holy Orders to whom paragraph (3) applies,	
(c) where the parish is in the area of a benefice for which there is a team ministry, every member of the team,	
(d) where the parish is in the area of a group ministry, every incumbent and priest in charge in the ministry, and	15
(e) where the parish is in the area of a group ministry which includes the area of a benefice for which there is a team ministry, every vicar in the team ministry.	
(3) This paragraph applies to a clerk in Holy Orders if he or she –	20
(a) is beneficed in or licensed to the parish or to another parish in the area of the benefice to which the parish belongs,	
(b) is resident in the parish and is not beneficed in or licensed to any other parish,	
(c) does not come within sub-paragraph (a) or (b) but is declared by the PCC with the concurrence of the minister to be a habitual worshipper in the parish, or	25
(d) is a co-opted member of the PCC under Rule M12(1)(k).	
(4) A declaration under paragraph (3)(c) has effect until the earlier of –	30
(a) the conclusion of the annual meeting in the year in which a new roll is prepared under Rule 5, and	
(b) the clerk in question ceasing to be a habitual worshipper in the parish.	
<i>Convening meeting</i>	35
M2 (1) The minister must convene the annual meeting by displaying a notice in Form M1 –	
(a) in the case of the parish church or, where there is more than one church in the parish, each of those churches, on or near the principal door, and	40
(b) in the case of each building in the parish licensed for public worship, in a location readily visible to members of the congregation.	

- (2) The period for which a notice under paragraph (1) is on display must include the last two Sundays before the day of the meeting.
- (3) The annual meeting must be held at a place in the parish unless the PCC decides otherwise.
- (4) During the vacancy of the benefice or curacy or when the minister is absent or incapacitated by illness or any other cause, the minister's function under this Rule is to be carried out by –
 - (a) the vice-chair of the PCC, or
 - (b) if there is not a vice-chair or the vice-chair is unable or unwilling to act, the secretary of the PCC or some other person appointed by the PCC.

New parish: special meeting

- M3 (1) Where the parish is a new parish created by a pastoral scheme, the minister of the new parish or, in the absence of a minister, a person appointed by the bishop of the diocese must, as soon as possible after the scheme comes into operation, convene a special parochial church meeting (referred to as “the special meeting”).
- (2) The special meeting is to be treated for the purposes of these Rules –
 - (a) as the annual meeting for the year in which it is held, and
 - (b) if it is held in November or December and the meeting so resolves, as also being the annual meeting for the following year.
- (3) Subject to that, the Rules relating to the convening or conduct of the annual meeting apply to the special meeting.

Proceedings and elections

Chair

- M4 (1) The chair of the annual meeting is –
 - (a) the minister, or
 - (b) if the minister is absent or decides to vacate the chair, the vice-chair of the PCC, or
 - (c) if the vice-chair of the PCC is absent or decides not to take the chair –
 - (i) a person chosen by the annual meeting, or
 - (ii) if paragraph (2) applies, the rector in the team ministry.
- (2) This paragraph applies if –
 - (a) the parish belongs to a benefice for which there is a team ministry,
 - (b) a vicar in the team ministry has the function of chairing the annual meeting (or a share in discharging that function) by virtue of a pastoral scheme or bishop's licence, and
 - (c) the vicar is absent but the rector in the team ministry is present.

- (3) If there is an equality of votes, the chair of the meeting has a second, casting vote, except in the case of an election taking place at the annual meeting (as to which, see Rule M7(10)).

Business

- | | | |
|----|---|----|
| M5 | (1) The PCC must provide the annual meeting with each of the following, which the annual meeting may then discuss – | 5 |
| | (a) a report on the changes to the roll since the last annual 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 PCC and the activities of the parish generally, | 10 |
| | (c) the financial statements of the PCC for the year ending on the 31 December preceding the meeting, | |
| | (d) the annual fabric report under section 50 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2017, and | 15 |
| | (e) a report of the proceedings of the deanery synod. | |
| | (2) The PCC must ensure that a copy of the roll is available for inspection at the meeting. | |
| | (3) The annual report to be provided under paragraph (1)(b) must be prepared in the form specified by the Business Committee. | 20 |
| | (4) The financial statements to be provided under paragraph (1)(c) – | |
| | (a) must be prepared in the form specified by the Business Committee, and | |
| | (b) must be independently examined or audited in the manner specified by the Business Committee. | 25 |
| | (5) If the PCC approves the financial statements which have been examined or audited under paragraph (4)(b), the chair of the meeting at which they are approved must sign them; and the PCC – | 30 |
| | (a) must make a copy of the signed statements available for inspection, on a reasonable request being made, and | |
| | (b) must publish the signed statements in such form (whether electronic or otherwise) as it decides. | |
| | (6) The statements must be made available in copy form and published under paragraph (5) for at least seven days before the annual meeting. | 35 |
| | (7) The PCC must, before the end of 28 days beginning with the date of the annual meeting, ensure that a copy of the annual report and financial statements provided under paragraph (1)(b) and (c) are given to the secretary of the diocesan board of finance for it to retain. | 40 |
| | (8) The annual meeting must, in the manner provided by Rule M7, do the following things in the following order – | |
| | (a) elect in every third year parochial representatives of the laity to the deanery synod; | 45 |
| | (b) elect parochial representatives of the laity to the PCC; | |

- (c) appoint a person who is not a member of the PCC to be the independent examiner or auditor of the PCC for a term of office ending at the conclusion of the next annual meeting.
- (9) A person may be appointed as the independent examiner of the PCC only if the person comes within the description given in section 145(1)(a) of the Charities Act 2011; and a person may be appointed as the auditor of the PCC only if the person is eligible as the auditor of a charity under section 144(2) of that Act. 5
- (10) The annual meeting may not appoint sidesmen; the duty to do so is imposed on the PCC by section 2(2)(f) of the Parochial Church Councils (Powers) Measure 1956. 10
- (11) In the case of a new parish (see Rule M3), a special meeting must (in addition to its other business) –
- (a) decide on the number of members of the PCC who are to be elected representatives of the laity, and 15
- (b) if parochial representatives of the laity are to be elected to the deanery synod in either of the years for which the meeting is treated as the annual meeting (see Rule M3(2)), elect those representatives in accordance with Rule M7.
- (12) Any person who is entitled to attend the annual meeting may ask a question about parochial church matters or bring about a discussion of any matter of parochial or general church interest – 20
- (a) by moving a general resolution, or
- (b) by moving to make a particular recommendation to the council in relation to its duties. 25
- (13) The annual meeting –
- (a) may adjourn;
- (b) may determine its own rules of procedure.
- (14) The secretary of the PCC, or such other person as the meeting may appoint instead, acts as the clerk of the annual meeting and must record the minutes. 30

Qualifications of persons to be elected

- M6 (1) A person is qualified for election as a parochial representative of the laity to the deanery synod or PCC under Rule M5(8)(a) or (b) if – 35
- (a) the person is aged 16 or over,
- (b) he or she is an actual communicant, and
- (c) his or her name is on the roll of the parish and, unless he or she is under 18 at the date of the election, has been on the roll for at least the preceding six months. 40
- (2) But if the person has his or her name on the roll of more than one parish, he or she must choose one of the parishes concerned for the purposes of this Rule.
- (3) A person may not be nominated for election under Rule M5(8)(a) or (b) unless – 45
- (a) the person has indicated his or her consent to serve, or

- (b) there is, in the opinion of the meeting, sufficient evidence of his or her willingness to serve.
- (4) A person may not be nominated for election under Rule M5(8)(a) if the person is disqualified under Part 7.
- (5) A person may not be nominated for election under Rule M5(8)(b) if – 5
- (a) the person is disqualified under Part 7, or
- (b) the person is disqualified from being the trustee of a charity (and the disqualification is not subject to a waiver which permits membership of a PCC). 10

Conduct of an election

- M7 (1) This Rule applies in the case of every election which is to take place at the annual meeting, subject to any variations made by a resolution under Rule M9.
- (2) A candidate must be nominated and seconded, either in writing before the meeting or at the meeting. 15
- (3) The person nominating and the person seconding –
- (a) are each entitled to attend the meeting, and
- (b) in the case of an election of parochial representatives of the laity, must each have his or her name on the roll of the parish. 20
- (4) If the number of candidates does not exceed the number of seats to be filled, each candidate is declared elected.
- (5) If the number of candidates exceeds the number of seats to be filled, an election must take place in accordance with the following provisions. 25
- (6) Every person whose name is on the roll of the parish is entitled to vote in the election.
- (7) A clerk in Holy Orders may not vote in the election of a parochial representative of the laity. 30
- (8) 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 the same candidate.
- (9) Votes may be given may by a show of hands; but if one or more persons object to that, each vote is to be given on a voting paper signed on the back by the voter. 35
- (10) Where there is an equality of votes, the election is decided by the drawing of a lot by the presiding officer.
- (11) On a recount of an election or a stage of an election, either on appeal or at the request of the presiding officer or a candidate, if the original count and the recount are identical at the point when a lot must be drawn, the original lot must be used to decide. 40

Result of an election

- M8 (1) The result of an election at the annual meeting must be announced as soon as practicable by the person presiding over the election.
- (2) A notice of the result must be displayed –
- (a) in the case of the parish church or, where there is more than one church in the parish, each of those churches, on or near the principal door, and 5
 - (b) in the case of each building in the parish licensed for public worship, in a location readily visible to members of the congregation. 10
- (3) A notice under paragraph (2) must remain on display for at least 14 days.
- (4) The notice must specify the date on which the result was declared.
- (5) After the end of the period for which the notice was on display under paragraph (3), the secretary of the PCC must keep a list of every member's name and address. 15
- (6) The list under paragraph (5) must be made available for inspection, on reasonable notice being given to the secretary by a person who is resident in the parish or has his or her name on the roll; but the secretary need not provide a copy of the list. 20
- (7) The secretary of the PCC must give the name and address of every person elected to the deanery synod as a parochial representative of the laity to –
- (a) the diocesan electoral registration officer, and
 - (b) the secretary of the diocesan synod. 25

Variation of method of election

- M9 (1) The annual meeting may resolve that the election of parochial representatives of the laity (whether to the deanery synod or to the PCC or to both) is to be conducted by the single transferable vote method. 30
- (2) A resolution under paragraph (1) is valid only if it is approved by at least two-thirds of those present and voting at the meeting; and it does not take effect until the next annual meeting.
- (3) Where a resolution under paragraph (1) is passed, the election is to be held in accordance with the rules for the time being in force under the General Synod's Standing Orders; and those rules have effect for that purpose with whatever modifications are necessary. 35
- (4) The annual meeting may resolve that a person entitled to attend the meeting and vote in the election of parochial representatives of the laity may apply in Form M2 for a postal vote. 40
- (5) Where applications for a postal vote have been received by the date specified in the notice convening the annual meeting and the number of candidates nominated exceeds the number of seats to be filled, the annual meeting must appoint a presiding officer; and the person appointed may not be a candidate in the election. 45

- (6) A voting paper must be given to each person present at the annual meeting who is entitled to vote; and completed voting papers must be returned into the custody of the presiding officer before the close of the meeting.
- (7) The presiding officer must ensure that each person who has applied for a postal vote in Form M2 is given a voting paper within 48 hours of the close of the meeting. 5
- (8) The completed voting paper must be returned to the presiding officer within such period as the presiding officer specifies; but it must be a period of at least seven days, but no more than 14 days, beginning with the day after the date of the meeting. 10
- (9) A resolution under paragraph (1) may be varied or revoked by a subsequent resolution passed in the same manner.

Special and extraordinary meetings

Special meeting 15

- M10 (1) The minister may convene a special parochial church meeting in addition to the annual meeting; and the minister must do so if at least one-third of the lay members of the PCC make a representation to him or her for there to be such a meeting.
- (2) The provisions of these Rules relating to the convening or conduct of the annual meeting apply, with whatever modifications are necessary, to a special parochial church meeting. 20
- (3) The following persons are entitled to attend a special parochial church meeting—
- (a) every lay person whose name is on the roll of the parish 21 clear days before the day on which the meeting is to be held, and 25
- (b) every clerk in Holy Orders who would be entitled to attend the annual meeting if it were to be held on the day on which the special meeting is to be held. 30

Extraordinary meeting

- M11 (1) The archdeacon whose archdeaconry includes the parish must, subject to paragraphs (2) and (3), convene an extraordinary parochial church meeting if—
- (a) at least one-third of the lay members of the PCC or one-tenth of the persons whose names are on the roll of the parish make a representation to the archdeacon to that effect, and 35
- (b) the archdeacon considers that the representation is made with sufficient cause. 40
- (2) Where the archdeacon is the minister, the bishop of the diocese or a person appointed by the bishop must, subject to paragraph (3), convene an extraordinary parochial church meeting if—
- (a) at least one-third of the lay members of the PCC or one-tenth of the persons whose names are on the roll of the 45

- parish make a representation to the bishop for there to be such a meeting, and
- (b) the bishop or a person appointed by the bishop considers that the representation is made with sufficient cause.
- (3) The duty under paragraph (1) or (2) does not arise if, in response to the representation, an extraordinary meeting of the PCC is convened under Rule M28. 5
- (4) At a meeting convened under this Rule, the person who convened it must either take the chair himself or herself or appoint someone else to do so. 10
- (5) If the chair of the meeting would not otherwise be entitled to attend, he or she may not vote on any resolution before the meeting.
- (6) The following persons are entitled to attend an extraordinary parochial church meeting – 15
- (a) every lay person whose name is on the roll of the parish 21 clear days before the day on which the meeting is to be held, and
- (b) every clerk in Holy Orders who would be entitled to attend the annual meeting if it were to be held on the day on which the special meeting is to be held. 20

SECTION B: PAROCHIAL CHURCH COUNCIL

Membership

Members

- M12 (1) The members of the PCC are – 25
- (a) every clerk in Holy Orders who is beneficed in or licensed to the parish,
- (b) any clerk in Holy Orders who is authorised to chair meetings of the PCC under Rule M22,
- (c) any deaconess or lay worker licensed to the parish, 30
- (d) if the parish is in the area of a benefice for which there is a team ministry, every member of the team,
- (e) the churchwardens of the parish,
- (f) any person chosen as a churchwarden of the parish but not yet admitted to office as such, 35
- (g) any deputy churchwarden who is an ex officio member under a scheme under M29,
- (h) any reader licensed to the parish or to an area including the parish whose name is on the roll of the parish and whom the annual meeting decides to make a member, 40
- (i) every person whose name is on the roll of the parish and who is a lay member of a deanery synod, a diocesan synod or the General Synod,
- (j) the elected representatives of the laity, with the number being determined under paragraphs (4) and (5), and 45

- (k) any clerk in Holy Orders, or any actual communicant aged 16 or over, whom the PCC decides to co-opt as a member, with the number being determined under paragraph (6).
- (2) A person is eligible for membership under paragraph (1)(g) only if the person is an actual communicant whose name is on the roll of the parish. 5
- (3) Where a person's name is on the roll of the parish and on the roll of one or more other parishes, the person –
- (a) must choose one of the parishes concerned for the purposes of paragraph (1)(i), and 10
- (b) is accordingly eligible under paragraph (1)(i) for membership of the PCC for the parish only if it is the parish which he or she chooses.
- (4) The number of representatives of the laity for the purposes of paragraph (1)(j) is – 15
- (a) if there are no more than 50 names on the roll, six;
- (b) if there are more than 50 but no more than 100, nine;
- (c) if there are more than 100, a further three per hundred (or part of a hundred) names up to a maximum of 15.
- (5) The annual meeting may by resolution vary the number of representatives there would otherwise be for the parish under paragraph (4); but a resolution under this paragraph does not take effect before the next annual meeting. 20
- (6) The number of members under paragraph (1)(k) is either two or any greater number which does not exceed one-fifth of the number of members under paragraph (1)(j). 25
- (7) If the parish is in the area of a group ministry, the following persons are entitled to attend meetings of the PCC –
- (a) every incumbent of a benefice in the group,
- (b) every priest in charge of a benefice in the group, and 30
- (c) if the area of the group ministry includes the area of a benefice for which there is a team ministry, every vicar in the team ministry.
- (8) A person who is entitled under paragraph (7) to attend a meeting of the PCC – 35
- (a) is entitled to receive documents circulated to the members of the PCC, and
- (b) is entitled to speak at the meeting, but
- (c) is not entitled to vote at the meeting.
- (9) A person whose name is removed from the roll of the parish under Rule 2 ceases to be a member of the PCC on the date on which his or her name is removed. 40
- (10) A person who does not make a fresh application for enrolment when a new roll of the parish is being prepared ceases to be a member of the PCC on the date on which the new roll is completed. 45

- (11) A person who is or becomes disqualified as a member of the PCC (whether under Part 7 or otherwise) ceases to be a member on the date on which the disqualification takes effect.
- (12) In a case within paragraph (9) or (10), the PCC may nonetheless co-opt the person concerned as a member under paragraph (1)(k). 5

Term of office: representatives of the laity

- M13 (1) A person who is a member of the PCC under Rule M12(1)(j) (representatives of laity) holds office as such for a period which –
- (a) begins with the conclusion of the annual meeting at which the person was elected as a representative of the laity, and 10
 - (b) ends with the conclusion of the third subsequent annual meeting.
- (2) But the annual meeting may, despite paragraph (1)(b), decide that the members under Rule M12(1)(j) are to retire at the conclusion of the annual meeting following their election. 15
- (3) A decision under paragraph (2) does not affect the term of office of a member due to retire from the PCC at the conclusion of the annual meeting held after the one at which the decision was taken.
- (4) A decision under paragraph (2) must be reviewed by the annual meeting at least once every six years; and if, on the review, the annual meeting revokes the decision, paragraph (1) applies unless and until a further decision is taken under paragraph (2). 20
- (5) One-third of the members under Rule M12(1)(j) are to retire and be elected each year; but at an annual meeting at which all the members under Rule M12(1)(j) are elected, lots are drawn to decide which third is to retire in the first year after that meeting, which third in the second year and which third in the third year. 25
- (6) A member under Rule M12(1)(j) is, subject to paragraphs (7) and (8), eligible on retirement for re-election.
- (7) The annual meeting may decide that nobody who is a member under Rule M12(1)(j) may hold office as such after the date of the meeting for a continuous period which exceeds such number of years as the annual meeting decides. 30
- (8) The annual meeting may also decide that a person who, as a result of a decision under paragraph (7), has ceased to be eligible to be a member under Rule M12(1)(j) may, after such interval as the annual meeting decides, again stand for election as a representative of the laity. 35
- (9) Where a member under Rule M12(1)(j) resigns or otherwise fails to serve the full term of office, the casual vacancy is to be filled for the remainder of the term in accordance with Rule M15. 40

Term of office: other cases

- M14 (1) A person who is as a member of the PCC under Rule M12(1)(f) (churchwarden elect) holds office as such for the period which –
- (a) begins when the person is chosen as churchwarden, and 45

- (b) ends when the person is admitted to the office of churchwarden (at which point the person continues as a member, holding office as such under Rule M12(1)(e)).
- (2) A person who is a member of the PCC under Rule M12(1)(i) as an elected lay member of a deanery synod holds office as a member of the PCC for the period which— 5
- (a) begins with the date of election, and
- (b) ends with the 31 May following the election of his or her successor.
- Casual vacancies* 10
- M15 (1) A casual vacancy among the parochial representatives elected to a PCC must be filled as soon as practicable after the vacancy occurs.
- (2) Where the annual meeting is not due to be held within the two months following the occurrence of the vacancy, the vacancy may be filled by the election by the PCC of a person qualified to be elected as a parochial representative. 15
- Officers
- Chair and vice-chair*
- M16 (1) The minister is the chair of the PCC.
- (2) The PCC must elect a lay member as vice-chair; and the vice-chair acts as chair and accordingly has the powers vested in the chair— 20
- (a) where there is no minister,
- (b) where the minister is absent or unable to act for some other reason, or
- (c) where the minister invites the vice-chair to act as chair. 25
- (3) Where a special cure of souls in respect of the parish has been assigned to a vicar in a team ministry or a special responsibility for pastoral care in respect of the parish has been assigned to a member of the team under section 34(8) of the Mission and Pastoral Measure 2011— 30
- (a) the vicar or team member in question is to be treated as the minister for the purposes of this Rule, or
- (b) if the vicar or team member is incapacitated by absence or illness or for some other reason, the rector in the team ministry is to be treated as the minister for those purposes. 35
- Secretary and treasurer*
- M17 (1) The PCC may appoint one of its members as secretary; but if it does not, it must appoint some other fit person.
- (2) The secretary has the following functions— 40
- (a) to have charge of all the documents relating to the current business of the PCC other than the roll of the parish (unless the secretary is also the electoral roll officer);
- (b) to keep the minutes;

- (c) to record all resolutions passed;
 - (d) to notify his or her name and address to the secretary of the deanery synod and the secretary of the diocesan synod.
- (3) The PCC may appoint one of its members as treasurer or two or more of its members as joint treasurers; but if it does not, it must – 5
- (a) arrange for the office of treasurer to be discharged by such of the churchwardens as are members of the PCC or, if only one of them is a member, by that one solely, or
 - (b) appoint some other fit person.
- (4) Where the person appointed as secretary or treasurer is not a member of the PCC, he or she does not become a member merely as a result of holding the office in question but may be co-opted under Rule M12(1)(k). 10
- (5) Where the person appointed as secretary or treasurer is not a member of the PCC, the PCC may pay him or her whatever remuneration (if any) it thinks appropriate; but if it does so, the person is not eligible for membership of the PCC (even by co-option under Rule M12(1)(k)). 15

Electoral roll officer

- M18(1) The PCC must appoint a person as electoral roll officer to act under its direction for the purpose of carrying out its functions with regard to the roll of the parish. 20
- (2) The electoral roll officer accordingly has charge of the roll of the parish and must keep it up to date by adding or removing names as necessary. 25
- (3) The person appointed under paragraph (1) need not be a member of the PCC and may also be the secretary.
- (4) Where the person appointed as electoral roll officer is not a member of the PCC, the PCC may pay him or her whatever remuneration (if any) it thinks appropriate. 30

Independent examiner or auditor

- M19(1) If the annual meeting does not appoint an independent examiner or auditor to the PCC, or the person appointed is unable or unwilling to act, the PCC must appoint some other fit person.
- (2) A person appointed under paragraph (1) must not be a member of the PCC. 35
- (3) Paragraph (9) of Rule M5 (eligibility for appointment as independent examiner or auditor) applies to an appointment under paragraph (1) of this Rule as it applies to an appointment under paragraph (8)(c) of that Rule. 40
- (4) The term of office of a person appointed under paragraph (1) ends at the conclusion of the next annual meeting.
- (5) The PCC must pay the remuneration of a person appointed under paragraph (1).

Business

Meetings: time and place

- M20 (1) Each year, the PCC must hold a sufficient number of meetings to enable the efficient transaction of its business.
- (2) The chair must convene each of those meetings. 5
- (3) The chair may at any other time convene a meeting of the PCC; but if the chair does not do so within seven days of receiving a demand for such a meeting signed by at least one-third of the members of the PCC, those members may themselves immediately convene a meeting. 10
- (4) A meeting of the PCC is to be held at such place as the PCC directs or, in the absence of such a direction, as the chair directs.

Meetings: notice

- M21 (1) At least ten clear days before a meeting of the PCC (other than one convened under paragraph (8)), notice of the meeting must be displayed – 15
- (a) in the case of the parish church or, where there is more than one church in the parish, each of those churches, on or near the principal door, and
- (b) in the case of each building in the parish licensed for public worship, in a location readily visible to members of the congregation. 20
- (2) A notice under paragraph (1) must –
- (a) specify the time and place of the meeting, and
- (b) be signed by or on behalf of the chair or other persons convening the meeting. 25
- (3) At least seven clear days before a meeting of the PCC (other than one convened under paragraph (8)), notice of the meeting must be given to each member of the PCC.
- (4) A notice under paragraph (3) must – 30
- (a) specify the time and place of the meeting,
- (b) be signed by or on behalf of the secretary, and
- (c) contain the agenda of the meeting, including any motions or other business proposed by members of which the secretary has received notice. 35
- (5) But in the case of a meeting of the PCC which immediately follows the annual meeting and which has been called only for the purpose of appointing or electing officers of the PCC or the members of the standing committee, notice is not required under paragraph (3) if it has been given under paragraph (1). 40
- (6) If the chair, vice-chair and secretary, or any two of them, consider for some good and sufficient reason that a meeting of the PCC which has been convened should be postponed, each member of the PCC must be given –

- (a) notice that the meeting has been postponed, and
 - (b) notice specifying the time and place of the reconvened meeting.
- (7) A notice under paragraph (6)(b) must be given before the end of 14 days beginning with the date for which the meeting had been convened. 5
- (8) In the event of a sudden emergency or other special circumstances requiring immediate action by the PCC, the chair may convene a meeting by giving every member such written notice as is reasonably practicable. 10

Meetings: chair

- M22 (1) The chair at a meeting of the PCC (other than an extraordinary meeting under Rule M28) is—
- (a) the chair of the PCC, or
 - (b) if he or she is not present, any clerk in Holy Orders authorised under paragraph (2) who is present, 15
 - (c) if neither the chair nor a clerk in Holy Orders so authorised is present, the vice-chair of the PCC, or
 - (d) if nobody is available under sub-paragraph (a), (b) or (c) (whether to chair the whole meeting or particular items on the agenda), the person chosen by and from the members of the PCC. 20
- (2) The bishop may authorise a clerk in Holy Orders who is licensed to officiate in the parish or has permission to do so to act as chair of the PCC; but an authorisation may be given only if the clerk agrees and an application is made by the minister and PCC jointly or, if the benefice is vacant, by the PCC alone. 25
- (3) The chair at a meeting of the PCC must, if he or she thinks it appropriate to do so or the meeting so resolves, vacate the chair either generally or for the purposes of any business in which he or she has a personal interest or of any other particular business. 30

Meetings: procedure

- M23 (1) The quorum for a meeting of the PCC is—
- (a) one-third of its members, or
 - (b) in the case of a meeting convened under Rule M21(8) (emergency etc.), a majority of its members. 35
- (2) Business which is not specified in the agenda for a meeting of the PCC may not be transacted at the meeting except with the consent of at least three-quarters of the members present; and at a meeting convened under Rule M21(8), the only business which may be transacted is that specified in the notice convening the meeting. 40
- (3) Business at a meeting of the PCC is to be decided by a majority of the members present and voting.
- (4) In the case of an equality of votes at a meeting of the PCC, the chair has a second, casting vote. 45

- (5) A meeting of the PCC may adjourn its proceedings to such time and place as the meeting may decide.
- (6) The proceedings of the PCC are not invalidated by a vacancy in its membership or a defect in the qualification for election of any of its members. 5

Meetings: minutes

- M24 (1) The minutes of each meeting of the PCC must record the name of each member present at the meeting.
- (2) If one-fifth of the members of the PCC present and voting on a resolution so require, the minutes must record the name of each member voting for the resolution and the name of each member voting against. 10
- (3) A member of the PCC may require the minutes to record how he or she voted on a particular resolution.
- (4) Each member of the PCC is entitled to have access to the minutes of the meetings of the PCC. 15
- (5) Each of the following persons is entitled to have access to the approved minutes of meetings of the PCC without the authority of the PCC—
- (a) the independent examiner or auditor of the PCC's financial statements, 20
 - (b) the bishop,
 - (c) the archdeacon, and
 - (d) any person authorised in writing by a person mentioned in sub-paragraph (a), (b) or (c). 25
- (6) Any other person whose name is on the roll of the parish is entitled to have access to the approved minutes of meetings of the PCC held after the annual meeting in 1995, except any minutes which the PCC regards as confidential.
- (7) Other persons may have access to the minutes of the meetings of the PCC only in accordance with a specific authorisation from the PCC; but, where minutes have been deposited in the diocesan record office under the Parochial Registers and Records Measure 1978, the need for that authorisation may be dispensed with. 30

Audit of financial statements 35

- M25 (1) The independent examiner or auditor of the PCC's financial statements—
- (a) is entitled to have access to books, documents or other records (however kept) which relate to the financial statements; 40
 - (b) may require information and explanations from past or present treasurers or members of the PCC.
- (2) If a person fails to comply with a requirement under paragraph (1)(b), the independent examiner or auditor may apply to the

Charity Commission for an order for directions under section 155
of the Charities Act 2011.

Standing committee

- M26 (1) The PCC has a standing committee consisting of at least five members. 5
- (2) The following are ex officio members of the committee –
- (a) the minister, and
 - (b) each churchwarden who is a member of the PCC.
- (3) The PCC must by resolution appoint at least two other members of the committee from its own members; and the PCC may by resolution remove a person so appointed. 10
- (4) A member appointed under paragraph (3) holds office for a period which begins with the date of appointment and ends with the conclusion of the next annual meeting (subject to the possibility of the member's removal under paragraph (3)). 15
- (5) The standing committee may transact the PCC's business between meetings of the PCC; but the standing committee –
- (a) may not discharge a duty of the PCC, and
 - (b) may not exercise a power of the PCC which is subject to the passing of a resolution by the PCC or compliance by the PCC with some other requirement. 20
- (6) If the PCC gives the standing committee any directions as to the exercise of its power under paragraph (5), the committee must exercise the power in accordance with those directions.

Other committees 25

- M27 (1) The PCC may appoint committees for the various branches of church work in the parish; and the members of a committee appointed under this Rule may include persons who are not members of the PCC.
- (2) The minister is entitled to be an ex officio member of every committee appointed under this Rule. 30

Extraordinary meetings

- M28 (1) Where a written representation is made for the purposes of Rule M11, the archdeacon or bishop must, if he or she does not convene an extraordinary parochial church meeting under that Rule, convene an extraordinary meeting of the PCC under this Rule. 35
- (2) At a meeting convened under this Rule, the archdeacon or bishop must either take the chair himself or herself or appoint a person to preside.
- (3) If the chair of the meeting would not otherwise be entitled to attend, he or she may not vote on any resolution before it. 40

Schemes

Parishes with more than one place of worship

- M29 (1) If there are in the parish two or more churches or buildings licensed for public worship, the annual meeting may make a scheme for either or both of the following – 5
- (a) the election of representatives of the laity to the PCC in a way that is intended to ensure due representation of the congregation of each church or building;
 - (b) the election by the annual meeting of a district church council for a district in the parish in which there is a church or building licensed for public worship. 10
- (2) A scheme under paragraph (1)(b) must include provision for the election of representatives of the laity to the district church council, for ex officio membership and for the chairing of the council. 15
- (3) A scheme under paragraph (1)(b) may include provision delegating to the district church council such functions of the PCC as are specified in the scheme.
- (4) Where there is a scheme under paragraph (1)(b), the PCC may, subject to the provisions of the scheme, delegate one or more of its functions to the district church council. 20
- (5) But none of the following functions may be delegated under paragraph (3) or (4) –
- (a) functions relating to producing the financial statements of the parish; 25
 - (b) functions under Part 2 of the Patronage (Benefices) Measure 1986 (exercise of rights of presentation);
 - (c) functions as an interested party under Part 3 of the Mission and Pastoral Measure 2011 (pastoral schemes etc.).
- (6) A scheme under paragraph (1)(a) or (b) may provide for – 30
- (a) the election or choice of one or two deputy churchwardens;
 - (b) the delegation by the churchwardens to the deputy or deputies of such functions relating to a church or building licensed for public worship as are specified in the scheme; 35
 - (c) the deputy or each of the deputies to be an ex officio member of the PCC.
- (7) If the parish is in the area of a benefice for which there is a team ministry, each member of the team may attend the meetings of a district church council elected for a district in the parish. 40
- (8) This Rule does not affect the appointment, in parishes with more than one parish church, of two churchwardens for each church under section 1(2)(a) of the Churchwardens Measure 2001.

SECTION C: JOINT COUNCILS

Power to make scheme

- M30 (1) A meeting of the parish and meetings of one or more connected parishes may jointly make a scheme for the establishment of a joint council comprising— 5
- (a) the minister of each parish to which the scheme applies, and
 - (b) representatives of the laity elected, chosen or appointed in the manner and in the numbers specified in the scheme from among the persons each of whom has his or her name on the roll of a parish to which the scheme applies. 10
- (2) The provision which may be made in reliance on Rule 68(1) (implied power to vary) includes provision for enabling a joint council to include the minister and representatives of one or more other parishes. 15
- (3) A reference in this Section of this Part of these Rules to a meeting of a parish is a reference to the annual meeting or a special parochial church meeting of that parish.
- (4) A parish is connected to another parish if— 20
- (a) they belong to the same benefice,
 - (b) the benefice to which one belongs is held in plurality with the benefice to which the other belongs (whether or not they are held in plurality with one or more other benefices), or
 - (c) they are in the area of the same group ministry. 25

Status, property etc. of joint council

- M31 (1) A joint council established by a scheme under Rule M30 is a body corporate; and section 3 of the Parochial Church Councils (Powers) Measure 1956 applies to the joint council as if it were a PCC. 30
- (2) A scheme under Rule M30 for the establishment of a joint council must include provision for the transfer of property, rights and liabilities, and for the transfer of functions, from the PCC of each parish to which the scheme applies to the joint council.
- (3) A scheme under Rule M30 which provides for a scheme for the establishment of a joint council to cease to apply to one or more parishes must include provision for the transfer of property, rights and liabilities, and for the transfer of functions, from the joint council to the PCC of the parish or each of the parishes concerned. 35

Officers, business etc. of joint council 40

- M32 (1) A scheme under Rule M30 for the establishment of a joint council must include provision for—
- (a) the office and term of the chair of the joint council,
 - (b) the meetings of the joint council, and

- (c) the procedure of the joint council.
- (2) Provision made under paragraph (1)(b) which entitles the representatives of a parish to which the scheme applies to attend a meeting of the joint council and take part in its proceedings does not prevent the holding of a meeting of the parish. 5
- (3) A scheme under Rule M30 may include provision for the membership of a joint council to include persons other than those mentioned in paragraph (1) of that Rule.
- (4) A scheme under Rule M30 may include incidental and supplementary provision. 10
- (5) Provision under paragraph (4) may, in particular, apply (with or without modifications) provisions of these Rules or of the Parochial Church Councils (Powers) Measure 1956.

Procedure for making scheme

- M33 (1) A scheme under Rule M30 is valid only if it is approved by at least two-thirds of the persons present and voting at a meeting of each parish to which the scheme applies. 15
- (2) A scheme approved under paragraph (1) by each parish to which it applies must be referred to the bishop's council and standing committee; and they may – 20
- (a) approve the scheme without amendment,
(b) approve the scheme subject to amendments, or
(c) decline to approve the scheme.
- (3) The bishop's council and standing committee may approve a scheme only if they are satisfied that it ensures due representation on the joint council of the laity of each parish to which the scheme applies. 25
- (4) An amendment to a scheme under paragraph (2)(b) is made only if it is approved by at least two-thirds of the persons present and voting at a meeting of each parish to which the scheme applies. 30

PART 10

FORMS

Enrolment (see Rule 1(2)(c) and (7))

FORM 1

APPLICATION FOR ENROLMENT ON THE CHURCH ELECTORAL ROLL OF THE PARISH OF 35

Full Name

Preferred title (if any).....

Full Address.....

Post Code.....

I declare that—

1. I am baptised, am a lay person and am aged 16 or over (or become 16*
on)

**2A. I am a member of the Church of England or of a Church in 5
communion with the Church of England and am resident in the parish.

OR

2B. I am a member of the Church of England or of a Church in 10
communion with the Church of England, am not resident in the parish,
but have habitually attended public worship in the parish during the
preceding six months.

OR

2C. I am a member in good standing of a Church which is not in 15
communion with the Church of England but subscribes to the doctrine
of the Holy Trinity, am also a member of the Church of England and
have habitually attended public worship in the parish during the
preceding six months.

I declare that the above answers are true and I apply for inclusion on the
Church Electoral Roll of the parish.

Signed..... 20

Date.....

* A person who becomes 16 during the next 12 months may complete the
form, and becomes eligible to have his or her name entered on the Roll
on his or her 16th birthday.

** Tick one only of 2A, 2B or 2C. 25

NOTES

1. The only Churches at present in communion with the Church of
England are other Anglican Churches and certain foreign Churches.

2. Membership of the electoral roll is also open to members in good 30
standing of a Church not in communion with the Church of England
which subscribes to the doctrine of the Holy Trinity where those
members are also prepared to declare themselves to be members of the
Church of England.

3. Every six years a new roll is prepared and those on the previous roll are informed so that they can reapply. If you are not resident in the parish but were on the roll as an habitual worshipper and have been prevented by illness or other sufficient cause from worshipping for the past six months, you may write “would” before “have habitually attended” in the form and add “but was prevented from doing so because.....” and then state the reason. 5
4. If you have any problems over this form, please approach the clergy or lay people responsible for the parish, who will be pleased to help you.
5. In this Form “parish” means ecclesiastical parish. 10

Revision of roll (see Rule 4(2))

FORM 2

NOTICE OF REVISION OF CHURCH ELECTORAL ROLL

Diocese of 15

Parish of

Notice is hereby given that the Church Electoral Roll of the above parish will be revised by the Parochial Church Council, beginning on the day of 20.....and ending on the..... day of20.....* 20

After the revision, a copy of the Roll will forthwith be displayed for at least 14 days on the principal door of the Parish Church for inspection.

Under the Church Representation Rules, a lay person is entitled to have his or her name entered on the roll if the person – 25

(a) is baptised,

(b) is aged 16 or over,

(c) has successfully applied for enrolment, and

either

(d) is a member of the Church of England or of a Church in communion with the Church of England, is resident in the parish or (not being resident in the parish) has habitually attended public worship in the parish during the preceding six months, 30

or

(e) is a member in good standing of a Church not in communion with the Church of England but which subscribes to the doctrine of the Holy Trinity and declares himself or herself also to be a member of the Church of England and has habitually attended public worship in the parish during the preceding six months. 35

Forms of application for enrolment can be obtained from the undersigned. In order to be entitled to attend the annual parochial church meeting and to take part in its proceedings, forms of application for enrolment must be returned by the date shown above for the ending of the revision of the Church Electoral Roll by the Parochial Church Council. 5

Any error discovered in the Roll should at once be reported to the undersigned.

Dated this **..... day of 20.....

Church Electoral Roll Officer
Address..... 10

* The revision must be completed at least 15 days, but no more than 28 days, before the Annual Parochial Church Meeting.
**At least 14 days’ notice must be given.

In this Notice, “parish” means an ecclesiastical parish.
_____ 15

Preparation of new roll (see Rule 5(1))

FORM 3

NOTICE OF PREPARATION OF NEW ROLL

Diocese of

Parish of..... 20

Notice is hereby given that under the Church Representation Rules a new Church Electoral Roll* is being prepared. Every person who wishes to have his or her name entered on the new Roll, whether it is entered on the present Roll or not, is requested to apply for enrolment not later than..... 25

The new Roll will take effect on

The new Roll shall be published for at least 14 days. Forms of application for enrolment can be obtained from the undersigned. In order to be entitled to attend the annual parochial church meeting and take part in its proceedings, you must return the application for enrolment by the earlier of the dates given above. 30

Under the Church Representation Rules, a lay person is entitled to have his or her name entered on the roll if the person –
(a) is baptised,

(b) is aged 16 or over,	
(c) has successfully applied for enrolment, and	
either	
(d) is a member of the Church of England or of a Church in communion with the Church of England, is resident in the parish or (not being resident in the parish) has habitually attended public worship in the parish during the preceding six months,	5
or	
(e) is a member in good standing of a Church not in communion with the Church of England but which subscribes to the doctrine of the Holy Trinity and declares himself or herself also to be a member of the Church of England and has habitually attended public worship in the parish during the preceding six months.	10
 Forms of application for enrolment can be obtained from the undersigned. In order to be entitled to attend the annual parochial church meeting and to take part in its proceedings, forms of application for enrolment must be returned by the date shown above for the ending of the revision of the Church Electoral Roll by the Parochial Church Council.	15
 Any error discovered in the Roll should at once be reported to the undersigned.	20
 Dated this day of 20.....	
 Church Electoral Roll Officer	
Address.....	
 * The new roll must be completed at least 15 days, but no more than 28 days, before the Annual Parochial Church Meeting.	25
 In this Notice, “parish” means an ecclesiastical parish.	

Election to diocesan synod (see Rule 36(2)(a))

FORM 4

NOTICE OF ELECTION TO HOUSE OF CLERGY OR HOUSE OF LAITY OF DIOCESAN SYNOD	30
Diocese of	
Deanery of.....	
1. An election of members of the House of Clergy/Laity of the Diocesan Synod will be held in the above Deanery on	35

2. Every candidate must be nominated and seconded by qualified electors on forms to be obtained from
 All members, other than co-opted members, of the House of Clergy/Laity of the deanery synod are qualified electors.

3. The election will be decided by simple majority/the single transferable vote. 5

Nomination for election to diocesan synod (see Rule 36(2)(b))

FORM 5

NOMINATION TO HOUSE OF CLERGY OR HOUSE OF LAITY OF DIOCESAN SYNOD 10

Diocese of.....

Deanery of.....

Election of members of the House of Clergy/Laity of the Diocesan Synod.

We the undersigned, being qualified electors, hereby nominate the following person as a candidate at the election in the above Deanery. 15

<i>Surname</i>	<i>Christian Names</i>	<i>Address</i>	<i>Year of Birth</i>

Proposer's signature.....

Proposer's full name.....

Address..... 20

Seconded's signature.....

Seconded's full name.....

Address.....

I, the above named.....hereby declare that I am not subject to any disqualification referred to in the Notes on this form and signify my willingness to serve as a member of the House of Clergy/Laity of the Diocesan Synod if elected. 25

Candidate’s signature.....

This nomination must be sent to.....

NOTES

- 1. All members, other than co-opted members, of the House of Clergy/
Laity are qualified electors. 5

- 2. (1) A person is disqualified from being nominated for membership of a
diocesan synod if the person is included in a barred list (within the
meaning of the Safeguarding Vulnerable Groups Act 2006).

- (2) A person is disqualified from being nominated for membership of a
diocesan synod if the person has been convicted of an offence 10
mentioned in Schedule 1 to the Children and Young Persons Act 1933
(as read with Rule 64(2)).

- (3) A person’s disqualification under sub-paragraph (2) may be waived
by the bishop of the diocese in question by giving the person notice in 15
writing.

Voting paper for election to diocesan synod (see Rule 37(1) and (5))

FORM 6

VOTING PAPER FOR ELECTION TO HOUSE OF CLERGY OR HOUSE
OF LAITY OF DIOCESAN SYNOD 20

.....Diocesan Synod

Election of members of the House of Clergy/Laity

Deanery of

.....members to be elected.

Voting Paper 25

<i>Mark your vote in this column</i>	<i>Candidates’ names, addresses and year of birth</i>
--	---

<i>Mark your vote in this column</i>	<i>Candidates' names, addresses and year of birth</i>

Guidance to Voters

1. The voting paper must be signed and the full name written on the reverse. 5
2. You have as many votes as there are members to be elected.
3. You may not give more than one vote to any one candidate.
4. You vote by placing an "X" opposite the name(s) of the candidate(s) of your choice.
5. If you inadvertently spoil your voting paper you may return it to the Presiding Officer who will give you another paper. 10
6. This voting paper duly completed on the reverse must be delivered (by post or otherwise) to.....
so as to arrive by no later than.....

The following to be printed on back of form – 15

Signature of voter.....

Full name.....

Address.....

Alternative voting paper for election to diocesan synod (see Rule 37(1) and (6)) 20

FORM 7

VOTING PAPER FOR ELECTION TO HOUSE OF CLERGY OR HOUSE
OF LAITY OF DIOCESAN SYNOD

.....Diocesan Synod

Election of members of the House of Clergy/Laity

Deanery of

.....members to be elected.

Voting Paper

<i>Mark your vote in this column</i>	<i>Candidates' names, addresses and year of birth</i>	5

Guidance to Voters

1. The voting paper must be signed and the full name written on the reverse.
2. Use your single transferable vote by entering “1” against your first preference and, if desired, “2” against your second preference, “3” against your third preference, and so on as far as you wish. The sequence of your preferences is crucial. NO CROSS should be used. 10
3. You should continue to express preferences for as long as you are able to place successive candidates in order. A later preference is considered only if an earlier preference either has a surplus above the quota (the minimum number required to guarantee election) or has been excluded because of insufficient support. 15
4. The numbering of your preferences must be consecutive and given to different candidates. Remember that marking a second or subsequent preference cannot affect the chances of any earlier preference. 20
5. If you inadvertently spoil your voting paper you may return it to the Presiding Officer who will give you another paper.
6. This voting paper duly completed on the reverse must be delivered (by post or otherwise) to..... so as to arrive by no later than..... 25

The following to be printed on back of form –

Signature of voter.....

Full name.....

Address.....

Annual meeting (see Rule M2(1))

FORM M1

5

NOTICE OF ANNUAL PAROCHIAL CHURCH MEETING

Parish of

The Annual Parochial Church Meeting will be held in
.....on the.....day of20....

For election of parochial representatives of the laity as follows – 10
To the Deanery Synod.....representatives
*To the Parochial Church Council.....representatives

For the appointment of Sidesmen and the Independent Examiner or
Auditor.

For the consideration of – 15

- (a) a report on changes to the Roll since the last annual parochial church meeting OR** 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;
- (c) the financial statements of the council for the year ending on the 31st December preceding the meeting; 20
- (d) the annual report on the fabric, goods and ornaments of the church or churches of the parish;
- (e) a report of the proceedings of the deanery synod; and
- (f) other matters of parochial or general Church interest. 25

In this Notice, “parish” means an ecclesiastical parish.

* To be included where applicable

** To be included in a year in which a new Church Electoral Roll is prepared. Delete as applicable.

NOTES 30

1. Every person whose name is entered on the Church Electoral Roll of the parish (and no other person) is entitled to vote at the election of parochial representatives of the laity.

2. A person is qualified to be elected a parochial representative of the laity if –
- (a) his or her name is entered on the church electoral roll of the parish and, unless he or she is under the age of 18, has been entered there for at least the preceding six months; 5
 - (b) he or she is an actual communicant (which means that he or she has 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 during the twelve months preceding the date of the election);
 - (c) he or she is at least 16; and 10
 - (d) he or she is not disqualified as referred to in paragraph 3 of these Notes.
3. (1) A person is disqualified from being nominated, chosen or elected or from serving as a churchwarden or a member of a parochial church council if the person is disqualified from being a trustee of a charity (and the disqualification is not subject to a waiver which permits membership of a PCC). 15
- (2) A person is disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council, a district church council or a deanery synod if the person is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006). 20
- (3) A person is disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council, a district church council or a deanery synod if the person has been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (as read with Rule 64(2)). 25
- (4) A person’s disqualification under sub-paragraph (3) may be waived by the bishop of the diocese by giving the person notice in writing.
- (5) A person is disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council if the person has been disqualified from holding office under section 10(6) of the Incumbent (Vacation of Benefices) Measure 1977. 30
4. A person whose name is on the electoral roll may be appointed as a sidesman. 35
- 5*. A scheme is in operation in this parish which provides that any person entitled to vote in the elections of parochial representatives of the laity to the parochial church council or to the deanery synod or to both may apply on the appropriate form to the undersigned for a postal vote. The completed form must be received before the commencement of the annual parochial church meeting. 40

Signed.....

Minister of the parish**

- * This paragraph should be deleted if no scheme for postal voting is in operation in the parish.
- ** Or vice-chair of the parochial church council as the case may be (see Rule M16(2)).

5

Postal vote (see Rule M9(4) and (7))

FORM M2

APPLICATION FOR POSTAL VOTE

Parish of.....

I(full Christian name and surname) 10

Of(address)

declare that my name is entered on the church electoral roll of the above parish and I hereby apply for a postal vote in any election to which postal voting applies to be held at the forthcoming annual parochial church meeting of the parish. 15

The voting paper should be given to me at the above address OR *at the following address—

.....

Dated20.....

Signed..... 20

* Delete as appropriate.

.....”

SCHEDULE 2

Section 1(2)

CHURCH REPRESENTATION RULES: CONSEQUENTIAL AMENDMENTS

Interpretation Measure 1925 25

- 1 In section 3 of the Interpretation Measure 1925 (meaning of expressions in Measures), omit the definition of “Rules for the Representation of the Laity”.

Channel Islands (Representation) Measure 1931

- 2 In section 7 of the Channel Islands (Representation) Measure 1931 (power of Decanal Conferences to make rules), for “the Church Assembly, including the rules for the representation of the laity” substitute “the General Synod, including the Church Representation Rules”. 5

City of London (Guild Churches) Act 1952

- 3 The City of London (Guild Churches) Act 1952 is amended as follows.
- 4 (1) Section 15 (electoral rolls) is amended as follows.
- (2) In subsection (1), for “the Rules for the Representation of the Laity for church electoral rolls” substitute “the Church Representation Rules”. 10
- (3) In the proviso to subsection (2)(i), for the words from “to the lay electoral commission” to the end substitute “in accordance with the Church Representation Rules as if it were a refusal of enrolment on the church electoral roll of the parish in which the church is situated”.
- 5 (1) Section 18 (the title to which becomes “Scheme for application of Church Representation Rules etc.”) is amended as follows. 15
- (2) In subsection (2), for the words from “lay representatives” to “ruri-decanal conference” in the first place it appears, substitute “parochial representatives of the laity to be elected to the deanery synod”.
- (3) In paragraph (b) of that subsection, for the words from “lay representatives” to “on the ruri-decanal conference” substitute “parochial representatives of the laity to the deanery synod shall be conducted in such manner and to secure due representation on the deanery synod”. 20
- (4) In subsection (3), for the words from “the Rules” to the end substitute “the Church Representation Rules or the Parochial Church Councils (Powers) Measure 1956”. 25
- 6 In section 32 (ward churches), in subsection (4), for “sub-rule (1) of rule 10 of the Rules for the Representation of the Laity” substitute “Rule M12(1) in Part 9 of the Church Representation Rules”.

Marriage Act 1949 30

- 7 In section 72(4) of the Marriage Act 1949 (definition of “church electoral roll”), for the words from “the Rules” to the end substitute “the Church Representation Rules”.

Parochial Church Councils (Powers) Measure 1956

- 8 The Parochial Church Councils (Powers) Measure 1956 is amended as follows. 35
- 9 In section 1 (interpretation), for the definition of “Minister” and “Parish” substitute –
- ““Minister” has the meaning given in Rule 74 of the Church Representation Rules;
- “Parish” has the meaning given in Rule 73 of those Rules;”. 40

- 10 (1) Section 2 (general functions of PCC) is amended as follows.
- (2) In subsection (2), after paragraph (e) insert “;
- (f) appointing sidesmen.”
- (3) After that subsection insert –
- “(2A) A person is eligible for appointment under subsection (2)(f) only if the person’s name is on the roll of the parish.” 5
- 11 In section 8(3) (form and manner of financial statements), for “prescribed by” substitute “specified by”.
- 12 After section 8 insert –
- “8A Vacancy in office: bishop to give directions 10**
- (1) This section applies where –
- (a) an office in a parish is vacant, and
- (b) no express provision for filling the vacancy is made by or under a Measure or Canon.
- (2) The bishop of the diocese in which the parish is situated must give directions for the discharge of the functions of the holder of the office.” 15

Synodical Government Measure 1969

- 13 The Synodical Government Measure 1969 is amended as follows.
- 14 In section 4(4) (advisory and consultative functions of diocesan synod), for “rule 28” substitute “the standing orders of the diocesan synod under Rule 39”. 20
- 15 In section 7(1) (Church Representation Rules), omit “, including the matters hitherto provided for by the Rules for the Representation of the Laity”.

Incumbents (Vacation of Benefices) Measure 1977 25

- 16 In section 10(6A) of the Incumbents (Vacation of Benefices) Measure 1977 (disqualification from membership of PCC), for “rule 12(1)(e)” substitute “Rule M12(1)(i) in Part 9”.

Patronage (Benefices) Measure 1986

- 17 (1) Schedule 2 to the Patronage (Benefices) Measure 1986 (rights of presentation) is amended as follows. 30
- (2) Omit paragraphs 19 and 20 (which relate to team councils and joint parochial church councils).
- (3) In consequence of that, in paragraph 1, omit “, except in a case in which paragraph 19 or 20 below applies,”. 35

National Institutions Measure 1998

- 18 In Schedule 1 to the National Institutions Measure 1998 (Archbishops’ Council), in paragraph 9(1)(c) (ex officio membership of General Synod for actual communicant), for “Rule 54(1)” substitute “Rule 74(3)”.

Churchwardens Measure 2001

- 19 The Churchwardens Measure 2001 is amended as follows.
- 20 In section 5 (meeting of parishioners to choose churchwardens), for subsection (4) substitute –
- “(4) The notice shall, for a period including the last two Sundays before the meeting, be displayed –
- (a) in the case of the parish church or, where there is more than one church in the parish, each of those churches, on or near the principal door, and
- (b) in the case of each building in the parish licensed for public worship, in a location readily visible to members of the congregation.”
- 21 After section 5 insert –
- “5A Election appeal**
- (1) An appeal may be made against the allowance or disallowance of a vote in an election under section 4, if the allowance or disallowance of the vote would or might be material to the result.
- (2) An appeal may be made against the result of an election under section 4.
- (3) An error in the church electoral roll of the parish is not a ground of appeal under this section unless –
- (a) it has been determined on an appeal under Rule 50 of the Church Representation Rules that an error was made in the roll or the question is awaiting determination under that Rule, and
- (b) the error would or might be material to the result.
- (4) An appeal under this section may be brought by –
- (a) a person entitled to take part in the meeting of the parishioners for making the election, or
- (b) a candidate in the election.
- (5) Notice of an appeal under this section must be given to the lay chair of the deanery synod.
- (6) Notice of an appeal under this section must be in writing.
- (7) Notice of an appeal under subsection (1) must be given no later than 14 days after the vote in question was allowed or disallowed.
- (8) Notice of an appeal under subsection (2) must be given no later than 14 days after the result of the election is declared by the person presiding at the meeting.
- (9) Rules 53 and 54 of the Church Representation Rules (procedure on appeals) apply in relation to an appeal under subsection (1) or subsection (2) as they apply in relation to an appeal under Rule 50 or, as the case may be, Rule 51 which relates to the laity.”
- 22 In section 8(1) (vacation of office), in paragraph (b), for “rule 2(4)” substitute “Rule 5”.

- 23 In section 13 (interpretation) –
- (a) in the definition of “minister”, for “rule 54(1)” substitute “Rule 74(1), and
 - (b) in the definition of each of “actual communicant”, “parish” and “public worship”, for the words from “have the same” to the end substitute “each have the same meaning as in the Church Representation Rules (see Rules 73 and 74)”. 5

Clergy Discipline Measure 2003

- 24 In section 21(4) of the Clergy Discipline Measure 2003 (requirement for lay member of provincial panel to be actual communicant), for “rule 54(1)” substitute “Rule 74(1)”. 10

Church of England (Miscellaneous Provisions) Measure 2005

- 25 In section 9(3) of the Church of England (Miscellaneous Provisions) Measure 2005 (appointment of diocesan secretary as secretary of diocesan synod), for “rule 34(1)(b)” substitute “the standing orders of the diocesan synod under Rule 39”. 15

Dioceses, Pastoral and Mission Measure 2007

- 26 In Schedule 1 to the Dioceses, Pastoral and Mission Measure 2007 (Dioceses Commission), in paragraph 2(2) (requirement for Chair to be actual communicant), for “rule 54(1)” substitute “Rule 74(3)”. 20

Mission and Pastoral Measure 2011

- 27 (1) Schedule 3 to the Mission and Pastoral Measure 2011 (pastoral schemes and orders) is amended as follows.
- (2) In paragraph 2, omit sub-paragraph (9) (team council established by scheme under Church Representation Rules). 25
 - (3) In consequence of that, in paragraph 2 –
 - (a) in sub-paragraph (8), omit “Subject to sub-paragraph (9),”, and
 - (b) in sub-paragraph (10), for “(9)” substitute “(8)”. 25
 - (4) In paragraph 4, omit sub-paragraphs (3) and (4) (team and group councils established by pastoral scheme). 30

Suspension Appeals (Churchwardens etc.) Rules 2016

- 28 In rule 2.1(1) of the Suspension Appeals (Churchwardens etc.) Rules 2016 (appeal by PCC member etc.), for “rule 46D(1)” substitute “Rule 63(1)”. 35
- 29 In rule 2.2(3) of those Rules (President’s decision), for “rule 46C(11)” substitute “Rule 62(11)”. 35

SCHEDULE 3

Section 1(3)

CHURCH REPRESENTATION RULES: TRANSITIONAL PROVISIONS

References to the Rules in other enactments, documents etc.

- | | | |
|---|---|----|
| 1 | A reference, express or implied, in the New Rules, another enactment or an instrument or document, to a provision of the New Rules is, subject to its context, to be read as being or including a reference to the corresponding provision of the Old Rules, in relation to times, circumstances or purposes in relation to which that provision of the Old Rules had effect. | 5 |
| 2 | A reference, express or implied, in an enactment, instrument or document to a provision of the Old Rules is, subject to its context, to be read as being or including a reference to the corresponding provision of the New Rules, in relation to times, circumstances or purposes in relation to which that provision of the New Rules has effect. | 10 |

Bodies, members, elections etc.

- | | | |
|---|---|----|
| 3 | A body constituted by or under the Old Rules and in existence immediately before the commencement of the New Rules is to be treated as having been constituted under the New Rules. | 15 |
| 4 | Any rules or standing orders made under the Old Rules and having effect immediately before the commencement of the New Rules continue to have effect after that commencement as if made under the corresponding provision of the New Rules. | 20 |
| 5 | (1) The substitution of the Old Rules by the New Rules does not affect the term of office of any person elected, chosen or appointed under the Old Rules and holding office immediately before the commencement of the New Rules. | |
| | (2) A nomination made under the Old Rules and effective immediately before that commencement continues to be effective after that commencement as if made under the corresponding provision of the New Rules. | 25 |
| 6 | A provision of the Old Rules, in so far as it provides for a matter which may be made in rules under Rule 49 or 52 of the New Rules (elections to House of Laity of General Synod), continues to have effect until the first rules under Rule 49 or 52 (as the case may be) which provide for that matter come into force. | 30 |
| 7 | Any other thing done, or having effect as if done, under or for the purposes of or in reliance on a provision of the Old Rules and effective immediately before the commencement of the New Rules continues to be effective after that commencement as if done under or for the purposes of or in reliance on the corresponding provision of the New Rules. | 35 |

Previous transitionals and savings

- | | | |
|---|---|----|
| 8 | The substitution of the Old Rules by the New Rules does not affect the operation of a transitional provision or saving relating to the commencement of a provision of the Old Rules, the effect of which is restated in the New Rules, so far as the transitional provision or saving is not specifically reproduced in the New Rules but is capable of having effect in relation to the corresponding provision of the New Rules or otherwise. | 40 |
|---|---|----|

Use of existing forms etc.

- 9 A reference to a provision of the Old Rules which is contained in a form or other document made, served, granted or issued after the commencement of the New Rules is, subject to its context, to be read as being or including a reference to the corresponding provision of the New Rules. 5

Meaning of “Old Rules” and “New Rules”

- 10 (1) A reference in this Schedule to the Old Rules is a reference to the Church Representation Rules as set out in Schedule 3 to the Synodical Government Measure 1969 in the form it took immediately before the commencement of the New Rules. 10
- (2) A reference in this Schedule to the New Rules is a reference to the Church Representation Rules as set out in the Schedule 3 to the Synodical Government Measure 1969 contained in Schedule 1 to this Measure.

Supplementary

- 11 Paragraphs 1 to 7 have effect in place of section 17(2) of the Interpretation Act 1978; but nothing in this Schedule affects any other provision of that Act. 15