

Part I Church Electoral Roll

Formation of Roll

1(1) There shall be a church electoral roll (in these rules referred to as “the roll”) in every parish, on which the names of lay persons shall be entered as hereinafter provided. The roll shall be available for inspection by bona-fide inquirers.

^[F1](2) A lay person shall be entitled to have his name entered on the roll of a parish if he is baptised, of sixteen years or upwards, has signed an application form for enrolment set out in Appendix I of these rules and declares himself either—

- (a) to be a member of the Church of England or of a Church in communion therewith resident in the parish; or
- (b) to be such a member and, not being resident in the parish, to have habitually attended public worship in the parish during a period of six months prior to enrolment; or
- (c) to be a member in good standing of a Church which subscribes to the doctrine of the Holy Trinity (not being a Church in communion with the Church of England) and also prepared to declare himself to be a member of the Church of England having habitually attended public worship in the parish during a period of six months prior to enrolment.

Provided that where a lay person will have his sixteenth birthday after the intended revision of the electoral roll or the preparation of a new roll but on or before the date of the annual parochial church meeting, he may complete a form of application for enrolment and his name shall be enrolled but with effect from the date of his birthday.

(3) Where a person resides in an extra-parochial place he shall be deemed for the purposes of these rules to reside in the parish which it abuts, and if there is any doubt in the matter a determination shall be made by the bishop’s council and standing committee.]

^[F2]^[F3](4) A person shall be entitled to have his name on the roll of each of any number of parishes if he is entitled by virtue of ^{F4}. . . ^[F5]paragraphs (2) and (3) of this rule to have his name entered on each roll; but a person whose name is entered on the roll of each of two or more parishes must choose one of those parishes for the purpose of the provisions of these rules which prescribe the qualifications for election to a deanery synod, a diocesan synod or the General Synod or for membership ^[F6] of a parochial church council under rule F7. . . ^[F8]14(1)(f) or] of a deanery synod under rule ^[F9]24(6)(b).]

^[F3](5) The roll shall, until a parochial church council has been constituted in a parish, be formed and revised by the minister and churchwardens (if any), and shall, after such council has been constituted, be kept and revised by or under the direction of the council. Reference in this rule to a parochial church council shall, so far as may be necessary for giving effect to these rules, be construed as including references to the minister and churchwardens (if any).

^[F10]^[F3](6) Where a new parish is created by a pastoral scheme, the roll of that parish shall in the first instance consist—

- (a) in the case of a parish created by the union of two or more former parishes, of the rolls of those parishes combined to form one roll;
- (b) in any other case, of the names of the persons whose names are at the date of the coming into existence of the new parish entered on the roll of a parish the whole or any part of which forms part of the new parish and who are either resident in the new parish or have habitually attended public worship therein.]

^[F3](7) The parochial church council shall appoint ^[F11]a church electoral roll officer] to act under its directions for the purpose of carrying out its functions with regard to the electoral roll.

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[^{F3}(8)] The names of persons who are entitled to have their names entered upon the roll of the parish shall, subject to the provisions of these rules, be from time to time added to the roll. ^{F12}... [^{F13}It shall be the duty of the electoral roll officer to keep the roll constantly up to date by the addition and removal of names as from time to time required by these rules and to report such additions and removals at the next meeting of the parochial church council.]^{F14} When additions and removals have been made by the electoral roll officer a list of such amendments shall be published by being exhibited continuously for not less than fourteen days on or near the principal door of every church in the parish and every building in the parish licensed for public worship in such manner as the Council may appoint and the list shall contain notification of the right of appeal referred to in rule 43.]

[^{F3}(9)] Subject to the provisions of this rule, a person's name shall, as the occasion arises, be removed from the roll, if he:—

- a) has died; or
- b) becomes a clerk in Holy Orders; or
- c) signifies in writing his desire that his name should be removed; or
- d) ^{F15}

[^{F16}(d) ceases to reside in the parish, unless after so ceasing he continues, in any period of six months [^{F17}habitually], to attend public worship in the parish, unless prevented from doing so by illness or other sufficient cause; or]

[^{F18}(e)] is not resident in the parish and has not [^{F19}habitually] attended public worship in the parish during the preceding six months, not having been prevented from doing so by illness or other sufficient cause; or

[^{F18}(f)] was not entitled to have his name entered on the roll at the time when it was entered.

^{F15}(g).

[^{F3}(10)] The removal of a person's name from the roll under any of the provisions of these rules shall be without prejudice to his right to have his name entered again, if he [^{F20}has or acquires that right].

[^{F3}(11)] The roll shall where practicable contain a record of the address of every person whose name is entered on the roll, but a failure to comply with this requirement shall not prejudice the validity of any entry on the roll.

Amendments (Textual)

F1Sch. 3 rule 1 para. (2)(3) substituted for (2) (1.1.1995) by virtue of S.I. 1994/3118, para. 1.

F2Rule 1(3) (now renumbered (4)) substituted by S.I. 1973/1865, para. 1(2)

F3Sch. 3 rule 1 paras. (3) to (9) renumbered (4)-(11) (1.1.1995) by S.I. 1994/3118, para. 1.

F4Words in Sch. 3 rule 1 para. 1(4) omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 2.

F5Words in Sch. 3 rule 1 para. (4) substituted (1.1.1995) by virtue of S.I. 1994/3118, para. 2.

F6Words inserted by S.I. 1980/178, para. 1(2)

F7Words in Sch. 3 rule 1 para. (4) omitted (1.1.1996) by virtue of S.I. 1995/3243, para. 1

F8Words in Sch. 3 rule 1 para. (4) inserted (1.1.1996) by virtue of S.I. 1995/3243, para. 1

F9Words in Sch. 3 rule 1 para. (4) (originally (3)) amended (1.1.1995) by S.I. 1994/3118, para. 63, Sch.

F10Rule 1(4A) (now renumbered (6)) inserted by S.I. 1981/959, para. 1

F11Words substituted by S.I. 1973/1865, para. 1(3)

F12Words in Sch. 3 rule 1 para. (8) omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 3

F13Words in Sch. 3 rule 1 para. (8) inserted (1.1.1995) by S.I. 1994/3118, para. 3

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F14 Words in Sch. 3 rule 1(8) inserted (with proviso) (1.1.2000) by The Church Representation Rules (Amendment) Resolution 1999 (S.I. 1999/2112), paras. 1, 24(3)

F15 Rule 1(7)(d)(g) (as originally enacted) repealed by S.I. 1973/1865, para. 1(4)

F16 Rule 1(7)(d) (now renumbered 1(9)(d)) substituted by S.I. 1984/1039, para. 1(2)

F17 Word in Sch. 3 rule 1 para. (9)(d) inserted (1.1.1995) by S.I. 1994/3118, para. 4

F18 Rule 1(7)(d)(e)(f) (originally (e)(f)(h)) re-lettered by S.I. 1973/1865, para. 1(4)

F19 Word in Sch. 3 rule 1 para. (9)(e) inserted (1.1.1995) by S.I. 1994/3118, para. 4

F20 Words substituted by S.I. 1973/1865, para. 1(5)

Revision of Roll and Preparation of New Roll

²(1) Except in a year in which a new roll is prepared, the roll of a parish shall be revised annually by or under the direction of the council. Notice of the intended revision in the form set out in section 2 of Appendix I to these rules shall be affixed by the minister or under his direction on or near the principal door of every church in the parish and every building in the parish licensed for public worship and remain so affixed for a period of not less than fourteen days before the commencement of the revision. The revision shall be completed not less than fifteen days or more than twenty-eight days before the annual parochial church meeting.

(2) Upon every revision all enrolments or removals from the roll which have been effected since the date of the last revision (or since the formation of the roll, if there has been no previous revision) shall be reviewed, and such further enrolments or removals from the rolls as may be required shall be effected.

(3) After the completion of the revision, a copy of the roll as revised shall, together with a list of the names removed from the roll since the last revision (or since the formation of the roll, if there has been no previous revision), be published by being exhibited continuously for not less than fourteen days before the annual parochial church meeting on or near the principal door of the parish church in such manner as the council shall appoint. ^{F21}. . . [^{F22}During the period while the copy is so exhibited any errors and omissions in the roll may be corrected but subject thereto and to the provisions of rule 1(2), no names shall be added to or removed from the roll during the period in any year between the completion of the revision and the close of the annual parochial church meeting.]

(4) Not less than two months before the annual parochial church meeting in the year [^{F23}1990] and every succeeding sixth year notice in the form set out in section 3 of Appendix 1 to these rules shall be affixed by the minister or under his direction on or near the principal door of every church in the parish and every building in the parish licensed for public worship and remain so affixed for a period of not less than fourteen days. On the affixing of the notice a new roll shall be prepared.

[^{F24} At every service held on each of the two Sundays within the period of fourteen days beginning with the date of the affixing of the notice or, in the case of a church in which no service is held on either of those Sundays, at every service held in that church on the first Sunday after that date the person conducting the service shall inform the congregation of the preparation of the new roll.]

[^{F25} (5) The parochial church council shall take reasonable steps to inform every person whose name is entered on the previous roll that a new roll is being prepared and that if he wishes to have his name entered on the new roll he must apply for enrolment. No such steps need be taken with respect to any person whose name could be removed from the previous roll under rule [^{F26}1(9)].]

(6) The new roll shall be prepared by entering upon it the names of persons entitled to entry under rule 1(2), and a fresh application shall be required from persons whose names were entered on the previous roll. A person whose name was so entered shall not be disqualified for entry on the new roll by reason only of his failure to comply with the conditions specified in rule [^{F27}1(2)(b) and (c)], if he was prevented from doing so by illness or

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other sufficient cause, and the circumstances shall be stated on the application form. The preparation of the new roll shall be completed not less than fifteen days or more than twenty-eight days before the annual parochial church meeting.

(7) After the completion of the new roll, a copy shall be published by being exhibited continuously for not less than fourteen days before the annual parochial church meeting on or near the principal door of the parish church in such manner as the council shall appoint. ^{F28...} [^{F29}During the period while the copy is so exhibited any errors and omissions in the roll may be corrected but subject thereto and to the provisions of rule 1(2) no names may be added to or removed from the roll during the period in any year between the completion of the new roll and the close of the annual parochial church meeting.] On the publication of the new roll the previous roll shall cease to have effect

(8) Upon the alteration of the boundaries of any parishes the parochial church council of the parish from which any area is transferred shall enquire from the persons resident in that area whose names are entered on the roll of the parish, whether they wish to have their names transferred to the roll of the other parish. The parochial church council shall remove the names of persons answering in the affirmative from its own roll and shall inform the parochial church council of the parish in which such persons now reside, which shall enter the names on its roll without any application for enrolment being required.

Amendments (Textual)

F21 Words in Sch. 3 rule 2 para. (3) omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 5.

F22 Words in Sch. 3 rule 2 para. (3) inserted (1.1.1995) by S.I. 1994/3118, para. 5.

F23 Words "1990" substituted (in place of "1972") by virtue of S.I. 1984/1039, para. 2(2) (where the substitution is expressed as follows: In rule 2(4) for the word "1978" there shall be substituted the word "1990")

F24 Para. inserted by S.I. 1973/1865, para. 2(1)

F25 Rule 2(5) substituted by S.I. 1973/1865, para. 2(2)

F26 Words in Sch. 3 rule 2 para. (5) amended (1.1.1995) by S.I. 1994/3118, para. 63, Sch.

F27 Words in Sch. 3 rule 2 para. (6) amended (1.1.1995) by S.I. 1994/3118, para. 63, Sch.

F28 Words in Sch. 3 rule 2 para. (7) omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 6.

F29 Words in Sch. 3 rule 2 para. (7) inserted (1.1.1995) by S.I. 1994/3118, para. 6.

Procedural provisions relating to entry and removal of names

3(1) When a person applying for enrolment on the roll of any parish signifies his desire that his name should be removed from the roll of any other parish, notice of that fact shall be sent by the parochial church council receiving the application to the parochial church council of that other parish.

(2) When the name of any person is removed from the roll of the parish owing to his having become resident in another parish, notice of that fact shall, whenever possible, be sent by the parochial church council of the first mentioned parish to the parochial church council of the last mentioned parish.

(3)–(5). F30

Amendments (Textual)

F30 Sch. 3 rules 3(3)–(5), 4(3)(4), repealed by S.I. 1984/1039, para. 4(b)

Certification of Numbers on Rolls

[^{F31} Not later than the 1st June the chairman, vice-chairman, secretary or church electoral roll officer of the parochial church council shall notify in writing the secretary of the diocesan synod of the number of names on the roll of each parish as at the date of the annual meeting and a copy of such notification shall be affixed at or near

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to the principal door of every church in the parish and every building licensed for public worship in the parish when notification is sent to the secretary of the diocesan synod, and shall remain so affixed for a period of not less than fourteen days.]

Amendments (Textual)

F31Sch. 3 rule 4 inserted (1.1.1995) by S.I. 1994/3118, para. 7.

.....

F5784

Amendments (Textual)

F578Sch. 3 rule 4 omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 7.

[^{F32}[^{F33}₅](1) A person whose name is entered on the roll of a guild church shall for the purpose of the provisions of these rules which prescribe the qualifications for election to a deanery synod, a diocesan synod or the House of Laity of the General Synod, or for membership of a deanery synod under rule [^{F34}24(6)(b)], be deemed to be a person whose name is on the roll of the parish in which the guild church is, and references in those provisions or in rule [^{F34}1(4)] to a person whose name is on the roll of a parish or on the roll of each of two or more parishes, and in rule [^{F34}46] to entry on the roll of a parish, shall be construed accordingly.

(2) In this rule “guild church” means a church in the City of London designated and established as a guild church under the City of London (Guild Churches) Acts 1952 and 1960.]

Amendments (Textual)

F32Rule 4A added by S.I. 1973/1865, para. 5.

F33Rule 5 (originally 4A) renumbered (1.1.1995) by S.I. 1994/3118, para. 8.

F34Words in Sch. 3 rule 5 para. (1) (originally 4A para. (1)) amended (1.1.1995) by S.I. 1994/3118, para. 63, Sch.

Part II Parochial Church Meetings and Councils Annual Meetings

[^{F35}6](1) In every parish there shall be held not later than the 30th April in each year the annual parochial church meeting (hereafter in these rules referred to as “the annual meeting”).

(2) All lay persons whose names are entered on the roll of the parish shall be entitled to attend the annual meeting and to take part in its proceedings, and no other lay person shall be so entitled.

(3) A clerk in Holy Orders shall be entitled to attend the annual meeting of a parish and take part in its proceedings—

- a) if he is either beneficed in or licensed to the parish or any other parish in the area of the benefice to which the parish belongs; or
- b)^{F36}

[^{F37}(b)] if he is resident in the parish and is not beneficed in or licensed to any other parish.

[^{F38}(c) if he is not resident in the parish and is not beneficed or licensed to any other parish, the parochial church council with the concurrence of the minister has declared him to be a habitual worshipper in the parish, such declaration being effective until the conclusion of the annual meeting in the year in which a new roll is prepared under rule 2 or his ceasing to be a habitual worshipper in the parish whichever is the earlier, but without prejudice to a renewal of such declaration; or

- d) if he is a co-opted member of the parochial church council in accordance with rule ^{F39}... [^{F40}14(1)(h)].]

[^{F41}(4) Without prejudice to paragraphs (2) and (3) of this rule—

- a) all the members of the team of a team ministry shall be entitled to attend, and take part in the proceedings of, the annual meeting of the parish or each of the parishes in the area of the benefice for which the team ministry is established, and where the area of a group ministry includes the area of a benefice for which a team ministry is established, all the vicars in that ministry shall be entitled to attend, and take part in the proceedings of, the annual meeting of each of the other parishes in the area for which the group ministry is established;
- b) (b)all the incumbents and priests in charge in a group ministry shall be entitled to attend, and take part in the proceedings of, the annual meeting of each of the parishes in the area for which the group ministry is established.

(5) Where two or more benefices are held in plurality and a team ministry is, or is to be, established for the area of one of those benefices, then, if 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, paragraph (4) of this rule shall have effect as if the references to the area of the benefice were references to the combined area of the benefices concerned.]

Amendments (Textual)

F35Rule 6 (originally 5) renumbered (1.1.1995) by S.I. 1994/3118, para. 8.

F36Rule 5(3)(b) (as originally enacted) repealed by S.I. 1981/959, para. 2(1).

F37Rule 5(3)(c) re-lettered “b” by S.I. 1984/1039, para. 4.

F38Rule 5(3)(c)(d) inserted by S.I. 1984/1039, para. 4.

F39Words in Sch. 3 rule 6 para (3)(d) omitted (1.1.1996) by virtue of S.I. 1995/3243, para. 1.

F40Words in Sch. 3 rule 6 para (3)(d) inserted (1.1.1996) by S.I. 1995/3243, para. 1.

F41Rule 5(4)(5) inserted by S.I. 1981/959, para. 2(2).

Convening of Meeting

[^{F42}7](1) The annual meeting shall be convened by the minister of the parish by a notice in the form set out in section 4 of Appendix 1 to these rules affixed on or near to the principal door of every church in the parish and every building licensed for public worship in the parish, for a period including the last two Sundays before the day of the meeting.

(2) The annual meeting shall be held at such place on such date and at such hour as shall be directed by the previous annual meeting, or by the parochial church council (which may vary any direction given by a previous annual meeting) or in the absence of any such direction as shall be appointed by the minister.

(3) During the vacancy of the benefice or curacy or when the minister is absent or incapacitated by illness or any other cause, the vice-chairman of the parochial church council, or if there is no vice-chairman, or if he is unable or unwilling to act, the secretary of or some other person appointed by that council shall have all the powers vested in the minister under this rule.

(4) The annual meeting shall be held at a place within the parish unless the parochial church council decide otherwise.

[^{F43}5] The minister of a new parish created by a pastoral scheme, or, in the absence of the minister, a person appointed by the bishop, shall as soon as possible after the scheme comes into operation convene a special parochial church meeting, and, subject to paragraph (6) of this rule, the provisions of these rules relating to the convening and conduct of the annual general meeting shall apply to a special meeting convened under this paragraph.

(6) A special meeting so convened and held in the month of November or the month of December may, if the meeting so resolves, be for all purposes under these rules the annual meeting for the succeeding year, and a special meeting so convened shall in any event be for all such purposes the annual meeting for the year in which it is so convened and held.]

Amendments (Textual)

F42Rule 7 (originally 6) renumbered (1.1.1995) by S.I. 1994/3118, para. 8.

F43Rule 6(5)(6) inserted by S.I. 1981/959, para. 3

Chairman

[^{F44}8]

[^{F44}8][^{F45}(1) The minister, if present, or, if he is not present, the vice-chairman of the parochial church council, or, subject to paragraph (2) of this rule, if he also is not present, a chairman chosen by the annual meeting shall preside thereat.

(2) Where a parish is in the area of a benefice for which a team ministry is established, and a vicar in that ministry is entitled to preside at an annual meeting of that parish by virtue of a provision in a pastoral scheme or the bishop's licence assigning to the vicar the duties, or a share in the duties, of the chairmanship of the annual meeting of that parish, then, if both he and the vice-chairman of the parochial church council are not present at that meeting, but the rector in that ministry is present, the rector shall preside thereat.]

[^{F46}(3)] In case of an equal division of votes, the chairman of the meeting shall have a second or casting vote [^{F47} unless it is a case where rule [^{F48}11(8)] applies]; but no clerical chairman shall have a vote in the election of the parochial representatives of the laity.

Amendments (Textual)

F44Rule 8 (originally 7) renumbered (1.1.1995) by S.I. 1994/3118, para. 8.

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F45 Rule 7(1)(2) substituted for first sentence of rule 7 by S.I. 1981/959, para. 4(1)

F46 Second sentence of rule 7 numbered para. (3) by S.I. 1981/959, para. 4(2)

F47 Words inserted by S.I. 1973/1865, para. 6

F48 Words in Sch. 3 rule 8 para. (3) (originally 7(3)) amended (1.1.1995) by S.I. 1994/3118, para. 63, Sch.

Business

[^{F49}9](1) The annual meeting shall receive from the parochial church council and shall be free to discuss:—

F50 (a).....

[^{F51} (a) a report on changes in the roll since the last annual parochial church meeting or, in a year in which a new roll is prepared, a report on the numbers entered on the new roll;]

F52 (b).....

F52 (c).....

F52 (d).....

F52 (e).....

[^{F53} (b) an annual report on the proceedings of the parochial church council and the activities of the parish generally;

(a) the financial statements of the parochial church council for the year ending on the 31st December immediately preceding the meeting, independently examined or audited as provided by paragraph (3) hereof;]

[^{F54} (d)] a report upon the fabric, goods and ornaments of the church or churches of the parish [^{F55}, under section 5 of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991]; and

[^{F54} (e)] a report on the proceedings of the deanery synod.

F56 (2).....

F56 (3).....

[^{F57}(2) The council shall cause a copy of the said roll to be available for inspection at the meeting.

F57 (3) The said financial statements shall—

- a) be independently examined or audited in such manner as shall be prescribed in accordance with rule 54(8);
- b) be considered and, if thought fit, approved by the parochial church council and signed by the chairman presiding at the meeting of the council; and
- c) be displayed for a continuous period of at least seven days before the annual meeting, including at least one Sunday when the church is used for worship, on a notice-board either inside or outside the church.

F57(4) The annual report referred to in paragraph (1)(b) above and the said financial statements shall be prepared in such form as shall be prescribed in accordance with rule 54(8) hereof for consideration by the annual meeting. Following such meeting the council shall cause the annual report and statements to be published and displayed in the parish in such manner as may be prescribed in accordance with rule 54(8) and shall cause copies to be sent within twenty-eight days of the annual meeting to the secretary of the diocesan board of finance for retention by the board.]

F58 (4).....

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F59(5).....

[F60[F61(5)] The annual meeting shall in the manner provided by rule 11—

- a) elect in every third year, parochial representatives of the laity to the deanery synod;
- b) elect parochial representatives of the laity to the parochial church council;
- c) appoint sidesmen;
- d) F62(d).....
- e) [F63(d)]appoint the independent examiner or auditor to the council for a term of office ending at the close of the next annual meeting, provided that such person shall not be a member of the council.]

and the elections and appointments shall be carried out in the above order.]

[F64[F65(6)] Without prejudice to the foregoing provisions and rule [F667(6)], a special parochial church meeting convened under rule [F667(5)] shall, in addition to other business, —

- d) decide on the number of members of the parochial church council who are to be the elected representatives of the laity;
- e) elect in the manner provided by rule [F6611] parochial representatives of the laity to the deanery synod, if such representatives are required to be elected in the year for which that meeting is the annual meeting by virtue of rule [F667(6)].]

[F61(7)] Any person entitled to attend the annual meeting may ask any question about parochial church matters or bring about a discussion of any matter of parochial or general interest, by moving a general resolution or by moving to give any particular recommendation to the council in relation to its duties.

[F61(8)] The annual meeting shall have power to adjourn and to determine its own rules of procedure.

[F61(9)] The secretary of the parochial church council (or another person appointed by the meeting in his place) shall act as a clerk of the annual meeting and shall record the minutes thereof.

Amendments (Textual)

F49Rule 9 (originally 8) renumbered (1.1.1995) by S.I. 1994/3118, para. 8.

F50Sch. 3 rule 9(1)(a) omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 8.

F51Sch. 3 rule 9 para. 1(a) inserted (1.1.1995) by S.I. 1994/3118, para. 8.

F52Sch. 3 rule 9 paras. (1)(b)-(e) omitted (1.5.1997) by virtue of S.I. 1995/3243, para. 2.

F53Sch. 3 rule 9 paras. (1)(b)(c) inserted (1.5.1997) by S.I. 1995/3243, para. 2.

F54Sch. 3 rule 9 paras. (1)(d)(e) (previously (1)(f)(g)) renumbered (1.5.1997) by S.I. 1995/3243, para. 2.

F55Words in Sch. 3 rule 8(1)(f) inserted (1.3.1993) by Care of Churches and Ecclesiastical Jurisdiction Measure 1991 (No. 1, SIF 28:1), s. 32(1), Sch. 7 para. 4(a) (with s. 31(6)); Instrument dated 16.2.1993 made by the Archbishops of Canterbury and York

F56Sch. 3 rule 9 paras. (2)(3) omitted (1.5.1997) by virtue of S.I. 1995/3243, para. 3.

F57Sch. 3 rule 9 paras. (2)-(4) inserted (1.5.1997) by S.I. 1995/3243, para. 3.

F58Sch. 3 rule 9(4) (originally 8(4)) omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 10.

F59Sch. 3 rule 9(5) (originally 8(5)) omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 10.

F60Sch. 3 rule 9(4) inserted (1.1.1995) by S.I. 1994/3118, para. 10.

F61Sch. 3 rule 9 paras. (5)-(9) (previously (4)-(8)) renumbered (1.5.1997) by S.I. 1995/3243, para. 3.

F62Sch. 3 rule 9 para. (4)(d) omitted (1.5.1996) by virtue of S.I. 1995/3243, para. 4.

F63Sch. 3 rule 9 para. (4)(d) inserted (1.5.1996) by virtue of S.I. 1995/3243, para. 4.

F64Rule 8(6) inserted by S.I. 1981/959, para. 5

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F65Sch. 3 rule 8(6) renumbered as 9(5) (1.1.1995) by S.I. 1994/3118, para. 10 and renumbered (1.5.1997) as rule 9(6) by S.I. 1995/3243, para. 3.

F66Words in Sch. 3 rule 9 para. (5) (originally 8(6)) amended (1.1.1995) by S.I. 1994/3118, para. 63, Sch.

Qualifications of persons to be chosen or elected by annual meetings

[^{F67}₁₀]^{F68}(1).

[^{F69}(1) Subject to the provisions of rule 1(4) and paragraph (3) of this rule, the qualifications of a person to be elected a parochial representative of the laity to either the parochial church council or the deanery synod are that—

- a) his name is entered on the roll of the parish;
- b) he is an actual communicant as defined in rule 54(1); and
- c) in the case of election to the parochial church council, he is of sixteen years or upwards, and in the case of his election to the deanery synod, he is of eighteen years or upwards.]

^{F68}(1A).

^{F68}(1B).

(2) The qualification of a person to be ^{F70}. . . [^{F71}appointed] a sidesman is that his name is entered on the roll of the parish.

^{F72}(3).

[^{F73}(3) No person shall be nominated for election under rule 9—

- a) to serve on either the parochial church council, or the deanery synod unless he has signified his consent to serve, or there is in the opinion of the meeting sufficient evidence of his willingness to serve;
- b) to serve on the parochial church council, if he has been disqualified [^{F74}under rule 46A];
- c) ^{F75}.]

Amendments (Textual)

F67Sch. 3 rule 10 (originally 9) renumbered (1.1.1995) by S.I. 1994/3118, para. 11.

F68Sch. 3 rule 10 paras. (1)(1A)(1B) omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 11.

F69Sch. 3 rule 10 para. (1) inserted (1.1.1995) by S.I. 1994/3118, para. 11.

F70Word in Sch. 3 rule 10 para. (2) omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 12.

F71Word in Sch. 3 rule 10 para. (2) inserted (1.1.1995) by S.I. 1994/3118, para. 12.

F72Sch. 3 rule 10 para. (3) omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 12.

F73Sch. 3 rule 10 para. (3) inserted (1.1.1995) by virtue of S.I. 1994/3118, para. 13.

F74Words in Sch. 3 rule 10(3)(b) substituted (1.1.2000) by virtue of The Church Representation Rules (Amendment) Resolution 1999 (S.I. 1999/2112), paras. 2(a), 24(3)

F75Sch. 3 rule 10(3)(c) omitted (1.1.2000) by virtue of The Church Representation Rules (Amendment) Resolution 1999 (S.I. 1999/2112), paras. 2(b), 24(3)

Conduct of Elections at Annual Meetings

[^{F76}11](1)[^{F77}^{F78}. . . [^{F79}Subject to the provisions of any resolution under rule 12]for the time being in force] this rule shall apply to all elections at annual meetings.

(2) All candidates for election at an annual meeting must be nominated and seconded by persons entitled to attend the annual meeting, and in the case of parochial representatives of the laity, by persons whose names are entered on the roll of the parish. A candidate shall be nominated or seconded either before the meeting in writing or at the meeting.

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(3) If the number of candidates nominated is not greater than the number of seats to be filled, the candidates nominated shall forthwith be declared elected.

(4) If more candidates are nominated than there are seats to be filled, the election shall take place at the annual meeting.

(5) No clerk in Holy Orders shall be entitled to vote in the election of any parochial representatives of the laity.

(6) Each person entitled to vote shall have as many votes as there are seats to be filled but may not give more than one vote to any one candidate.

(7) Votes may be given:—

- a) on voting papers, which must be signed by the voter [^{F80}on the reverse thereof]; or
- b) if no person present objects thereto, by show of hands.

[^{F81}(a)] Where owing to an equality of votes an election is not decided, the decision between the persons for whom the equal numbers of votes have been cast shall be taken by lot.

[^{F82}(b)] When an election or any stage of an election is recounted, either on appeal or at the request of the presiding officer or of a candidate, if the original count and the re-count are identical at the point when a lot must be drawn to resolve a tie, the original lot shall be used to make the determination.]

(9) The result of any election by an annual meeting shall be announced as soon as practicable by the person presiding over the election, and a notice of the result shall in every case be affixed on or near the principal door of every church in the parish and every building licensed for public worship in the parish, and shall bear the date on which the result is declared. The notice shall remain affixed for not less than fourteen days. [^{F83}Thereafter the secretary of the parochial church council shall hold a list of the names and addresses of the members of the council which shall be available for inspection on reasonable notice being given by any person who either is resident in the parish or has his name on the electoral roll, but the secretary shall not be bound to provide a copy of such list.]

[^{F84}(10) Names and addresses, of parochial representatives of the laity elected to the deanery synod shall be sent by the secretary of the parochial church council to the diocesan electoral registration officer appointed in accordance with rule [^{F85}29] and to the secretary of the deanery synod.]

Amendments (Textual)

F76Sch. 3 rule 11 (originally 10) renumbered (1.1.1995) by S.I. 1994/3118, para. 14.

F77Words inserted by S.I. 1980/178, para. 3(1).

F78Words in Sch. 3 rule 11 para. (1) omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 14.

F79Words in Sch. 3 rule 11 para. (1) inserted (1.1.1995) by S.I. 1994/3118, para. 14.

F80Words inserted by S.I. 1980/178, para. 3(2).

F81Sch. 3 rule 11 para. (8)(a) (originally (8)) renumbered (1.1.1995) by S.I. 1994/3118, para. 14.

F82Sch. 3 rule para. (8)(b) inserted (1.1.1995) by S.I. 1994/3118, para. 14.

F83Words added by S.I. 1989/2094, para. 1(1).

F84Sch. 3 rule 10(10) substituted by S.I. 1989/2094, para. 1(2).

F85Words in Sch. 3 rule 11 para. (10) amended (1.1.1995) by S.I. 1994/3118, para. 63, Sch.

^{F86} **Variation of method of election by scheme**

Amendments (Textual)

F86Rule 10A and heading inserted by S.I. 1980/178, para. 3(1)

^{F87}12(1) The annual meeting may ^{F88}...^{F89}pass a resolution]which provides that the election of parochial representatives of the laity to the parochial church council or to the deanery synod or to both that council and that synod shall be conducted [^{F90}by the method of the single transferable vote] under rules, with the necessary modifications, made by the General Synod under rule [^{F91}39(7)] and for the time being in force.

^{F92}(2) The annual meeting may ^{F88}...^{F89}pass a resolution]which provides that any person entitled to attend the annual meeting and vote in the elections of parochial representatives of the laity to the parochial church council or to the deanery synod or to both that council and that synod may make application in the form set out in section 4A of Appendix I for a postal vote.

(3) Where applications for postal votes have been received by the date specified in the notice convening the annual meeting and where the number of candidates nominated for an election referred to in paragraph (2) of this rule is greater than the number of seats to be filled, the annual meeting shall appoint a presiding officer who shall not be a candidate in the election. Voting papers shall be distributed to each person present at the meeting entitled to vote and completed papers shall be returned into the custody of the presiding officer before the close of the meeting. The presiding officer shall ensure that persons who have made application for a postal vote shall be sent or have delivered a voting paper within 48 hours of the close of the meeting such paper to be returned to the presiding officer within such period of not less than 7 days nor more than 14 days from the date of the meeting as the presiding officer shall specify.]

^{F93}(4).

^{F94}(4) A resolution passed under this rule shall be invalid unless approved by at least two thirds of the persons present and voting at the annual meeting nor shall it be operative until the next ensuing annual meeting. Such resolution may be rescinded by a subsequent resolution passed in the same manner.]]

Amendments (Textual)

F87Sch. 3 rule para. 12 (originally 10A) renumbered (1.1.1995) by S.I. 1994/3118, para. 15.

F88Words in Sch. 3 rule 12 para. (1)(2) omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 15.

F89Words in Sch. 3 rule 12 para. (1)(2) inserted (1.1.1995) by S.I. 1994/3118, para. 15.

F90Words substituted by S.I. 1984/1039, para. 6(1).

F91Words in Sch. 3 rule 12 para. (1) (originally 10A(1)) amended (1.1.1995) by S.I. 1994/3118, para. 63, Sch.

F92Sch. 3 rule 10A(2)(3) inserted by S.I. 1989/2094, para. 1(3).

F93Sch. 3 rule 12 para. (4) omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 16.

F94Sch. 3 rule 12 para. (4) inserted (1.1.1995) by S.I. 1994/3118, para. 16.

Conduct of Elections of Churchwardens

^{F95}13(1)[^{F96}Elections of Churchwardens under the Churchwardens Measure 1999] shall be conducted, announced and notified in the same manner as elections under [^{F97}rule [^{F98}11]] except that all persons entitled to attend the meeting of parishioners other than the minister shall be entitled to nominate and vote at such elections of churchwardens.

^{F99}(2).

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Amendments (Textual)

F95Sch. 3 rule 13 (originally 11) renumbered (1.1.1995) by S.I. 1994/3118, para. 17.

F96Words in Sch. 3 rule 13 para. (1) substituted (1.1.2002) by 2001 Measure No. 1, s. 15(1), Sch. 2 rule 1; Instrument dated 13.11.2001 made by the Archbishops of Canterbury and York

F97Words substituted by S.I. 1984/1039, para. 7

F98Words in Sch. 3 rule 13 para. (1) (originally 11(1)) amended (1.1.1995) by S.I. 1994/3118, para. 63, Sch.

F99Sch. 3 rule 13 para. (2) repealed (1.1.2002) by 2001 Measure No. 1, s. 15(2), Sch. 3; Instrument dated 13.11.2001 made by the Archbishops of Canterbury and York

Parochial Church Council Members

[^{F100}14](1)[^{F101}Subject to the provisions of rule [^{F102}1(4)][^{F103}and paragraph (3) of this rule,]] the parochial church council shall consist of:—

a) all clerks in Holy Orders beneficed in or licensed to the parish, . . . ^{F104}

[^{F105}(b) any deaconess or lay worker licensed to the parish;]

[^{F106}[^{F107}(c)] in the case of a parish in the area of a benefice for which a team ministry is established, all the members of the team of that ministry;]

[^{F107}(d)] the churchwardens [^{F108}and any deputy churchwardens who are ex officio members of the parochial church council by virtue of a scheme made under rule 18(4) of these rules,] being ^{F109}. . . [^{F110}actual communicants] whose names are on the roll of the parish;

^{F111}(d).

[^{F112}[^{F107}(e)] such, if any, of the readers who are licensed to that parish or licensed to an area which includes that parish and whose names are on the roll of the parish as the annual meeting may determine.]

[^{F107}(f)] all persons whose names are on the roll of the parish and who are lay members of any deanery synod, diocesan synod or the General Synod;

[(g)] such number of representatives of the laity as the annual meeting may decide, and so that the number determined may be altered from time to time by a resolution passed at any annual meeting, but such resolution shall not take effect before the next ensuing annual meeting; and

[^{F107} (h)] co-opted members, if the parochial church council so decides, not exceeding in number one-fifth of the representatives of the laity elected under the last preceding sub-paragraph of this paragraph [^{F113}or two persons whichever shall be the greater,], and being either clerks in Holy Orders or ^{F114}. . . [^{F115}actual lay communicants of sixteen] years of age or upwards. The term of office of a co-opted member shall be until the conclusion of the next annual meeting; but without prejudice to his being co-opted on subsequent occasions for a similar term, subject to and in accordance with the provisions of these rules.

[^{F116}[^{F117}(2)] Any person chosen, appointed or elected as a churchwarden of a parish, being an ^{F118}. . . [^{F119}actual communicant] whose name is on the roll of the parish, shall as from the date on which the choice, appointment or election, as the case may be, is made be a member of the parochial church council of the parish by virtue of this paragraph until he is admitted to the office of churchwarden, and he shall thereafter continue to be a member of that council by virtue of [^{F120}paragraph 1(d)] of this rule unless and until he ceases to be qualified for membership by virtue of that sub-paragraph.]

[^{F121}(3)].

[^{F122}(3) A person shall cease to be a member of a parochial church council—

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- a) (a)if his name is removed from the roll of the parish under rule 1, on the date on which his name is removed;
- b) (b)if he refuses or fails to apply for enrolment when a new roll is being prepared, on the date on which the new roll is completed;

[^{F123}(c) if he is or becomes disqualified under rule 46A, from the date on which the disqualification takes effect];

but, so far as the provisions of (a) and (b) above are concerned, shall be without prejudice to any right which that council may have to make that person a co-opted member.]

[^{F117}(4)]Where a group ministry is established the incumbents of all benefices in the group [^{F124}every priest in charge of any benefice therein and where the area of the group ministry includes the area of a benefice for which a team ministry is established, all the vicars in that ministry] shall be entitled to attend meetings of the parochial church councils of all the parishes in the area for which the group ministry is established. They shall be entitled to receive documents circulated to members of councils of which they are not themselves members and to speak but not to vote at meetings of such councils.

[^{F125}[^{F117}(5)]Where two or more benefices are held in plurality and a team ministry is, or is to be, established for the area of one of those benefices, then, if 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, paragraphs [^{F126}1(c) and (4)]of this rule shall have effect as if the references to the area of the benefice were references to the combined area of the benefices concerned.]

Amendments (Textual)

F100Sch. 3 rule 14 (originally 12) renumbered (1.1.1995) by S.I. 1994/3118, para. 17.

F101Words inserted by S.I. 1980/178, para. 4(1).

F102Words in Sch. 3 rule 14(1) (originally 12(1)) amended (1.1.1995) by S.I. 1994/3118, para. 63, Sch.

F103Words in Sch. 3 rule 14 para. (1) inserted (1.1.1995) by S.I. 1994/3118, para. 17(a).

F104Words repealed by S.I. 1981/959, para. 6(1).

F105Rule 12(1)(b) substituted by S.I. 1984/1039, para. 8.

F106Rule 12(1)(bb) inserted by S.I. 1981/959, para. 6(1).

F107Sch. 3 rule 14 para. (1)(c)-(h) (originally (1)(bb)-(g)) relettered (1.1.1996) by S.I. 1995/3243, para. 5.

F108Words in Sch. 3 rule 14(1)(d) inserted (1.1.2000) by The Church Representation Rules (Amendment) Resolution 1999 (S.I. 1999/2112), paras. 3(a), 24(3)

F109Words in Sch. 3 rule 14(1)(c) (originally 12(1)(c)) omitted (1.1.1995) by virtue of S.I. 1994/3118, para.17(b).

F110Words in Sch. 3 rule 14(1)(c) inserted (1.1.1995) by S.I. 1994/3118, para. 17(b).

F111Sch. 3 rule 14 para. (1)(d) omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 18(a).

F112Sch. 3 rule 14 para. (1)(d) inserted (1.1.1995) by S.I. 1994/3118, para. 18(a).

F113Words inserted by S.I. 1989/2094, para. 2.

F114Words in Sch. 3 rule 14 para. (1)(g) omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 18(b).

F115Words in Sch. 3 rule 14 para. (1)(g) inserted (1.1.1995) by S.I. 1994/3118, 18(b).

F116Rule 12(1A) inserted by S.I. 1980/178, para. 4(2).

F117Words in Sch. 3 rule 14 paras. (2)-(5) (originally (1A)-(4)) renumbered (1.1.1995) by S.I. 1994/3118, para. 18(b).

F118Words in Sch. 3 rule 14 para. (2) omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 18(b).

F119Words in Sch. 3 rule 14 para. (2) inserted (1.1.1995) by S.I. 1994/3118, para. 18(b).

F120Words in Sch. 3 rule 14(1A) (originally 12(1A)) amended (1.1.1995) by S.I. 1994/3118, para. 63, Sch.

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F121Sch. 3 rule 14 para. (2) renumbered (3) and omitted (1.1.1995) by virtue of S.I. 1994/3118, paras. 18, 19.

F122Sch. 3 rule 14 para. (3) inserted (1.1.1995) by S.I. 1994/3118, para. 19.

F123Sch. 3 rule 14(3)(c) substituted (1.1.2000) by virtue of The Church Representation Rules (Amendment) Resolution 1999 (S.I. 1999/2112), paras. 3(b), 24(3)

F124Words inserted by S.I. 1981/959, para. 6(2).

F125Rule 12(4) inserted by S.I. 1981/959, para. 6(3).

F126Words in Sch. 3 rule 14(4) (originally 12(4)) amended (1.1.1995) by S.I. 1994/3118, para. 63, Sch.

General Provisions relating to Parochial Church Councils

[^{F127}15] The provisions in Appendix II to these rules shall have effect with respect to parochial church councils, and with respect to the officers, the meetings and the proceedings thereof:

Provided that a parochial church council may, with the consent of the diocesan synod, vary the said provisions, in their application to the council.

Amendments (Textual)

F127Sch. 3 rule 15 (originally 13) renumbered (1.1.1995) by S.I. 1994/3118, para. 20.

Term of office

[^{F128}16][^{F129}(1)] Representatives of the laity on the parochial church council of a parish shall hold office from the conclusion of the annual meeting until the conclusion of the next annual meeting of the parish:

Provided that the annual meeting may decide that [^{F130}, with effect from the date of that meeting,] one-third only (or the number nearest to one-third) of the representatives of the laity elected to the council shall retire from office in every year. In any case where it is so decided, the representatives of the laity to retire from office at each annual meeting shall be those who have been longest in office since last elected, and as between representatives of the laity elected on the same day, those to retire shall (unless they otherwise agree among themselves) be selected by lot. A representative of the laity shall in any event retire at the conclusion of the third annual meeting after that at which he was elected.

[^{F129}(2)] Persons who are members of a parochial church council by virtue of their election as lay members of a deanery synod shall hold office for a term beginning with the date of their election and ending with the 31st May next following the election of their successors.]

Amendments (Textual)

F128Sch. 3 rule 16 (originally 14) renumbered (1.1.1995) by S.I. 1994/3118, para. 20.

F129 "(1)" inserted, and rule 14(2) added by S.I. 1973/1865, para. 9

F130Words in Sch. 3 rule 16(1) proviso inserted (1.1.2000) by The Church Representation Rules (Amendment) Resolution 1999 (S.I. 1999/2112), paras. 4, 24(3)

Limitation on years of service

[^{F131}17]The annual meeting may decide that no representative of the laity [^{F132}being a member of the parochial church council by virtue of rule 14(1)(g) may hold office after the date of that meeting] for more than a specified number of years continuously and may also decide that after a specified interval a person who has ceased to be eligible by reason of such decision may again stand for election as a representative of the laity on the council.

Amendments (Textual)

F131Sch. 3 rule 17 (originally 15) renumbered (1.1.1995) by S.I. 1994/3118, para. 20.

F132Words in Sch. 3 rule 17 substituted (1.1.2000) by virtue of The Church Representation Rules (Amendment) Resolution 1999 (S.I. 1999/2112), paras. 5, 24(3)