

DIOCESE OF LICHFIELD
PARISH OF []
CHURCH REPRESENTATION RULES
RULE 18 SCHEME

This Scheme is made pursuant to Church Representation Rules (the 'CRR') r18 so as to provide for the representation of the laity of more than one congregation within the parish, and for the election of district church councils. The CRR shall continue to apply to the Parish save where indicated in the Scheme.

The Special Parochial Church Meeting of the Parish on [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 Districts:

- a) The Parish of [xxx] is divided into [xxx] Districts namely [xxx] [as indicated on the plan annexed hereto] [without division as to geographical area].
- b) The boundaries of the Districts may be altered (but not so as to create or delete a District) by a subsequent resolution passed by at least two-thirds of those present and voting at a Parochial Church Meeting and without the need for any confirmatory resolution by Bishop's Council.
- c) The following churches shall be District Churches: [xxx].

2) The Minister: For the purpose of this Scheme:

- a) the 'Minister' shall mean the incumbent of the Parish or a Priest in Charge or Curate in Charge of the Parish.
- b) the 'District Minister' shall mean a priest licensed to serve as an Assistant Curate within the Parish expressed to have pastoral responsibility for the District or to be

Resident Minister or Associate Minister of the District concerned, but if no such person is licensed then it shall mean the Minister. In the event that the Minister considers that it would be expedient to perform any function ascribed to the District Minister s/he may do so.

3) Churchwardens:

- a) In addition to the Churchwardens provided for by the Churchwardens Measure 2001 for the Parish there shall be **2** Deputy Churchwardens for each District Church.
- b) The Churchwardens may delegate such of their functions as they think appropriate to all or any of the Deputy Churchwardens for a District Church but shall retain responsibility for the discharge of any function so delegated and may revoke the delegation at any time.
- c) A Deputy Churchwarden shall (if qualified) be ex officio a member of the PCC.

4) Electoral Roll:

- a) The Electoral Roll Officer appointed by the Parochial Church Council under CRR r1(7) shall ensure that the Parish Roll is maintained in accordance with this Scheme.
- b) For the purpose of CRR r1(8) the Parish Roll shall be treated as containing parts for each District.
- c) The Parish Roll shall include a column containing for each person on the Parish Roll an indication by way of a letter to signify the District in which that person resides.
- d) The Parish Roll shall (if the person concerned requests that their place of habitual worship should be recorded in addition to their place of residence) include a column to indicate by way of letter the District in which a person habitually worships.
- e) Any question as to whether a person habitually worships in a District shall be determined by the Electoral Roll Officer in accordance with the Rules by reference to the period of 6 months preceding the date on which the question arises. If a person is dissatisfied with the decision of the Electoral Roll Officer they may appeal to the PCC.
- f) A person who is shown to habitually worship in a District shall be deemed to be recorded on the part of the Parish Roll applicable to that District rather than the District in which they are resident; but where no indication is given for a person as to the place of habitual worship then the person shall be deemed to be recorded on the part of the Parish Roll applicable to the District in which they are shown to reside.
- g) Where the Parish Roll is to be used for the purpose of an election in respect of a District then the part applicable to that District shall be used (that part being referred to in this Scheme as the 'District Roll').

5) District Annual Meetings:

- a) The Parochial Church Council shall before the end of each calendar year set a date for the Annual Parochial Church Meeting for the following year.
- b) A District Annual Meeting shall be convened for each District at a date time and place to be determined by the particular District Church Council so as to be held not more than 28 days before the Annual Parochial Church Meeting. If no determination has been made by the date 42 days prior to the Annual Parochial Church Meeting then the District Minister shall determine those matters.
- c) Each District Annual Meeting shall be convened by the District Minister by notice affixed on or near to the principal door of the respective District Church for a period including the last two Sundays before the day of the meeting.
- d) The District Minister if present, or if not present the Vice-Chairman of the District Church Council, or if the Vice-Chairman also is not present a Chairman chosen by the District Annual Meeting shall preside at the District Annual Meeting.
- e) The persons entitled to attend a District Annual Meeting shall be
 - i) those persons on the District Roll;
 - ii) any clerk in Holy Orders beneficed or licensed to serve in the Parish;
 - iii) any clerk in Holy Orders with Permission to Officiate in the Diocese who is nominated by the Bishop for the purpose of this Scheme;
 - iv) the Churchwardens.
- f) No clerk in Holy Orders may vote at a District Annual Meeting in relation to the election of any parochial representative of the laity. A Churchwarden shall only vote at a District Annual Meeting if on the District Roll
- g) The business of the District Annual Meeting shall be
 - i) To elect (from those entitled to attend the District Annual Meeting) 2 Deputy Churchwardens for the District.
 - ii) To select (from those entitled to attend the District Annual Meeting) persons to be nominated to be representatives of the laity for the Deanery ('District Deanery Synod Representatives') for election by the Annual Parochial Church Meeting to serve on the Deanery Synod of the Parish if such representatives are required to be elected in that year. For this purpose CRR r10 and r11 shall have effect substituting "District Annual Meeting" for "Annual Meeting" and "District Church Council" for "Parochial Church Council". (For the avoidance of doubt the District Annual Meeting may nominate a larger number of persons for this purpose than the number of places allocated).
 - iii) To select (from those entitled to attend the District Annual Meeting) persons to be nominated to be representatives of the laity for the District ('District Representatives') for election by the Annual Parochial Church Meeting to serve

on the Parochial Church Council of the Parish if such representatives are required to be elected in that year. For this purpose CRR r10 and r11 shall have effect substituting "District Annual Meeting" for "Annual Meeting" and "District Church Council" for "Parochial Church Council". (For the avoidance of doubt the District Annual Meeting may nominate a larger number of persons for this purpose than the number of places allocated).

- iv) To appoint sidesmen and sideswomen for the District.
 - v) To receive the annual financial statement for the DCC.
 - h) If the District Annual Meeting has selected a person to be nominated to serve on the Parochial Church Council or the Deanery Synod then the Secretary of the District Council and one other lay person shall duly nominate and second that person to serve on the Parochial Church Council.
- 6) **Parochial Church Meeting:** the Annual or Special Parochial Church Meeting shall have the powers conferred on it by the CRR save that notwithstanding the provisions of CRR r11 and r14:
- a) The total number of lay persons to be elected to the Parochial Church Council ('PCC') shall be [xx];
 - b) The number of District Deanery Synod Representatives for each District shall be 1;
 - c) The number of District Representatives for each District shall be [xxx];
 - d) The number of District Representatives for all or any District may be altered (but not so as to remove all representation for a District) by a subsequent resolution passed by at least two-thirds of those present and voting at a Parochial Church Meeting and without the need for any confirmatory resolution by Bishop's Council.
 - e) In relation to CRR r9(5)(a) and (b) the Annual Parochial Meeting shall :
 - i) first elect the District Deanery Synod Representative for each District.
 - ii) second elect the sufficient Deanery Synod representatives for the parish from amongst those duly nominated under the CRR so as to fill the numbers specified in the resolution of the Diocesan Synod for such elections.
 - iii) third elect the District Representatives for each of the Districts.
 - iv) then elect lay persons to serve on the PCC from amongst those duly nominated under the CRR so as to fill the remainder of the total number of places specified above.
 - v) For the purpose of each election for a District Deanery Synod Representative or for District Representatives no person shall be nominated for election unless they have been chosen by a District Annual Meeting for such nomination. For the avoidance of doubt each of the elections for a District Deanery Synod

Representative or for District Representatives shall be conducted separately for each District, but shall use the Parish Roll and not the District Roll.

7) **District Church Council:** there shall be a District Church Council (DCC) for each District.

- a) No person shall be a member of a DCC unless they qualify for membership of the PCC.
- b) The term of office of any elected member of the DCC shall be as set out in CRR r16 as if the references to PCC were to a DCC and as if the references to the annual meeting were references to the District Annual Meeting.
- c) The DCC membership shall comprise:
 - i) all Clerks in Holy Orders beneficed in or licensed to the Parish;
 - ii) any deaconess or Reader or Lay Worker licensed to the Parish;
 - iii) the Churchwardens of the Parish;
 - iv) any deputy churchwardens appointed for the District Church;
 - v) lay members of the PCC who are on the District Roll
 - vi) lay members of the Deanery Diocesan or General Synod whose names are on the District Roll of that District;
 - vii) lay members of the DCC elected under this Scheme;
 - viii) any members co-opted by the DCC (for this purpose applying to the like provision as that laid down under CRR r 14(1)(h) but without limit as to the number of persons who may be co-opted).
- d) If a casual vacancy occurs as to any District Representative then the PCC may fill that vacancy by an appointment of a person qualified to be a District Representative and determined by resolution after consultation with the DCC as to a suitable person. Such a person shall remain a member until the next Annual Parochial Church Meeting.

8) **Functions of the DCC:**

- a) If a DCC cannot be formed for a District or if there are no District Representatives for the DCC at any time then for that District all the powers functions and duties delegated by this Scheme shall revert to the PCC.
- b) In addition to the provisions of this Scheme the PCC may delegate to a DCC such of its powers and functions as it shall think fit but only in so far as:
 - i) such powers and functions relate to the District Church(es) which such DCC represents; and
 - ii) in so far as their exercise will have no material implications either for the Parish as a whole or for any other part of it save that it may provide that in such cases such powers may be exercised with the prior approval of the PCC.

- c) Notwithstanding the delegation of powers and functions herein contained it shall be the duty of each DCC to report to each meeting of the 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 each DCC by the PCC (without prejudice to the power of the PCC to exercise any such power duty or function itself):
 - i) **General:**
 - (1) An obligation to keep the PCC its Chairman and Treasurer informed of all matters pertaining to the operation of the DCC or the exercise of any of its powers duties or functions.
 - (2) An obligation to consult together with the relevant District Minister and the Minister on matters of general concern and importance to that district.
 - (3) An obligation to co-operate with the relevant District Minister and the Minister in promoting in the District the whole mission of the Church whether pastoral evangelistic, social, communal, ecumenical in that District.
 - (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 Minister and District Minister) for any matter concerning the ordering of worship in the District Church 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 PCC or the Diocesan Synod or the Deanery Synod.
 - (7) Power to give advice to the Diocesan Synod the Deanery Synod and the PCC on any matter referred to the DCC.
 - (8) Power to raise such matters as the DCC consider appropriate with the PCC 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 in its District and any land held therewith including
 - (a) maintaining an up to date record as to the same to enable the maintenance of the parish terrier, inventory and log book
 - (b) submitting a report as to these matters to the Annual Parochial Church Meeting and the District Annual Meeting

- (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 Parish.

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 PCC and then to operate within the budget as approved or set for the DCC by the PCC; provided always that :
 - (a) the budget shall be such as to facilitate the payment by the DCC of the contribution set by the PCC for its own work and also of the overheads of the DCC for its work;
 - (b) the DCC shall ensure that district financial statements are prepared and presented to the PCC at each of its meetings and that all necessary information is provided to enable the PCC to prepare its financial statements for the whole Parish;
 - (c) Notwithstanding any budget, any proposed single expense by a DCC exceeding 10% of that DCC's previous year's expenditure shall be first authorised by the PCC or the standing committee of the PCC.
- (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 PCC such portion of the Parish Share as shall be set for the District by the PCC.
- (4) The obligation to keep the PCC Treasurer or the PCC independent examiner 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 DCC for each calendar year and (if the DCC has been authorised to hold any account) the movements in that account and to submit these to the PCC Treasurer at least 21 days prior to the Annual Parochial Meeting.
- (6) The right to be consulted by the PCC as to the expenditure of any trust funds which are relevant to the District.

iv) **Clergy:**

- (1) the right to be consulted by the Minister or District Minister as appropriate before any changes in vesture already in use within the District Church or any

Parish Church is made and in the case of disagreements to refer the matter to the PCC which shall if necessary refer the matter to the Bishop.

(2) The right to be consulted by the PCC as to any change in policy as to the House of Bishops Declaration on the Ministry of Bishops and Priests.

(3) the right to be consulted by the PCC in respect of any appointment that is proposed to be made of Incumbent for the Parish or of Assistant Curate with pastoral responsibility for the District Church concerned.

- e) The following powers shall not be delegated to a DCC by the PCC:
 - i) The functions of an interested party under the Mission and Pastoral Measure 2011.
 - ii) the functions of the PCC under the Patronage Benefices Measure 1986 Part II.
 - iii) the functions of a PCC under the House of Bishops Declaration on the Ministry of Bishops and Priests.
 - iv) 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) A DCC shall not, without the consent of the PCC:
 - i) Establish or hold any bank or building society account (and any such account as is permitted shall be operated as directed by the PCC and shall be such as to ensure that any person required by the PCC is a signatory and that no persons other than those authorised by the PCC 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.
- g) Further provisions as to PCC and DCC
 - i) In the event that a person is to be appointed to a remunerated post with the consent of the PCC, the PCC will be responsible for compliance with statutory requirements in respect of such employment but may delegate to a DCC the responsibility to implement these requirements where appropriate. The 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.

- ii) The PCC shall not exercise its powers as owner or trustee of any real property situated within a District without consulting with the DCC and taking into account any representations made by it.
- iii) 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.
- iv) 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.

9) Meetings of a DCC:

- 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 each DCC.
- b) References to 'minister of the parish' shall be taken to be to the District Minister who shall be chair of the DCC, save that the Minister may decide to chair any DCC meeting if s/he wishes to do so.
- c) A lay vice chair shall be appointed for the DCC.
- d) A secretary shall be appointed for the DCC, but this person shall not be remunerated save in accordance with the provisions of paragraph 8(g) above
 - i) The secretary shall send a copy of the minutes of each meeting of the DCC to the secretary of the PCC forthwith after those minutes have been approved by the DCC
 - ii) The secretary shall ensure that if the minutes of a DCC meeting are not approved by the date of any subsequent PCC meeting, then a written summary of the business conducted at the DCC meeting is submitted to the 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 DCC, but this person shall not be remunerated save in accordance with the provisions of paragraph 8(g) above
- f) The DCC shall not appoint
 - i) an electoral roll officer (but may if requested by the PCC appoint a person to assist the Parish Electoral Roll Officer);
 - ii) nor an independent auditor.
- g) The independent auditor of the PCC shall have the right of access and to require information and explanations under rule 16 of CRR Appendix 2.

- h) The Treasurer and Chairman of the PCC shall be afforded the same rights in relation to the DCC as if those persons were Treasurer or Chairman of the DCC.
- i) The DCC shall have power to form a standing committee or any sub-committee which it considers necessary to carry out its functions.