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SCHEDULES

[^{F1}SCHEDULE 3

CHURCH REPRESENTATION RULES

Textual Amendments

- F1** Sch. 3 substituted (1.1.2020) by Church Representation and Ministers Measure 2019 (No. 1), s. 1(3), **Sch. 1** (with Sch. 3); S.I. 2019/1460, art. 2

Modifications etc. (not altering text)

- C1** Sch. 3 modified by Cathedrals Measure 1963 (No. 2), s. 12(3) (as substituted (1.6.1992) by Church of England (Miscellaneous Provisions) Measure 1992 (No. 1), s. 17(1), **Sch. 3 para. 10**; Instrument dated 27.5.1992 made by Archbishops of Canterbury and York.
Sch. 3 modified (30.6.1999) by 1999 No. 1, ss. 12(4), 38(2)(3) (with ss. 33, 37, 38(5)(6))
- C1** Sch. 3 applied by 2001 No. 1, s. 5(7) (as substituted (19.5.2014) by Church of England (Miscellaneous Provisions) Measure 2014 (No. 1), s. 21(2), **Sch. 2 para. 15**; S.I. 2014/1369, art. 2)

PART 9

PARISH GOVERNANCE: MODEL RULES

SECTION B: PAROCHIAL CHURCH COUNCIL

Business

Meetings: time and place

- M23** (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.
- (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.
- (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: attendance

- M24** (1) A person is entitled to attend a meeting of the PCC only if—
- (a) the person is a member of the PCC, or
- (b) where the parish is in the area of a group ministry, the person is entitled to do so under paragraph (2).

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- (2) Where the parish is in the area of a group ministry, each of the following persons is entitled to attend a meeting of the PCC—
- (a) every incumbent of a benefice in the group,
 - (b) every priest in charge of a benefice in the group, and
 - (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.
- (3) A person who is entitled under paragraph (2) to attend a meeting of the PCC—
- (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.
- (4) The PCC may invite such other persons to attend its meetings as it wishes.

Meetings: notice

- M25 (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—
- (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.
- (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.
- (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—
- (a) each member of the PCC,
 - (b) where the parish is in the area of a group ministry, each person entitled to attend the meeting under Rule M24(2), and
 - (c) each person whom the PCC has invited to the meeting under Rule M24(4).
- (4) A notice under paragraph (3) must—
- (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.
- (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).
- (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 and each person specified in Rule M24(2) must be given—
- (a) notice that the meeting has been postponed, and
 - (b) notice specifying the time and place of the reconvened meeting.

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- (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.
- (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 whatever written notice is practicable.

Meetings: chair

- M26 (1) The chair at a meeting of the PCC (other than an extraordinary meeting under Rule M33) is—
- (a) the chair of the PCC, or
 - (b) if the chair is not present, the vice-chair of the PCC, or
 - (c) if nobody is available under sub-paragraph (a) or (b) (whether to chair the whole meeting or particular items on the agenda), a person chosen by and from the members of the PCC.
- (2) Where a clerk in Holy Orders who is licensed to officiate in the parish or has permission to do so is authorised by the bishop to act as the chair of the PCC—
- (a) that clerk is to be the chair of the PCC for the meeting if the chair of the PCC is absent, and
 - (b) the references in paragraph (1) to the chair are accordingly to be read as references to that clerk.
- (3) An authorisation of the kind mentioned in paragraph (2) may be given only if—
- (a) the clerk in question agrees, and
 - (b) an application is made by the minister and PCC jointly or, where the benefice is vacant, by the PCC alone.
- (4) The chair at a meeting of the PCC must vacate the chair, either generally or for the purposes of any business in which he or she has a personal interest or any other particular business, if—
- (a) the chair thinks it appropriate to do so, or
 - (b) the meeting so resolves with the agreement of the archdeacon.

Meetings: procedure

- M27 (1) The quorum for a meeting of the PCC is (subject to paragraph (2))—
- (a) one-third of its members, or
 - (b) in the case of a meeting convened under Rule M25(8) (emergency etc.), a majority of its members.
- (2) A meeting of the PCC is quorate only if the majority of the members present are lay persons.
- (3) 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 M25(8), the only business which may be transacted is that specified in the notice convening the meeting.
- (4) Business at a meeting of the PCC is decided by a majority of the members present and voting.
- (5) In the case of an equality of votes at a meeting of the PCC, the chair has a second, casting vote.

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- (6) A meeting of the PCC may adjourn its proceedings to such time and place as the meeting may decide.

Meetings: minutes

- M28 (1) The minutes of each meeting of the PCC must record the name of each member present at the meeting and any other person attending.
- (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.
- (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, and any person entitled to attend meetings of the PCC under Rule M24(2), is entitled to have access to the minutes of the meetings of the PCC.
- (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,
 - (b) the bishop,
 - (c) the archdeacon, and
 - (d) any person authorised in writing by a person mentioned in sub-paragraph (a), (b) or (c).
- (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 by the chief officer of that office.

Business by correspondence

- M29 (1) The chair of the PCC may, if he or she considers that any business can properly be conducted by correspondence, instruct the secretary of the PCC to send proposals requiring the approval of members to—
- (a) each member of the PCC, and
 - (b) any person entitled to attend the meetings of the PCC under Rule M24(2).
- (2) Unless objection to the proposals is received from members in such numbers and within such period from the date of their being sent as the chair of the PCC may specify, the proposals are to be treated at the end of that period as approved by the PCC as if they had been approved at a duly convened meeting.
- (3) Where proposals are circulated under this Rule for approval, the secretary must report to the next meeting of the PCC—
- (a) whether the proposals were approved, and
 - (b) if objections to the proposals were received, the number of members from whom they were received.

Audit of financial statements

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- M30 (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;
 - (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

- M31 (1) The PCC has a standing committee constituted in accordance with this Rule.
- (2) If there are more than 50 names on the roll of the parish on the date on which the annual meeting is held, the standing committee is to consist of—
- (a) the minister,
 - (b) each churchwarden who is a member of the PCC or, if there are more than two, such two or more of them as are appointed by the PCC by resolution, and
 - (c) at least two other members of the PCC appointed by the PCC by resolution, the number of whom must be at least equal to the number of churchwardens who are members of the committee under sub-paragraph (b).
- (3) If there are no more than 50 names on the roll of the parish on the date on which the annual meeting is held, the standing committee is to consist of—
- (a) the minister, and
 - (b) at least two other members of the PCC (each of whom may, but need not, be a churchwarden) appointed by the PCC by resolution.
- (4) The PCC may by resolution remove a person appointed under paragraph (2)(b) or (c) or (3)(b).
- (5) A member appointed under paragraph (2)(b) or (c) or (3)(b) 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 (4)).
- (6) 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.
- (7) If the PCC gives the standing committee any directions as to the exercise of its power under paragraph (6), the committee must exercise the power in accordance with those directions.

Other committees

- M32 (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 each committee appointed under this Rule.

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Extraordinary meetings

- M33 (1) Where a written representation is made for the purposes of Rule M14, 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.
- (2) At a meeting convened under this Rule, the archdeacon or bishop must either take the chair or appoint a person to do so.
- (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.]

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