

The Parish of [redacted]
In the Diocese of Lichfield
Scheme for District Council[s]
Made pursuant to Section B of the Model Rules
Church Representation Rules 2020

The Annual Parochial Church Meeting (the "Annual Meeting") of the parish of [redacted] (the "Parish") in the [redacted] Benefice ("the Benefice") in the Diocese of Lichfield, in exercise of the powers conferred by Section B (paragraph M34 and M35) of the Model Rules contained in the Church Representation Rules 2020 ("CRR"), hereby make the following scheme which shall come into effect on [date]:

1. Districts

- 1.1. By this scheme the Parish is divided into [x] Districts namely [the District of xx etc] (collectively the "Districts") as indicated on the plan annexed hereto
- 1.2. The following churches shall be District Churches: xxx
- 1.3. The Minister: For the purpose of this scheme:
 - 1.3.1. The Minister shall mean the incumbent of the Parish or a Priest in Charge of the Parish.
 - 1.3.2. 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 described as Resident or Associate Minister of the District concerned, but if no such person is licensed then it shall mean the Minister. (For the avoidance of doubt if the Minister considers that it would be expedient to perform any function ascribed to the District Minister s/he may do so.
- 1.4. The Annual Meeting desires to establish [a] District Church Council[s], hereinafter called the '[name] District Church Council' for the purpose of carrying out such functions as are delegated to it by the Parochial Church Council for the Parish (the "PCC") either by this scheme or by resolution of the PCC.
- 1.5. The Annual Meeting further desires that the following should apply:
 - 1.5.1. There shall be [one/two] deputy churchwardens
 - 1.5.2. Such deputies shall be ex officio members of the PCC
 - 1.5.3. There shall be one District Deanery Synod Representative for each District
 - 1.5.4. The laity of the congregations of the Districts shall be represented on the PCC by [x] persons for each District who shall be elected at the Annual Meeting from

amongst those nominated for that purpose by each District Annual Meeting (“District Representatives”)

1.5.5. The Annual Meeting shall first elect the District Deanery Synod Representative for each District; second it shall elect such additional Deanery Synod Representatives as shall be permissible; third it shall elect District Representatives for each District from amongst those nominated; and it shall then elect other lay persons to serve on the PCC as shall be required.

2. Annual Meetings:

2.1. The District[s] shall hold District Annual Meeting[s].

2.2. Those lay persons whose names are on the electoral roll for the parish and who habitually worship at a District Church or who are resident within a District shall be entitled to attend and vote at a District Annual Meeting

2.3. Any clerk in Holy Orders beneficed or licensed to serve in the Parish (or a clerk in Holy Orders nominated for this purpose by the Bishop) may also attend a District Annual Meeting but shall not be entitled to vote thereat for the election of any parochial representative of the laity

2.4. The Minister or District Minister shall call and chair the District Annual Meeting so that it shall be held not more than 28 days prior to the Annual Parochial Church Meeting.

2.5. The CRR rules in respect of Annual Parochial Church Meetings shall be applied to the District Annual Meetings in so far as is applicable.

2.6. The business of the District Annual Meeting shall be:

2.6.1. To elect 2 Deputy Churchwardens for the District and such sidesmen or women as it is felt appropriate to assist them

2.6.2. To select (from those entitled to attend the District Annual Meeting) persons to be nominated to be representatives of the laity for the Deanery for election by the Annual Parochial Church Meeting (if applicable) (if such persons are selected then the meeting shall select persons to nominate and second them for such election)

2.6.3. To select (from those entitled to attend the District Annual Meeting) persons to be nominated to be representatives of the laity for the District for election by the Annual Parochial Church Meeting to serve on the PCC (if applicable) (if such persons are selected then the meeting shall select persons to nominate and second them for such election)

2.6.4. To elect [x] lay persons from amongst those entitled to attend and vote at the District Annual Meeting to serve on the District Council

2.6.5. To receive the annual financial statement for the DCC

3. District Church Council (“DCC”)

3.1. The membership of a DCC shall be

- 3.1.1. All clerks in Holy Orders beneficed in or licensed to serve in the Parish
- 3.1.2. Any deaconess or Reader or Lay Worker licensed to the Parish
- 3.1.3. The Churchwardens of the Parish
- 3.1.4. Any deputy churchwardens appointed for the District
- 3.1.5. Any lay members of the PCC who reside in or habitually worship in the District
- 3.1.6. Any lay members of the Deanery Diocesan or General Synods who reside in or habitually worship in the District
- 3.1.7. Lay members of the DCC elected under this scheme
- 3.1.8. Up to [2] other lay persons co-opted to the DCC by resolution of the DCC

3.2. Elected Membership of the DCC shall be for one year but any person may stand for re-election

3.3. **Functions of the DCC:**

- 3.3.1. 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.
- 3.3.2. 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:
 - 3.3.2.1. such powers and functions relate to the District Church(es) which such DCC represents; and
 - 3.3.2.2. 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.
- 3.3.3. 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.
- 3.3.4. 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):

3.3.5. General:

- 3.3.5.1. 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.
- 3.3.5.2. An obligation to consult together with the relevant District Minister and the Minister on matters of general concern and importance to that district.
- 3.3.5.3. 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.
- 3.3.5.4. Power to consider and to discuss matters concerning the Church of England or any other matters of religious or public interest.
- 3.3.5.5. 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.
- 3.3.5.6. Responsibility to make known and put into effect any provision made by the PCC or the Diocesan Synod or the Deanery Synod.
- 3.3.5.7. Power to give advice to the Diocesan Synod the Deanery Synod and the PCC on any matter referred to the DCC.
- 3.3.5.8. Power to raise such matters as the DCC consider appropriate with the PCC the Deanery Synod and the Diocesan Synod.

3.3.6. Buildings and Land:

- 3.3.6.1. 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
 - 3.3.6.1.1. maintaining an up to date record as to the same to enable the maintenance of the parish terrier, inventory and log book
 - 3.3.6.1.2. submitting a report as to these matters to the Annual Parochial Church Meeting and the District Annual Meeting
 - 3.3.6.1.3. 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.

3.3.7. Finance:

- 3.3.7.1. 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:

- 3.3.7.1.1. 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;
- 3.3.7.1.2. 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;
- 3.3.7.1.3. 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.
- 3.3.7.2. Power to raise funds for the mission of the Church.
- 3.3.7.3. 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.
- 3.3.7.4. 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.
- 3.3.7.5. 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.
- 3.3.7.6. The right to be consulted by the PCC as to the expenditure of any trust funds which are relevant to the District.

3.3.8. Clergy:

- 3.3.8.1. 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.
- 3.3.8.2. 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.
- 3.3.8.3. 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.

3.3.9. The following powers shall not be delegated to a DCC by the PCC:

- 3.3.9.1. The functions of an interested party under the Mission and Pastoral Measure 2011.
- 3.3.9.2. the functions of the PCC under the Patronage Benefices Measure 1986 Part II.
- 3.3.9.3. the functions of a PCC under the House of Bishops Declaration on the Ministry of Bishops and Priests.
- 3.3.9.4. 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.

3.3.10. A DCC shall not, without the consent of the PCC:

- 3.3.10.1. 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);
- 3.3.10.2. Incur any debt or loan or extended credit or mortgage or hire purchase or similar arrangements;
- 3.3.10.3. Dispose of any assets;
- 3.3.10.4. 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;
- 3.3.10.5. Employ any person in a remunerated post.

3.3.11. Further provisions as to PCC and DCC

- 3.3.11.1. 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, safeguarding of children, young people and vulnerable adults and such other areas as may be necessary.
- 3.3.11.2. 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.

3.3.11.3. 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.

3.3.11.4. Nothing in this scheme 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.

4. Meetings of a DCC:

4.1. Subject to the provisions of this Scheme the provisions relating to Parochial Church Council meetings contained in CRR shall apply to the constitution, meetings and procedure of each DCC.

4.2. 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.

4.3. A lay vice chair shall be appointed for the DCC.

4.4. A secretary shall be appointed for the DCC, but this person shall not be remunerated save in accordance with the provisions above

4.5. 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

4.6. 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

4.7. The secretary shall inform the Secretary of the Diocesan Synod as to his address and name

4.8. A treasurer shall be appointed for the DCC, but this person shall not be remunerated save in accordance with the provisions above

4.9. The DCC shall not appoint

4.9.1. an electoral roll officer (but may if requested by the PCC appoint a person to assist the Parish Electoral Roll Officer);

4.9.2. nor an independent auditor or examiner.

4.10. The independent auditor or examiner of the PCC shall have the right of access and to require information and explanations under CRR

- 4.11. 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.
- 4.12. The DCC shall have power to form a standing committee or any sub-committee which it considers necessary to carry out its functions.