

DIOCESE OF LICHFIELD
BENEFICE OF []
PARISHES OF []
CHURCH REPRESENTATION RULES
RULE 20 SCHEME

This Scheme is made pursuant to Church Representation Rules (the 'CRR') r20 so as to provide for the establishment of a Team Council. The CRR shall continue to apply to the Parish save where indicated in the Scheme.

The Special Parochial Church Meeting of the Parish of [xxx] passed a resolution by at least two-thirds of the persons present and voting that the Scheme be approved and communicated to the Bishop's Council and Standing Committee of the Diocesan Synod in pursuance of CRR r18(5)

The Scheme was approved by a meeting of the Bishop's Council on [xxx] which resolved that the Scheme should come into operation [subject to amendments which were subsequently approved by a Parochial Church Meeting of the Parish on [xxx] by at least two-thirds of the persons present and voting]

The Scheme came into effect on [xxx]

THE SCHEME

- 1) **Establishment of Team Council:** The Benefice of [xxx] comprises the Parishes of [xxx].
 - a) There shall be a Team Council (the 'TC') for the Parishes with the following membership:
 - i) the Team Rector (the 'Minister')
 - ii) all members of the Team serving the Benefice other than the Team Rector;
 - iii) every Assistant Curate, Deaconess, Reader and Lay Worker licensed to any of the Parishes who is not a member of the Team
 - iv) [xx] persons from [each of the Parishes], being lay members of the Parochial Church Council ('PCC') of that Parish chosen by the lay members of that PCC at its first meeting after the Annual Parochial Church Meeting. [A PCC may choose a member to be a reserve person to act as a full member of the TC but only in the event that the first chosen member is unable to attend any meeting of the TC.]

- b) If the total number of persons in categories (ii) and (iii) would otherwise be greater than one-third of the total membership, then the persons in category (ii) and (iii) shall select amongst themselves which members shall be members of the TC so that the total number of such persons shall not exceed one third of the total membership of the TC
- c) A member of the TC who ceases to be a member of the PCC that elected him, shall also cease to be a member of the TC, and the Parochial Church Council concerned may elect a replacement. Otherwise members of the TC shall remain in office until the election of their successors.

2) Functions of the TC

- a) The TC shall exercise the functions under Part II of the Patronage Benefices Measure 1986 for and instead of the PCCs of the Parishes.
- b) The TC shall meet from time to time in order to discuss any matter of common concern to the Parishes.
- c) Notwithstanding the delegation of powers and functions herein contained it shall be the duty of the TC to report to each meeting of each PCC on the exercise of its delegated powers and to take into consideration the views expressed by the PCC as to the exercise of any power both before or after it has been exercised.
- d) The following powers duties and functions shall automatically be delegated to the TC by the PCCs (without prejudice to the power of the PCC to exercise any such power duty or function itself):
 - i) **General:**
 - (1) An obligation to inform the PCCs their Chairmen and Treasurers of all matters pertaining to the operation of the TC or the exercise of any of its powers duties or functions.
 - (2) An obligation to consult together with the relevant Minister on matters of general concern and importance to that Parish.
 - (3) An obligation to co-operate with the relevant Ministers in promoting in the Parishes the whole mission of the Church whether pastoral evangelistic, social, communal, ecumenical in those Parishes.
 - (4) Power to consider and to discuss matters concerning the Church of England or any other matters of religious or public interest.
 - (5) Responsibility (in consultation with the Ministers) for any matter concerning the ordering of worship in the churches of the Parishes to the like extent as the PCC in relation to a parish church.

- (6) Responsibility to make known and put into effect any provision made by the PCCs or the Diocesan Synod or the Deanery Synod.
- (7) Power to give advice to the Diocesan Synod the Deanery Synod and the PCCs on any matter referred to the TC.
- (8) Power to raise such matters as the TC consider appropriate with the PCCs the Deanery Synod and the Diocesan Synod.

ii) **Buildings and Land:**

- (1) Responsibility for the care and maintenance (including implementation of any Quinquennial Inspections recommendations) and insurance of the fabric of each church church hall or other non-residential property and any land held therewith in any of the Parishes including
 - (a) maintaining an up to date record as to the same to enable the maintenance of the parish terrier,
 - (b) submitting a report as to these matters to the Annual Parochial Church Meetings
- (2) the right to be consulted by or to refer any proposals to the PCC in respect of any proposed Sharing Agreement under the Sharing of Church Buildings Act 1969 involving any Church in the Parishes.

iii) **Finance:**

- (1) Power to frame an annual budget of monies required for the maintenance of church work and to present it for approval by the PCC in accordance with any timetable or formatting requirements set by the PCCs and then to operate within the budget as approved or set for the TC by the PCCs; provided always that :
 - (a) the budget shall be such as to facilitate the payment by the TC of the contribution set by the PCCs for its work and also of the overheads of the TC for its work;
 - (b) the TC shall shall appoint a person to have responsibility as treasurer to ensure that financial statements are prepared and presented to the PCCs at each of their meetings and that all necessary information is provided to enable each PCC to prepare its financial statements for the its Parish;
- (2) Power to raise funds for the mission of the Church.
- (3) Responsibility to use its reasonable endeavours to raise funds in order to pay to the Diocese for the PCC such Parish Share as shall be set for the PCC.

- (4) The obligation to keep the PCC Treasurers or the PCC independent examiners or auditors informed of all matters pertaining to the income and expenditure and to respond promptly to any request for information as to such matters.
 - (5) The duty to prepare an annual financial statement as to all income and expenditure of the TC for each calendar year and (if the TC has been authorised to hold any account) the movements in that account and to allocate all expenditures incurred and receipts to the appropriate PCC and apportion any asset or liability generated between the PCCs as appropriate and to submit details of these matters to each PCC Treasurer at least 21 days prior to the Annual Parochial Church Meeting of each constituent parish.
- e) The following functions shall not be delegated:
- i) The functions of an interested party under the Mission and Pastoral Measure 2011;
 - ii) the functions of a PCC under the House of Bishops Declaration on the Ministry of Bishops and Priests;
 - iii) any function concerned with the holding of real property or any asset in respect of the holding whereof separate legal personality is required other than as herein provided.
- f) The PCCs may resolve to establish a 'lead' PCC to establish (in the name of that PCC but on behalf of the TC) any bank account necessary to operate the joint venture represented by this Scheme with the intent that the TC accounts to each PCC for its share of the total fund and any income or expenditure incurred to be appropriately allocated to each PCC, and making provision for a treasurer to be appointed to manage this function so as to ensure that any assets or liabilities generated within the TC account are then allocated to each PCC at the year end and can be accounted for by each PCC in its annual accounts in accordance with the Church Accounting Regulations 2006
- g) The TC shall not, without the consent of the PCCs:
- i) Establish or hold any bank or building society account (and any such account as is permitted shall be operated as directed by the PCCs and shall be such as to ensure that any person required by the PCCs is a signatory and that no persons other than those authorised by the PCCs are signatories thereto);
 - ii) Incur any debt or loan or extended credit or mortgage or hire purchase or similar arrangements;
 - iii) Dispose of any assets;
 - iv) Make any application for a Faculty or notification of works within List A or B of the Faculty Jurisdiction Rules 2015 or seek any permission for temporary reordering of the

District Church or take any step to alter the fabric or use of a church building or land held therewith or add or remove furniture or ornaments;

- v) Employ any person in a remunerated post.
 - h) In the event that a person is to be appointed to a remunerated post with the consent of the PCCs, the approval shall make clear which PCC will be responsible for compliance with statutory requirements in respect of such employment but may delegate to the TC the responsibility to implement these requirements where appropriate. The selected PCC will determine employment policy and codes of practice in relation to safety, grievances, discipline, child protection and such other areas as may be necessary.
 - i) Subject to the provisions of this scheme, each PCC may also delegate to the TC such of its functions as it thinks fit; provided that no delegation by one PCC shall take effect unless and until each other PCC has resolved to delegate the same function.
 - j) No PCC shall revoke the delegation of any matter established by this Scheme. Nor shall it revoke any additional delegation of additional functions pursuant to this Scheme without the consent of either the JPCC or the other PCCs or of its Annual or a Special Parochial Church Meeting, and if any delegation is revoked by one PCC, the delegation of the same function by each other PCC shall be automatically revoked.
 - k) The Parochial Church Council shall not revoke any delegation without a resolution passed by at least two-thirds of those present and voting at a Parochial Church Meeting called to consider the revocation; but it may by ordinary resolution revoke any other delegation or resolution made from time to time.
 - l) Nothing in this clause is intended to abrogate or affect in any way the functions of Lichfield Diocesan Trust under the provisions of s6 Parochial Church Councils (Powers) Measure 1956.
- 3) **Meetings of the TC:**
- a) Subject to the provisions of this Scheme the provisions relating to Parochial Church Council meetings contained in CRR Appendix 2 shall apply to the constitution, meetings and procedure of the TC.
 - b) The Chairmanship of the TC shall alternate between the Parishes at successive meetings. When it is the turn of a particular parish to provide the chairman, the chair shall be taken by one of the following persons in the following order, if present:
 - i) the Team Vicar in the team ministry having a special cure of souls within that Parish;
 - ii) a member of the team to whom a special responsibility for pastoral care in respect of the Parish has been assigned;

- iii) The Minister
 - iv) the Vice-Chairman of the PCC of that Parish;
 - v) a member of the TC representing that Parish chosen by all members present at the meeting.
 - vi) a member of the TC representing that Parish chosen by all members present at the meeting.
- c) A lay vice chair shall be appointed for the TC.
- d) A secretary shall be appointed for the TC, but this person shall not be remunerated save in accordance with the provisions of paragraph 2(i) above
- i) The secretary shall send a copy of the minutes of each meeting of the TC to the secretaries of each PCC forthwith after those minutes have been approved by the TC
 - ii) The secretary shall ensure that if the minutes of a TC meeting are not approved by the date of any subsequent PCC meeting, then a written summary of the business conducted at the TC meeting is submitted to each PCC secretary prior to that PCC meeting
 - iii) The secretary shall inform the Secretary of the Diocesan Synod as to his address and name
- e) A treasurer shall be appointed for the TC, but this person shall not be remunerated save in accordance with the provisions of paragraph 2(i) above
- f) The TC shall not appoint an independent examiner or auditor.
- g) The independent examiner or auditor of each PCC shall have the right of access and to require information and explanations under paragraph 16 of CRR Appendix 2.
- h) The Treasurer and Chairman of each PCC shall be afforded the same rights in relation to the JPCC as if those persons were Treasurer or Chairman of the TC.
- i) The TC shall have power to form a standing committee or any sub-committee which it considers necessary to carry out its function. Any such standing committee or sub-committee shall include a representative from each of the Parishes
- j) The council shall hold not less than **[four]** meetings in each year. Meetings shall be convened by the Minister.