

PCC Secretaries' Handbook



Diocese of Canterbury
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Welcome

Welcome to the office of Parochial Church Council (PCC) Secretary.

This booklet attempts to set out the main responsibilities of the PCC Secretary and offer useful guidance on best practice.

It is not designed to be a definitive guide and should always be read in conjunction with the Church Representation Rules, which can be obtained from Church House, Westminster, any reputable bookseller, or online here:

www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/contents

Please do let us know if you have any suggestions for additional information you would like included or areas where further clarification would be helpful.

The Handbook is also available on the diocesan website: canterburydiocese.org/pcc-secretaries.php

We recommend referring to the online version as this will be updated more frequently when legislation changes. All information contained within this Handbook is correct at the time of publication.

We hope that this will further enable us all to work together in supporting the work of the Church.

Finally, please do not hesitate to get in touch with the Diocesan Office should you have any queries which are not answered in this booklet:

diocesansecretary@diocant.org

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Functions of the PCC

Functions of the **Parochial** Church Council (PCC)

The PCC is a charity and its members are charity trustees; a role governed by the Charities Act 2011, Charities Act 2022, and Ecclesiastical Law.

The history of PCCs begins with the Parochial Church Council (Powers) Measure 1956 which summarised the general functions of PCCs as follows:

1. It shall be the duty of the Minister and the Parochial Church Council to consult together on matters of general concern and importance to the parish
2. The functions of the PCC shall include:
 - a. Co-operation with the Minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical;
 - b. the consideration and discussions of matters concerning the Church of England or any other matters of religious or public interest, but not the declaration of the doctrine of the Church on any question;
 - c. making known and putting into effect any provision made by the Diocesan Synod, but without prejudice to the powers of the PCC on any particular matter;
 - d. giving advice to the Diocesan Synod on any matter referred to the PCC;
 - e. raising such matters as the PCC consider appropriate with the Diocesan Synod
3. In the exercise of its functions, the PCC shall take into consideration any expression of opinion by any Parochial Church Meeting.

Body corporate

The PCC is known as a body corporate. This means that the PCC has a legal identity quite separate from the individual members of which it is composed. However, the PCC body is accountable for the decisions that it makes and therefore decisions need to be taken carefully showing fairness, respect for the law, and be in line with the regulations of the Charity Commission.

For this reason, the details of any far-reaching decision must always be prepared carefully in writing for every member of the PCC to have a chance to read and consider before it is finalised at the PCC meeting.

Role of the PCC Secretary

The primary responsibilities of a PCC Secretary are to support the PCC Chair, usually the Incumbent, in the preparation and organisation of meetings and to handle all correspondence on behalf of the PCC. The Diocesan Office will also need to contact you from time to time to request specific information. Every effort is made to keep this to a

minimum so we should be grateful if you would respond to all communications as soon as possible.

Key tasks

- To liaise with the Incumbent, who is the Chair of the PCC, over the preparation of the agenda and supporting papers for meetings of the PCC (or to liaise with the Vice Chair, during a vacancy)
- To advise PCC members, at least ten days in advance of the next meeting, and to prepare, produce and issue the agenda and supporting papers to every member in good time, at least seven days before the meeting
- To receive and note changes/questions about the papers in advance of the meeting
- To attend PCC meetings and take accurate notes from which to prepare the Minutes
- To produce and distribute the Minutes of each meeting
- To ensure that a copy of the Minutes and any supporting papers (but excluding any confidential items) are available for public inspection
- To keep an accurate record of attendance at meetings
- To ensure that the PCC fixes the dates of future meetings
- To record all resolutions passed by the PCC, together with the names of the proposer and seconder and voting figures
- To handle correspondence on behalf of the Parish, including from the Diocesan Office, and action accordingly
- To respond to requests from the Diocesan Office from time to time
- To organise the Annual Parochial Church Meeting (APCM); post the appropriate notices and commission, collect, duplicate and issue written reports, agendas, and minutes
- To prepare, or have prepared, an Annual Report to the APCM on the work of the PCC and send, or arrange to have sent, a copy to the Diocesan Secretary together with a copy of the Annual Accounts
- To ensure that there is an up-to-date copy of the *Church Representation Rules* available at the meeting and to particularly understand the rules relating to voting procedures and the eligibility of persons to vote
- To inform the Diocesan Office of their name and that of the other officers elected at the Annual Parochial Church Meeting (APCM) by returning the form sent with the Articles of Enquiry from the Diocesan Office
- To notify the Diocesan Office of any change in parish officers, or their contact details as soon as possible, e.g., PCC Secretary, Treasurer, Electoral Roll Officer, Churchwarden etc.

- To notify the Diocesan Office and Deanery Synod Secretary of changes in Parish Representatives on Deanery Synod

In addition, PCC Secretaries may be asked:

- To service meetings of other groups in the Parish
- To support the Incumbent in general governance of the Parish where requested
- To seek information from the Diocesan Advisory Committee (DAC) and/or to handle applications for Faculties.

Electoral Rolls

Each Parish must keep an Electoral Roll, which is the foundation of the whole structure of synodical government in the Church. It contains the names and contact details of all lay persons who can vote at the Annual Parochial Church Meeting (APCM).

The Electoral Roll should be revised annually. Every sixth year (from 2025), the preparation of new church Electoral Rolls takes place, which means that a new Electoral Roll needs to be constructed from scratch, with new forms completed by everyone who wishes to be on the Roll.

After the completion of a revision of the Roll of a parish, the PCC must publish the Roll for at least 15 days before the APCM, and no more than 28 days. Rolls may be published electronically or on paper. The Roll as published must include every name entered but no other personal data such as addresses or telephone numbers.

The Diocesan Office will send out a letter in January each year from the Diocesan Secretary detailing what must take place that year, along with the necessary Electoral Roll Certificates. In Parishes where there is no Electoral Roll Officer, the task of revising/preparing the Roll usually falls on the PCC Secretary.

Key rules governing PCCs

Number of meetings

PCCs must hold enough meetings to effectively transact business (as well as the Annual Meeting) spread evenly throughout the year. This is recommended as being four per year, however, it will vary and there is no longer a minimum requirement for the number of meetings.

Membership

A PCC is made up of:

- All Licensed Clergy in the Parish, Benefice, or Team Ministry
- The Churchwardens
- Any lay representatives on Deanery Synod, Diocesan Synod, or General Synod who are on the Electoral Roll of the Parish
- Elected lay representatives whose names must appear on the Electoral Roll of the Parish

The PCC can also decide to co-opt at least two additional members onto the PCC, as long as this is not higher in number than one-fifth of the elected lay representatives on the PCC. All co-opted members have to be either ordained or be lay communicants over sixteen years old.

Readers are not automatically *ex-officio* members of the PCC but are members of the PCC if the Annual Parochial Church Meeting (APCM) so decides. It can be decided which, and how many, of the Readers are on the PCC if there are several licenced to the Parish. The decision of the APCM continues until it is changed at another APCM and does not have to be addressed every year. Readers will also be eligible for election to the PCC as representatives of the Laity if they are on the Electoral Roll of the Parish.

The maximum number of elected lay representatives on a PCC is dependent on the size of the Electoral Roll, as outlined in the table below.

Total Electoral Roll	Number of Lay Representatives to the PCC
50 or fewer	6
51 - 100	9
101 - 200	12
201 & more	15

If a parish wishes to vary the number of lay representatives to those listed above, a resolution must be passed at the APCM. Please note that this variation does not take effect until the next APCM.

Quorum

A PCC is quorate (can conduct business) if a third of its current membership is present and there is a lay majority.

Voting

This is decided by a simple majority of those members present and voting - the Chair has a second, or casting, vote if necessary. Voting can be done by a simple show of hands or using ballot papers. If the meeting is online, this can be done using the in-built voting features on services such as Zoom or Microsoft Teams.

Non-agenda items of business

Three quarters of the members present at a meeting must consent to the transaction of any non-agenda item of business.

Postponed meeting

If a meeting has to be postponed, PCC members must be given written notice of the date of the reconvened meeting within fourteen days of the postponed meeting.

Emergency meetings

An emergency meeting can be convened by the Chair with at least three clear days' notice in writing. The quorum for such a meeting is a majority of PCC members, i.e., over half. Only business specified in the notice convening the meeting may be transacted.

The Standing Committee

The PCC **must** appoint a Standing Committee of at least five people. The Parish Priest and Churchwardens are *ex-officio* members but the PCC must appoint at least another two PCC members. These two members may be the PCC Secretary and PCC Treasurer, which is suggested as good practice.

The Standing Committee normally meets two weeks or so before the full body of the PCC to help set the agenda and review what business needs to be transacted by the full PCC. Whilst this is not mandatory, the Diocese strongly recommends this takes place in order to maintain best practice. The Standing Committee may also be called for small *ad hoc* occasions when an urgent decision is required and when the PCC has given this smaller group their authority to transact business in a particular matter.

Other committees

Aside from the mandatory Standing Committee, a PCC may decide to create other sub-committees for specific areas of the Parish's operations, such as the fabric of the church,

worship, or missional activities. These sub-committees are not required, and may not be suitable for every Parish. A Parish should not feel the need to set up a sub-committee unless the scale of Parish operations makes it worthwhile. Sub-committees may not transact business on behalf of the PCC.

Keeping the parish diary, communication, & liaison with community

A calendar or diary with the main church events listed is a useful resource to bring to the PCC meeting. It should also be possible to use it to make a plan for the year to ensure that collection of information for PCC meetings, posting of notices and preparation of agendas, duplication, and distribution will be co-ordinated effectively.

Specific dates of actions required in preparation for a meeting, or as a result of a meeting, should not be published on the public Parish Diary, but should be circulated to PCC members and others involved.

Prompt production and distribution of draft minutes for the Chair to check will help draw together an Action List and ensure that decisions made at PCC meetings do not lose momentum.

Attention to correspondence, thank you letters, and contact with other organisations and individuals in the community should be tackled promptly as this is an important form of communication with your locality contributing to the church's mission – this includes correspondence from the Diocesan Office. The PCC Secretary will respond to correspondence on behalf of the parish after consultation with the Chair.

Conflicts of interest

All conflicts of interest must be declared at the start of a meeting. Conflicts of interest usually arise where either:

- there is a potential financial or measurable benefit directly to a trustee, or indirectly through a connected person
- a trustee's duty to the charity may compete with a duty or loyalty they owe to another organisation or person

Further information, and a declaration form (which all PCC members must fill in) can be found here: www.parishresources.org.uk/wp-content/uploads/9-Gift-Aid-Fit-and-Proper-Persons.pdf.

Parish papers, - keeping file records

New PCC Secretaries are often given a large box of ancient dusty papers completely unsorted, a fraction of which are helpful. Very old papers may be sent to the local Archives Office. More recent papers need to be sorted through carefully; minutes of the previous

meetings (formally known as Minute Books) should be looked after safely and old volumes kept in the Church Safe; unimportant correspondence may be discarded and relevant correspondence carefully sorted and filed safely within the church or office. Our advice is that you discuss this process with the Incumbent and/or churchwardens before disposing of papers to check for confidentiality. Please be minded to shred any documents which contain personal data or identifiable information.

The Church of England Record Centre has produced a helpful document entitled *Keep or Bin?* in 2009 which includes answers to questions such as:

- For how long do we need to keep bank statements?
- Should we keep copies of our service sheets or weekly pew sheets?
- How can we store paper documents to preserve them?
- How should we go about backing up the computer system?

It is possible to download a copy of this leaflet from the Church of England website free of charge: www.churchofengland.org/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf

Agendas

Agendas should be prepared in consultation with the Chair and finalised by the Standing Committee. Agendas should be circulated seven days prior to the meeting. Remember that any member of the PCC is entitled to ask for an item to be included (however, it does not have to be accepted). Any additional papers should be attached and a copy should be available in the church for inspection by the public, with the exception of confidential matters.

The Diocese recommends sending papers electronically, but those who are without access to the internet must not be put at a disadvantage, and so paper copies should still be provided in such circumstances.

Regular agenda items will be:

- Apologies for absences
- Conflicts of interest
- Accepting the minutes of the last meeting
- Matters arising from the minutes
- Updates on Missional Activity (Mission Action Plan)
- Receiving minutes of sub-committees and working parties (if these have been established by the PCC)
- Matters arising from these minutes
- Correspondence
- Any items requested by the Deanery or Diocese
- Confidentiality

Each agenda item should be worded in a way that makes its purpose clear. It is helpful to indicate how much time is expected to be spent on each item.

Ten clear days before the meeting a notice announcing the meeting and signed by the Incumbent should be posted in the church entrance.

Minutes

The Secretary must keep a record of the proceedings of meetings of the PCC. The purpose of taking minutes is to provide a record of a meeting that is:

- Accurate
- Brief
- Clear

The minutes must include:

- the title, date, time, and location of the meeting
- a complete list of everyone present at the meeting
- apologies for absence
- minutes of the last meeting
- record of any corrections
- note that minutes of the last meeting were approved
- matters arising from the minutes - normally this reports action taken as a result of decisions at the last meeting
- a record of all papers that were viewed by the Committee during the meeting
- the precise wording of motions, resolutions, and amendments together with the names of the proposer and seconder - the results of any votes must also be recorded
- only the main points of discussions held – a full transcript of everything that is said is not required
- a record of what actions are to be taken and by whom
- confidentiality, i.e., deciding whether any items should not be discussed outside the meeting, and whether any items should be recorded separately in a confidential section
- the date of the next meeting

All minutes should be signed at the next meeting by the Chair to confirm that they are an accurate record. Any amendments should be added before the minutes are signed.

Circulating the minutes

You should circulate the minutes as soon as possible after the meeting (preferably within two weeks) to prompt those responsible for taking action. At the latest, the minutes must be circulated with the agenda for the next meeting. You must establish with the PCC which arrangements they prefer (if this has not been agreed already). Copies of the minutes should be sent to each member of the PCC, and a copy of the minutes (but not the confidential part) must be available for public inspection, which may be on the website.

It is helpful to keep a file with the agenda and minutes (in date order) and you should take the file to each meeting and ensure that the Chair signs the file copy of the minutes. Electronic backups are recommended, but the Diocese would recommend these are not kept on personal computers unless absolutely necessary.

Maintaining records

It is important that a complete record of minutes is maintained. An incoming PCC Secretary should check the dates of the earliest minutes taken over and then ask the Records Office for the latest dates of minutes which have been deposited there.

Should there be a gap between the two, a search should be instituted in the parish for the missing ones.

Records can be harmed by being stored in the wrong conditions. **All records other than current minutes and accounting records in the custody of the PCC Secretary and Treasurer should be kept in the church safe.** Records, i.e., parish registers, minute books, deeds, etc., which no longer need to be consulted should be deposited in the appropriate Records Office.

Information on storing records can be found on page 25.

Minutes—ten points for success!

1. Note the important points – don't write a transcript
2. If a decision is unclear, ask the Chair to summarise the discussion
3. Write them up promptly so the meeting is still fresh in your mind
4. Use the past tense so it is clear that they are an historical record
5. Number sections and paragraphs for easy reference
6. Keep discussion points from matters together
7. Clearly list action points and the person responsible for them
8. Record comments from members if they request they are recorded
9. Mark appropriate sections of the minutes as confidential
10. Get approval from the Chair before circulating them to members

Annual Meeting of the Parishioners & APCM

Two meetings must be held each year before 31 May. The first is the **Annual Meeting of Parishioners** at which Churchwardens are elected; the second is the **Annual Parochial Church Meeting** (APCM). They are usually held one after the other on the same day and at the same venue.

Annual Meeting of Parishioners (Business)

(see Church Representation Rules M1-M14)

Purpose: to elect the Churchwardens.

Who may attend and vote: all members of the Church Electoral Roll and those resident in the parish and on the Civil Voters List.

Annual Parochial Church Meeting (Business)

(see Church Representation Rules M1-M14)

Who may attend and vote: only members of the Church Electoral Roll may speak and vote.

Essential business: The APCM shall receive from the PCC and shall be free to discuss:

- A copy of the Electoral Roll
- An Annual Report on the proceedings of the PCC and the activities of the Parish generally
- The financial statements of the PCC for the year preceding 31 December, independently examined, or audited
- Audited statements of funds or property if any, remaining in the hands of the PCC at the preceding 31 December
- A report on the fabric, Plate, and ornaments of the church(es) in the parish
- A report on the proceedings of the Deanery Synod

The PCC Secretary will organise the Annual Parochial Church Meeting (APCM), posting the appropriate notices, collating the Annual Report of the parish, including the reports required by the Church Representation Rules and Church Accounting Regulations, and writing the APCM minutes.

Every January, the Diocese will circulate a letter from the Diocesan Secretary, as well as all the necessary forms and guidance, relating to the forthcoming APCMs.

Notices to be published for the APCM

These must be on the correct forms as shown in the Appendices to the Church Representation Rules and are available on the Diocesan website:

a) In Connection with the Electoral Roll

Many parishes have an Electoral Roll Officer who carries out these responsibilities. The Electoral Roll is **revised** annually before the APCM and **renewed** every sixth year from 2025.

- **Church Electoral Roll Certificates** (see Church Representation Rules Model Forms). Certificates are sent to all parishes by the Diocesan Office for completion and return by **1 July**
- **Annual Revision** (see Church Representation Rules Section 1, Rules 3-5). Four to six weeks before the APCM, display the notice of intended revision (fifteen days' notice must be given and revision must be completed between fifteen and twenty-eight days of the APCM). At least fifteen days before the APCM, display the revised roll
- **Renewal of Roll**. The Diocesan Office will advise on the procedure and timetable

b) In Connection with the Meeting

- Election of Churchwardens (at the Meeting of the Parishioners)
- Notice of APCM, which must be posted on the church noticeboard for a period to include the two Sundays immediately preceding the meeting
- Results of the elections must be posted on the church noticeboard as soon as possible after the meeting and remain for a period of fourteen days

Elections

Please ensure that before the APCM you and/or the Chair have studied the relevant Church Representation Rules relating to the conduct of such meetings, particularly the rules relating to voting procedures and the eligibility of persons to vote. If you have any queries, please contact the Diocesan Office.

The Annual Report

The Charities Act 1993 specifies that 'an Annual Report on the proceedings of the PCC and the activities of the parish generally' should be presented at the APCM.

The Annual Report should also include details of the PCC's finances for the year. The Diocesan Finance Department gives PCC Treasurers advice on preparing this.

Please liaise with your Treasurer when putting together the Report.

For more information on the Annual Report please contact the Diocesan Office.

Useful forms

Forms for use in connection with APCM and election of churchwardens can be found in a section at the back of this Handbook.

Frequently asked questions

Do the PCC Secretary and Treasurer need to be an elected member of the PCC?

No. They can simply serve as part of the support staff.

Can ex-officio and co-opted members of the PCC vote at meetings?

Yes. Ex-officio members, such as the Parish Priest and Churchwardens, can vote on all agenda items, as can any co-opted members. Your PCC needs to actively approve Readers as Ex-officio if that is needed by your PCC.

How long can someone stay on the PCC?

Elected members of the PCC can serve for a term of three years, with a third of all elected members retiring each year. All members are entitled to stand for another term after they have stood down unless the PCC votes to limit the number of years members can serve.

*Further details are available under **sections 16 and 17** of the Church Representation Rules.*

Do we need to tell the Diocesan Office who is on the PCC?

No. The Diocesan Office needs to know details of the Churchwardens, PCC Secretary, and PCC Treasurer, but we do not need to know the details of your PCC members, sidesmen, etc. We also need to know the details of your Electoral Roll Officer (if you have one) and your Deanery Synod Representatives. This information is collected as part of the annual Parish Information Review (PIR) process.

How often should our PCC meet?

There is no minimum requirement for how many times a PCC should meet. Many PCCs find that four meetings a year works best for them; however, this will depend on the size and busyness of the Parish and what projects the PCC is currently running.

How many people need to attend a meeting for it to be quorate (i.e., legitimately able to proceed with the business of the agenda)?

For a meeting to be quorate at least a third of the members must be present. If this number (the quorum) is not achieved, the meeting cannot make any binding decisions or vote on any agenda issues. The meeting must be rearranged until a quorum is achieved.

*Further details are available under **section 6 of Appendix II** of the Church Representation Rules.*

Are we allowed to add extra items to an agenda at the start of the meeting?

If an urgent matter arises for the PCC to discuss after an agenda has been circulated then it is possible for this to be discussed at the meeting under Any Other Business. However, no additional agenda items can be discussed unless three quarters of the members present agree. *Further details are available under **section 6 of Appendix II** of the Church Representation Rules.*

Do we need to have sub-committees?

PCCs are required to have a Standing Committee consisting of the Parish Priest, the Churchwardens and at least two other members of the PCC. The PCC can choose to create sub-committees for specific areas of work, such as church fabric, but there is no requirement to do so. Further details are available under **sections 14 and 15 of Appendix II** of the Church Representation Rules.

Can a Fabric Committee apply for Faculties without consulting the PCC?

Although a Fabric Committee can start the Faculty application process, no permission can be given for the work to proceed until it has been discussed and approved by the PCC. A copy of the relevant minutes will need to be submitted to the Diocesan Office.

What steps should the PCC take if it is worried it will not be able to pay its Parish Support Fund Pledge in full?

If the PCC is worried about its finances, there is support and guidance available. In the first instance, please contact your Archdeacon and advise them of your situation, followed by your Area Dean, and the Diocesan Secretary. The Giving Team at the Diocesan Office is always available to provide help and guidance on running stewardship programmes and general fundraising. They can be contacted on

When does the Electoral Roll have to be renewed?

The Electoral Roll should be revised annually and fully renewed every six years starting from 2025.

When are the next Deanery Synod elections?

Deanery Synod elections are held every three years from 2023.

How many representatives can each parish have on the Deanery Synod?

The number of representatives a parish can elect to their Deanery Synod is dependent on the size of their Electoral Roll:

Total Electoral Roll*	Number of Lay Representatives to Deanery Synod
25 or fewer	1
26 – 75	2
76 – 125	3
126 – 200	4
201 – 300	5
301 – 400	6
401 – 600	7
601 upwards	8

**Total Electoral Roll numbers for a Parish, or individual church Electoral Roll Numbers for multi-church Parish, at the Annual Parochial Church Meeting of the previous year.*

What should be done with old Church Records and Minutes of the Previous Meetings (Minute books)?

Once a minute book or other parish register is full, it should be deposited at the appropriate Records Office. Please see page 25 for further information.

When will we receive the forms to be returned after the APCM?

The Electoral Roll Certificate and Deanery Synod Representatives are sent out by the Diocese in January of each year.

What if we do not have a PCC Secretary?

If the PCC Secretary's post is vacant, the Diocesan Office will send correspondence to the Incumbent, or the Churchwardens if there is no Incumbent. However, these people have many other important responsibilities and should not be expected to take on the extra role of PCC Secretary. The PCC should make every effort to find someone willing to serve in this way.

Are we allowed to hold meetings online?

Meetings of the PCC, Standing Committee, etc. may be held online and voting can take place using the built-in voting systems on services such as Zoom or Microsoft Teams. APCMs may **not** be held online, and only those physically present in the room may vote. However, the meeting may be streamed online for others to view.

How does a District Church Council (DCC) differ from a PCC?

Whilst DCCs and PCCs are very similar, there are some key differences as to how they operate. If your Benefice or Team Ministry has a DCC, then please do get in touch with the Diocesan Office so we can best help you. Not all DCCs operate in the same way, and so the staff at Trinity House will be able to offer support based on how the DCCs are set up in your Parish.

Support

As well as the production of papers for the meetings it is advisable for a PCC Secretary to be familiar with the rules governing PCCs, which can be found in Church Representation Rules. An online version of which can be found here:

www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/contents

The Diocesan Office can always be contacted with queries and will direct you to the right person who can help.

Diocesan Office contact details

Diocesan House,
Lady Wootton's Green,
Canterbury,
Kent,
CT1 1NQ

Tel: 01227 459401

A list of current Diocesan Staff and contact forms can be found on the website:

canterburydiocese.org/our-people

Data Protection & GDPR

All parishes need to comply with data protection law and the UK GDPR regulations that came into force in 2018. This also applies to all other charities and organisations. Data protection legislation provides individuals with rights and protection regarding how their personal data is used by organisations while also requiring organisations to be more conscious of, and intentional about, data protection.

Further information can be found on the Church of England and Parish Resources websites; and on the Information Commissioner's website (www.ico.org.uk).

If you have any questions on data protection, please contact: Iain Blythe, email:

iblythe@diocant.org

Appendices

Appendix I - Persons not qualified to serve on the Parochial Church Council or as a Churchwarden

A person shall be disqualified from being nominated, chosen or elected from serving as a churchwarden, a member of a parochial church council, a district church council or any synod under these rules if he is disqualified from being a charity trustee under section 72(1) of the Charities Act 1993 and the disqualification is not for the time being subject to a general waiver by the Charity Commissioners under subsection (4) of that section or to a waiver by them under that subsection in respect of all ecclesiastical charities established for purposes relating to the parish concerned. In this paragraph "ecclesiastical charity" has the same meaning as that assigned to that expression in the Local Government Act 1894;

A person shall also be disqualified from being nominated, chosen or elected from serving as a churchwarden or member of a parochial church council if he has been so disqualified from holding office under section 10(6) of the [Incumbent (Vacation of Benefice) Measure 1997].

Persons disqualified from being trustees of a charity under section 72(1) of the Charities Act 1993

- (1) Subject to the following provisions of this section, a person shall be disqualified for being a charity trustee or trustee for a charity if-
 - (a) he has been convicted of any offence involving dishonesty or deception;
 - (b) he has been adjudged bankrupt or sequestration of his estate has been awarded and (in either case) he has not been discharged;
 - (c) he has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it;
 - (d) he has been removed from the office of charity trustee or trustee for a charity by an order made-
 - (i) by the Commissioners under section 18(2)(i) above, or
 - (ii) by the Commissioners under section 20(1A)(i) of the [1960 c. 58.1 Charities Act 1960 (power to act for protection of charities) or under section 20(l)(i) of that Act (as in force before the commencement of section 8 of the [1992 c. 41 .] Charities Act 1992), or
 - (iii) by the High Court, on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated;
 - (e) he has been removed, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities), from being concerned in the management or control of any body;
 - (f) he is subject to a disqualification order under the 1986 c. 46.1 Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of

the [1986 c. 45.1 Insolvency Act 1986 (failure to pay under county court administration order).

Appendix II - Standing Orders for the PCC

Some may feel that giving a firm structure to meetings could be a bit daunting, especially when many discussions are about pastoral issues, spiritual matters or mission. However, having a clear format for the make-up and conduct of PCC meetings can make things run smoothly and inject interest and effectiveness into the committee process – it also ensures that important points do not get overlooked. Drawing up standing orders for your PCC could be time well spent in making the best use of all the abilities and gifts that church members have to bring with them when they serve on the PCC.

A set of PCC standing orders could include such things as:

- Election of specified Officers at the first meeting of every new Council Meeting i.e. a Vice Chairman, Secretary, Treasurer and the Electoral Roll Officer
- What proportion of members represent the Quorum for decisions?
- Frequency of Meetings and start and finish times (say - 4 times per year, 8pm start - finishing at 10pm; extending this time only by a request to members at a meeting for completion of a particular issue)
- Election of Working Committees/Task Group membership
- Committee Dates for the year to be agreed at the first meeting.
- Giving notice of meetings. i.e. 10 days - 2 weeks before the date.
- Circulating Agendas. i.e. send 7 days before the meeting
- Delegation of particular tasks to Working Committees and specifying who is responsible for final agreement and decision.
- Treasurer's budget and report arrangements, arrangements for annual accounts and Auditor
- Arrangements re Chair's approval and circulation of minutes
- Arrangements about adopting, amending or suspending standing orders - it would need at least $\frac{2}{3}$ of the PCC to agree to this

Appendix III – Booklist

The below booklist merely forms a selection of suggestions from PCCs that have found them useful. They may be purchased online or from any reputable bookseller.

An ABC for the PCC, John Pritchard [ISBN 9781472973566]

Being a Better PCC: How to be More Effective in the Life and Mission of the Local Church, John Cox [ISBN 9781848678255]

Buildings for Mission: A Complete Guide to the Care, Conservation and Development of Churches, Nigel Walter, Andrew Mottram [ISBN 9781848257603]

Church Representation Rules, The Church of England [ISBN 9780715111864]

Open for You: The Church, the Visitor and the Gospel, Paul Bond [ISBN 9781853117145]

PCC Accountability, The Church of England [ISBN 9780715111123]

Practical Church Management: A Guide for Every Parish, James Benrens [ISBN 9780852448120]

The PCC Member's Essential Guide, Mark Tanner [ISBN 9780715110935]

Your Church and the Law: A Simple Explanation and Guide, David Parrott [ISBN 9781848253704]

Appendix IV – structure summary of the Church of England

The Church of England is organised as two provinces; each led by an archbishop (Canterbury for the Southern Province and York for the Northern). Each province comprises dioceses of which there are 42 in England.

Each diocese in England is divided into parishes. Each parish is overseen by a parish priest (usually called a vicar or rector). From ancient times through to today, they and their bishop are responsible for the 'cure of souls' in their parish.

His Majesty the King, who is the Supreme Governor of the Church of England, appoints archbishops, bishops and deans of cathedrals on the advice of the Prime Minister. The two archbishops and 24 senior diocesan bishops sit in the House of Lords.

The Church of England is episcopally led (there are 108 bishops (including Diocesan Bishops, Assistant Bishops, and Suffragan Bishops)). It is governed by General Synod as its legislative and deliberative body at national level, making decisions on matters of doctrine, the holding of church services and relations with other churches. General Synod passes measures which, if accepted by Parliament, have the effect of acts of Parliament. It is made up of three groups or houses of members: the Houses of Bishops, of Clergy and of Laity, and meets in London or York at least twice annually to consider legislation for the broader good of the Church.

The Three National Church Institutions

The Archbishops' Council, the Church Commissioners and the Church of England Pensions Board are sometimes referred to as the three National Church Institutions.

The Archbishops' Council was established in 1999 to co-ordinate, promote, aid and further the mission of the Church of England. Its task is to give a clear sense of direction to the Church nationally and support the Church locally by acting as a policy discussion forum.

The Church Commissioners manage the historic assets of the Church of England, spending most of their income on pensions for the clergy. The costs of episcopal administration through the diocesan and suffragan bishops are met by the Church Commissioners.

The Church of England Pensions Board was established by the Church Assembly in 1926 as the Church of England's pension's authority and to administer the pension scheme for the clergy. Subsequently it has been given wider powers, in respect of discretionary benefits and accommodation both for those retired from stipendiary ministry and for widow(er)s of those who have served in that ministry, and to administer pension schemes for lay employees of Church organisations.

The Board, which reports to the General Synod, is trustee of a number of pension funds and charitable funds. Whilst the Church has drawn together under the Board its central responsibilities for retirement welfare, the Board works in close cooperation both with the Archbishops' Council and with the Church Commissioners.

Appendix V – structure summary of the Diocese

Parishes & benefices

A benefice is a parish or group of parishes served by an incumbent who typically receives a stipend and the benefit of free occupation and use of a parsonage house from the diocese for carrying out spiritual duties. A deanery is a group of parishes over which an area dean has oversight and an archdeaconry is a group of deaneries for which an archdeacon is responsible.

The Diocese is then the principal pastoral and in turn financial and administrative resource of the Church of England, encompassing the various archdeaconries under the spiritual leadership of the Diocesan Bishop.

The Deanery Synod

Deanery Synod has two houses, laity and clergy, and its role is to:

- respond to requests from General Synod
- give effect to the decisions made by the Diocesan Synod
- consider matters affecting the Church of England by drawing together the views of the parishes within the deanery
- act as a channel of communication to express the views of parishes to Diocesan Synod and thence to General Synod
- raise with Diocesan Synod such matters as it considers appropriate
- elect a lay member of the Diocesan Council of Trustees

The Diocesan Synod

The Diocesan Synod is elected with representation across the diocese with broadly equal numbers of clergy and lay people meeting together in Diocesan Synod with the diocesan bishops and archdeacons. Its role is to:

- consider matters affecting the Church of England in the Diocese
- act as a forum for debate of Christian opinion on matters of religious or public interest
- advise the Bishop where requested
- deal with matters referred by General Synod
- consider, through the Diocesan Council of Trustees, the strategic mission and budget for the Diocese

Appendix VI – church finances

The responsibility for looking after the Church's money is shared between the whole of the PCC. Making use of particular skills that you have on the PCC is good practice, and many tasks will be delegated to the treasurer or to a finance sub-committee, but the responsibility remains with the whole PCC. This may sound difficult, even scary.

Four questions you need to ask:

- How much money is coming in?
- How much money will you give, spend, or save?
- How much money is left over, and what will you do with it?
- Is the money being spent on the things people gave it for?

Just as you keep a regular check on your own money, at each PCC meeting you should do the same with the church's money. The treasurer should give a report on:

- All money coming in – called Receipts or Income
- All money being spent – called Payments or Expenditure
- How much money you have in the bank – sometimes called Current Assets
- How much money is owed – sometimes called Liabilities

Just as at home, the PCC should prepare a budget to help you manage your money as you go through the year. This doesn't have to be difficult, and will help you identify problems early. At the end of the year any money 'leftover' forms your reserves. Whether you are blessed with significant reserves, or just scraping by, each PCC should develop a policy on the amount of reserves it feels it needs, and why they are needed. It should also say what you will do to reach that amount and what you will do with any extra money. You will also need to decide where to keep or invest your reserves.

Money coming in

Most of the money that comes into your parish is for general purposes and so is allocated to Unrestricted Funds (often known as the General Fund). The PCC can decide how this money is used. You may choose to allocate some of these unrestricted funds to a particular project or need. These are then called Designated Funds. They are still unrestricted funds, and can be undesignated at any time.

Sometimes people give money for a specific purpose and it can only be used for that purpose. These are Restricted Funds, e.g., money given in response to an appeal for Building work is recorded in the Restricted Building Fund and can only be used for building work. The PCC or the vicar cannot give permission for this money to be used for anything

else. If you are given money to invest, you are only allowed to use the income generated from the money. If the person gives it for a specific purpose such as building then the fund would be the Building Endowment Fund and the interest or investment income could only be used for building work.

Telling people how the money was spent

Every year you will need to prepare a Report and Accounts. The church's financial year is 1st January – 31st December, and this report needs to be available for the Annual Parochial Church Meeting which is usually held in March or April and must be held by the end of June.

The 'Report and Accounts' have four sections that you need to provide at the end of the year. Each year parishes will need to produce:

- Trustees Annual Report, often called the PCC Report. This gives an overview of what the PCC has done in the past year, and how this has contributed to the Church's mission
- A Receipts and Payments Account. This explains what money has come in, and what has been spent. If you choose to do a different form of accounts, called Accruals Accounts, this will be called a Statement of Financial Activities
- A Statement of Assets and Liabilities, an end of year snapshot explaining what the PCC has in reserve, and what is owed and to whom. If you have chosen to do Accruals Accounts, you will produce a Balance Sheet instead
- Independent External Examiner's Report on the accounts. It is their job to review the accounts and check they provide a fair representation of what has happened in the last year

You will need to appoint an Independent Examiner to produce the fourth report based on your parish accounts: (If you have income over £500,000 you will appoint an Auditor rather than an Independent Examiner, and if your income is over £250,000 your Independent Examiner will need to be qualified).

From good to great

- As well as producing your PCC Report, write a simple summary of what your spending has enabled in terms of mission and ministry - so people can make the link between their giving and the resulting activities
- Make a budget and agree this as a PCC. You won't know exactly how much will come in, nor what all your costs will be, but most parishes can usually make a sensible estimate. Don't forget to monitor it regularly

- Review your investment strategy as a PCC. Have you got the right balance between placing money on deposit (cash you might need quickly) and money that is invested for longer term growth
- As Christians, we are called to take care of that which God has entrusted to us. Whatever it is - money, mission, the planet and so on, this is stewardship. Do you see your membership of the PCC in this light? If not, think about taking this idea to a PCC to discuss stewardship in its widest sense
- As a PCC talk about how you could improve your financial stewardship - every PCC, no matter how good you are at managing your money will benefit from this discussion. You might find the 'Pointers to Action' checklist in *Giving for Life* helps you identify priorities.

Appendix VII – an introduction to trusteeship

PCCs are charities. The basic responsibilities of their members, as charity trustees, have not changed significantly for some time. Charity law and the requirements placed on PCCs do change periodically, and PCCs are advised to consult the Parish Resources and Charity Commission websites from time to time for the latest changes.

The Parochial Church Council (Powers) Measure 1956 defines the functions and powers of a PCC. Under the amended Measure, the principal function of the PCC is “promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.” Thus, PCC Members have significant responsibilities for the local mission of the Church, and effective team working lies at the heart of any successful PCC. As a PCC Member, and charity trustee, you can make a real difference to your local church - to its aims and direction, its mission and vision, finances and the employment of any staff.

The fact that PCC members are also charity trustees should be seen positively. Trusteeship recognises that we have accepted a particular responsibility and are accountable for this. If we do this diligently and act lawfully, we have nothing to fear. Along with this responsibility comes the authority and power to act.

God gives to all of us the responsibilities of stewardship for that which he has entrusted to us. This is true individually, but it is also true collectively. As a local church community, and as a PCC, we are stewards both of the mission of the church in that place, and of the resources available to the church.

What are the duties of Trustees?

PCC Members have, and must accept, ultimate responsibility for directing the affairs of their PCC, ensuring that it is solvent and well-run, and delivering its charitable outcomes. You need to keep in mind the following areas of responsibility.

Ensuring compliance – PCC Members must ensure that their charity complies with charity law and with church (ecclesiastical) law. In particular....

All PCCs are required to prepare annual accounts, and report on their work. Those who become registered charities will need to return copies of these, and annual returns to the Charity Commission. All PCCs are required to send a copy of their annual financial statements to their diocese.

All PCCs registered with the Charity Commission will need to state that they are a registered charity on their letterheads and on many of their financial documents. It is not a requirement to state the charity’s registration number, but many do.

PCCs are only required to register with the Charity Commission if their annual income is greater than £100k.

Duty of prudence – Trustees must:

Ensure that the PCC is and will remain solvent. This means that you need to keep yourself informed of the PCC's activities and financial position.

Use charitable funds and assets wisely, and only to further the purposes and interests of the PCC.

Avoid undertaking activities that might place the PCC's property, funds, assets or reputation at undue risk. Careful discernment is required when stepping out 'in faith'.

Duty of care – Trustees must:

Exercise reasonable care and skills as trustees, using personal knowledge and experience to ensure that the PCC is well-run and efficient.

Take special care when investing funds, or borrowing funds for the PCC to use, seeking professional advice where appropriate.

Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

To fulfil these responsibilities properly, PCC members should make sure that they keep up to date with what the PCC is doing. You should give enough time and energy to the PCC's business and meet regularly enough to make the decisions needed. How this is done will vary between different types and sizes of PCC.

Seven marks of good governance

An effective PCC...

1. is clear about its purposes, mission and values, and uses them to direct all aspects of its work
2. has adopted structures, policies and procedures which enable it to achieve its mission and aims and meet its objectives efficiently
3. sees sound governance as an important part of its stewardship. It has appropriate procedures in place
4. manages and uses its resources (including finance, skills, knowledge, experience and assets) so as to achieve its potential. It plans and budgets effectively, including periodic review
5. views accountability and transparency as key values, and recognises that it is accountable to wider constituents. It communicates effectively, explaining its activities and decisions in an open and transparent way whilst maintaining confidentiality where appropriate

6. is flexible enough to adapt to change appropriately avoiding complacency, the effective PCC will want to increase its effectiveness in meeting its core object of promoting in the parish the whole mission of the Church
7. acts with integrity, and in accordance with its values

Some frequently asked questions

Do PCCs need to register with the Charity Commission?

The Charities Act 2011 requires PCCs with income over £100k to register with the Charity Commission. Guidance on how to do this is available on both the Charity Commission and Parish Resources websites.

If my PCC is not required to register, can I get a Charity number?

All PCCs are charities. Those who continue to be excepted from registration, because their income is below the threshold, and are asked for their charity number should state that they are excepted from registration with the Charity Commission by law. It may be acceptable for you to quote your Gift Aid claim number provided that you make it clear that it is your reference number with HM Revenue & Customs as a charity, and not a Charity Commission number.

What are the potential liabilities of PCC Members as charity trustees?

PCC members are entitled to meet the PCC's liabilities out of its resources. The possibility of personal liability would only arise in the event of a failure to act in accordance with their legal responsibilities as trustees – including their duty to show a reasonable degree of care in the administration of the PCC's affairs.

Can PCCs insure trustees against personal liability?

The short answer is yes. Many PCCs will find that their insurance policy already provides a good degree of cover for public liability, PCC and trustee indemnity, pastoral care indemnity and legal expenses. Your Independent Examiner may also be covered under your policy.

Can PCC members be paid?

PCC members cannot be employed by the PCC, unless specific authority has been granted by the Charity Commission. However, PCC members may receive payment for services provided to the PCC if certain conditions are met. These are described in the Charity Commission's website information sheet 'Trustee expenses and payments (CC11)'. Further guidance is available at www.parishresources.org.uk/pccs/

What is the minimum age for a PCC member?

The minimum age for a PCC member is 16, and they are full trustees from this age.

Further help

The Church of England:

You may find the following sources helpful:

- PCC Accountability – The Charities Act 2011 and the PCC 4th Edition. This book is available in hard copy from Church House Publishing or online on the Church of England website, here: www.churchofengland.org/resources/clergy-resources/pcc-accountability-guide. This contains guidance on accounting and reporting for parishes
- The Church of England website www.churchofengland.org contains copies of the PCC Powers Measure (1956) as amended, and the Church Representation Rules, which the Charity Commission has approved as the governing documents of PCCs

The Parish Resources site www.parishresources.org.uk supports good stewardship by parishes. It provides guidance for treasurers, independent examiners and also resources for PCC members in their role as trustees.

For more detailed help on specific questions, you should contact the Diocesan office.

The Charity Commission:

The Charity Commission produce a range of publications to help trustees. You may find the publication “The Essential Trustee: what you need to know” a good place to start. To get a copy of this or any of our other publications you can view and print them from the website www.charitycommission.gov.uk

Appendix VIII – employing a PCC member

It is possible to employ a member of the PCC. The full details of the legislation can be found here:

www.legislation.gov.uk/ukcm/2014/1/enacted/data.pdf (section 5).

The main points are:

“3A Employment of members and other contractual services

(1) Subject to subsection (3), a parochial church council may enter into a paid contract of employment or other contract with one or more members of the council or one or more connected persons to provide such services to or on behalf of the Council as may be specified in the contract, provided that the conditions specified in subsection (2) are fulfilled.

(2) The conditions referred to in subsection (1) are that—

(a) before entering into the contract the council is satisfied that it would be in the best interests of the council for the services to be provided by the person concerned for the amount, or maximum amount, of remuneration set out in the contract;

(b) the total number of any persons employed at any time under subsection (1) and any person who is connected to any such person constitute a minority of the members of the council;

(c) the terms of the contract, including the remuneration paid, are set out in an agreement in writing between the council and the member concerned; and

(d) the amount or maximum amount of the remuneration does not exceed what is reasonable in the circumstances for the provision by that member of the services in question.

(3) Subsections (1) and (2) do not apply to services provided by a person in that person’s capacity as a member of the council.

(4) A person is a connected person for the purposes of this section if that person is—

(a) a child, parent, grandchild, brother or sister of a member of the council, or

(b) the spouse or civil partner of a member or of any person falling within paragraph (a), and “connected” is to be construed accordingly.”

Section 7 shall become subsection (1) of that section and there is added the following subsection—

“(2) The objects referred to in subsection (1)(iv) may be determined either generally or by reference to particular occasions or occasions of a particular class.”

More generally there is the requirement for PCCs as Trustees to sign a Trust Eligibility and Fit and Property Persons declaration, which can be found here: www.parishresources.org.uk/pccs/trusteeship/, although this is different to a more general declarations of interest about any connections to staff, contractors, etc.

Employed PCC members would need to declare a conflict of interest if any business during the meeting is related to their employment.

Appendix IX – glossary of terms & acronyms

Glossary of terms

Archdeacon: An office held by a senior clergyperson appointed by the bishop with an administrative responsibility over an Archdeaconry. Some of their duties are laid down by law but in other respects their duties vary according to Diocesan practice: they include care for church property.

Archdeaconry: Sub-division of the Diocese over which an Archdeacon has administrative responsibility.

Benefice: An ecclesiastical office carrying certain duties. An Incumbent's Benefice is therefore not a geographical area (see parish) but the office to which they are appointed and may comprise one or more parishes. A Benefice may be a rectory or vicarage from which the Incumbent is called rector or vicar.

Church Representation Rules (CRR): Schedule 3 to the Synodical Government Measure 1969 but published as a separate booklet. They contain the mechanism for the setting up of representative bodies in the Church of England from PCCs to the House of Laity of the General Synod.

Deanery: A sub-division of an archdeaconry usually comprising between 10 and 20 parishes.

District Church Council (DCC): If a parish comprises two or more places of worship or churches, then individual DCCs can be set up for the districts in which each place of worship or church is situated to exercise such functions as may be delegated by the PCC.

Ex-officio: by reason of an office held. Examples occurring in relation to the Diocesan Council of Trustees indicate people whose membership of the relevant body is determined by primary legislation determinative for the office held (primarily, Archdeacon or Diocesan Bishop).

Incumbent: Holder of a Benefice which can be either a rector or a vicar - with responsibility for the cure of souls. May be assisted by curate, deacon, licensed lay worker, retired priest etc.

Measure: law affecting the Church of England approved by both Houses of the General Synod and passed by both Houses of Parliament.

Parish Church: A consecrated building in a parish in which, subject to canon law, the statutory services must be held unless there are other churches in the benefice where this can happen and/or certain other dispensations have been provided for under the Canons. Parishioners have a right to be married, baptised etc. in the parish church.

Parish Returns: The website provided by the Church of England for parishes to upload their annual financial statements. Your PCC Treasurer will receive guidance from the Finance Department on how to log in and submit these.

Parish: The basic geographical unit over which an Incumbent has cure of souls. There may be several parishes within the area of one Benefice.

Parsonage House: The official place of residence of an Incumbent of a Benefice.

Pastoral Suspension: Where a patron's right of presentation is suspended, usually due to a pastoral reorganisation or a replacement parsonage house may be considered.

Patron: The person or body owning an advowson (i.e. right to present a priest to a benefice after a vacancy) who may be a private individual or a corporation (ecclesiastical or lay).

Priest-in-Charge: A priest given charge of a benefice under a pastoral suspension by licence of the Bishop. They have not been presented by the Patron(s) and are not the incumbent but hold office under common tenure.

Statistics for Mission: Data collected by the Parish to help develop the Church's mission in the local area and communities. This involves figures for usual Sunday attendance, numbers of weddings, baptisms, funerals, etc., amongst other things. It is submitted to the Diocese, but can be used locally to develop a parish's Mission Action Plan.

Team Ministry: A special form of ministry whereby a team of clergy and possibly lay people share the pastoral care of the area of a benefice.

Team Rector: The priest in a team ministry who heads the team and owns the property of the benefice. They share the cure of souls with the team vicars.

Team Vicar: A priest of incumbent status in a team ministry, other than the team rector. They share the cure of souls with the team rector and other team vicars.

Appendix X - basic safeguarding points

A Christian approach to safeguarding children, young people, adults who may be vulnerable and those in abusive relationships therefore asks both individuals and communities to create a safe environment for them, to act promptly on any complaints made, to care for those who have been abused in the past, and to minister appropriately to those who have abused.

Whilst PCCs may not have involvement with specific safeguarding cases, it is their overall responsibility to make sure their parish has the correct safeguarding procedures and protocols in place.

The Diocese of Canterbury, as part of the Church of England, is committed to establishing an environment where:

- children and young people are nurtured and protected
- all people, and especially those who may be vulnerable for any reason, are able to worship and pursue their faith journey with encouragement and in safety

The Diocese is committed to working in accordance with the national legal and procedural framework for safeguarding children and adults who may be vulnerable, and Church of England policy and practice guidance

The Diocesan policies and procedures provide protection for children and young people and adults who may be vulnerable in the Diocese

They provide staff and voluntary workers with procedures that they should adopt:

- to create a safe environment for children and young people and adults who may be vulnerable
- in the event that a child or young person or adult who may be vulnerable may be experiencing, or be at risk of, harm

The Diocesan policies and procedures foster and encourage consistency of practice across parishes and in all aspects of Diocesan life in relation to standards for working with children and young people and adults who may be vulnerable, and in supporting their parents and carers.

Parish actions

Parishes need to:

- adopt their own policies for safeguarding children and adults who may be vulnerable, and for responding to domestic abuse

- appoint at least one (although we recommend two) designated Parish Safeguarding Officers (PSOs) per church, to work with the Incumbent and the PCC to implement the *A Safe Church*
- adopt and implement the Diocesan procedures and guidelines which are in line with those agreed by the House of Bishops

Copies of *A Safe Church* can be obtained from the Diocesan Safeguarding team.

Contact details

Contact details of who to contact in the safeguarding department can be found on the Diocesan Website here: canterburydiocese.org/safeguarding

For safeguarding concerns out of office hours, please call. If you have urgent concerns about the safety of a child or vulnerable adult, please contact the police.

Templates

Template I – example agenda

PCC OF THE PARISH OF ST SAINTLY, KENTTOWN

A meeting of the PCC for the parish of St Saintly, Kenttown will be held on
Tuesday 30 February 2027 at 7pm in the church hall.

PCC Secretary: A Scribe, circulated 15 February 2027

AGENDA

13/27	Welcome & Prayers	
14/27	Apologies	
15/27	Declarations of Interest	
16/27	Minutes (previously circulated) To approve the minutes of the last meeting held on the 18 December 2026 as an accurate record.	<i>Approval required</i>
17/27	Matters Arising from the Minutes 1) Fabric Committee report, Minutes PCC 09/01 To note that three quotes have been received for the works to the roof. See Fabric Report attached.	<i>Decision required</i>
18/27	Quinquennial Inspection Report The Church Architect will be attending the meeting to present his latest inspection report to the PCC.	<i>Item for information</i>
19/27	Mission Action Plan (MAP) A recurring item to update the PCC on the status of the MAP, including discussion of the MAP going forward	<i>Item for discussion</i>
20/27	Deanery Synod Report To receive a report from our Deanery Synod representatives following their last meeting, paper PCC 09/01, re a proposal to appoint a part-time youth worker for the Deanery.	<i>Decision required</i>
21/27	Correspondence	
22/27	Any Other Urgent Business Items to be notified to the Chairman in advance.	
23/27	Proposed Date of Next Meeting: 04 June 2027 at 7.00 pm Including a review of the Annual Accounts and Report.	
24/27	Confidentiality To agree any items which should not be contained in the public record.	

Notes

If a guest is attending for one or a limited number of items, it is helpful to place the item(s) near the beginning of the agenda so that the guest need not remain for items for which he/she is not required. Any other urgent business - any item requiring an answer should be notified to the Chair at least forty-eight hours before the meeting. Major items of business should NOT be raised under this heading, except in an emergency. They should be included as separate items on the next agenda.

Template II – example minutes

PCC OF THE PARISH OF ST SAINTLY, KENTTOWN

Minutes of the Meeting held at 7pm on Wednesday 30 February 2027 in the church hall.

Present: The Rev'd H O Lee (Chair)
Mrs J Doe (Churchwarden)
Mr H Howells (Churchwarden)
Ms A Scribe (Secretary)
Ms A Pound (Treasurer)
Miss C Grant
Mrs C Jones
Mr F Jackson (Deanery Synod Rep)

In Attendance: Mr C Wren (for Item 18/27)

Apologies: Mrs A Hopkins (Reader, Ex-officio)

13/27	Welcome & Prayers The Vicar welcomed the members and opened the meeting in prayer.
14/27	Apologies Apologies were noted from Mrs A Hopkins.
15/27	Declarations of Interest There were no declarations of interest.
16/27	Minutes (previously circulated) The minutes of the previous meeting were approved and signed as an accurate record.
17/27	Matters Arising from the Minutes 1) Fabric Committee report, Minutes PCC 09/01 Miss Grant, as Chair of the Fabric Committee, reported that three quotes had now been received for the repairs to the roof and that she would be asking the PCC for approval to apply for a Faculty at their next meeting. She noted that she was already in contact with the DAC. <i>Action: CG</i>

18/27	<p>Quinquennial Inspection Report</p> <p>The Vicar welcomed Mr Wren, the church architect, to the meeting. Mr Wren went through his report in detail with the Council and specifically asked them to be aware of the urgent need to repair the gutters on the church porch. The Council thanked Mr Wren for his presentation and all his work on this matter and asked Miss Grant to ensure the necessary work was carried out as soon as possible. Mr Wren left the meeting at this point.</p> <p><i>Action: CG</i></p>
19/27	<p>Mission Action Plan (MAP)</p> <p>The Vicar read a report prepared by Mrs Hopkins, the MAP lead, updating the Council on the status of the MAP. Mr Howells suggested utilising Holy Week celebrations to engage with the wider community. The Vicar will lead on this.</p> <p><i>Action: H O Lee</i></p>
20/27	<p>Deanery Synod Report</p> <p>Mr Jackson introduced his report (paper PCC 20/27) of the last meeting of the Deanery Synod. Amongst the items discussed had been a proposal to appoint a part-time youth worker for the Deanery. The Council thanked Mr Jackson for her report and asked that she inform the Deanery Synod of their support for the principle of the youth worker and would welcome further details.</p>
21/27	<p>Correspondence</p> <p>The Secretary reported that a letter had been received from the Local Council concerning urgent War Memorial repairs</p>
22/27	<p>Any Other Urgent Business</p> <p>There was no other business.</p>
23/27	<p>Proposed Date of Next Meeting: 04 June 2027 at 7.00 pm</p> <p>Members accepted the proposed date of the next meeting to be held in the vicarage, followed by sherry and supper.</p>
24/27	<p>Confidentiality</p> <p>It was decided that no items needed to be kept from public record.</p>
	<p>The meeting closed with the Grace at 8.10pm.</p>

Forms

Note

The following forms are taken from Part 10 of Church Representation Rules and are provided for reference.

PDF and editable Microsoft Word (.docx) formats can be found here:

<https://parishresources.org.uk/pccs/apcms/>

Diocesan Synod forms can be found here: www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-10

Form 1 – Enrolment (See Rules 1(2), (7) and 7 (3) and (5))

APPLICATION FOR ENROLMENT ON THE CHURCH ELECTORAL ROLL OF THE PARISH OF:

.....

Full Name

Preferred title (if any)

Postal Address

Postcode

Email address (optional)

I declare that –

1. I am baptised, am a lay person and am aged 16 or over (or become 16* on)

****2A.** I am a member of the Church of England or of a Church in communion with the Church of England and am a resident in the parish.

OR

- 2B. I am a member of the Church of England or of a Church in communion with the Church of England, am not resident in the parish, [but have habitually attended public worship in the parish during the preceding six months] [and would have habitually attended public worship in the parish during the preceding six months but was prevented from doing so because.]**.

OR

- 2C. I am a member in good standing of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity, am also a member of the Church of England [and have habitually attended public worship in the parish during the preceding six months] [and would have habitually attended public worship in the parish during the preceding six months but was prevented from doing so because]**.

I declare that the above answers are true and I apply for inclusion on the Church Electoral Roll of the parish.

Signed..... Date.....

Notes

* A person who is going to become 16 during the next 12 months may complete this Form, and will then be eligible to have his or her name entered on the Roll on his or her 16th Birthday.

** Tick only on of 2A, 2B, 2C.

*** If you tick 2B or 2C in circumstances where a new Roll is being prepared, you must delete either the first set of words in square brackets or the second set. If you delete the first set, you must complete the second set by filling in the space at the end. See Note 3 for further information.

Notes

General matters

1. the only churches at present in communion with the Church of England are other Anglican Churches and certain foreign Churches, as listed in the Supplementary Material to the Canons (but note [Rule 83\(3\)](#) of the Church Representation Rules, which provides for any question as to whether a particular Church is in communion with the Church of England to be decided by the Archbishops of Canterbury and York acting jointly).
2. Membership of the Electoral Roll is also open to members in good standing of a Church not in communions with the Church of England which subscribes to the doctrine of the Holy Trinity where those members are also prepared to declare themselves to be members of the Church of England.
3. Every six years a new Roll is prepared and those on the previous Roll are informed so that they can reapply. If you are not resident in the parish but were on the Roll as a habitual worshipper and have been prevented by illness or other sufficient cause from worshipping for the past six months, you should complete declaration 2B OR 2C as follows –
 - (a) delete the first set of words in square brackets and
 - (b) at the end of the second set of words in square brackets briefly state the reason for not having worshipped as mentioned.
4. If you have any problems with this Form, please approach the clergy or lay people responsible for the parish, who will be pleased to help you.
5. In this Form 'parish' means ecclesiastical parish.

Use of email addresses and other personal data

6. you do not have to provide an email address on this Form. If you do provide one, the Parochial Church Council and the electoral Roll officer are entitled to use that email address to communicate with you in connection with the maintenance or revision of the Roll or the preparation of a new Roll or with elections to or membership of the Council.
7. The Church Representation Rules impose certain requirements for your name and address to be given to a third party, such as the diocesan electoral registration officer, in connection with elections to or membership of a deanery synod, diocesan synod or the House of Laity of the General Synod. If you provide an email address on this Form, that email address will be given to the other person along with your postal address.
8. A third party to whom your name and address have been given under the Church Representation Rules is in certain cases required by the Rules to pass them on to another person, such as the presiding officer in a synodical election. If you provide an email address on this Form. That email address will be given to the other person along with your postal address.
9. Any person to whom your email address or other personal data is given under the Church Representation Rules is required by those Rules to hold the data securely. Furthermore, if you do provide an email address on this Form, that does not give anybody the right to use it for any purpose other than those permitted by the Rules; so it cannot, for example, be used for social matters or fund-raising.
10. The Roll is published after each annual revision and after the preparation of a new Roll. The published Roll will include your name (as well as the name of every other person on the Roll) but none of your other personal data (as defined by the data Protection Act 2018) will be made public as a result of your inclusion on the Roll.

Form 2 – Revision of Roll (See Rule 3(2))

NOTICE OF REVISION OF CHURCH ELECTORAL ROLL

Diocese of

Parish of

Notice is given that the Church Electoral Roll of the above parish will be revised by the Parochial Church Council, beginning on the day of 20 and ending on the day of 20*

After the revision, a copy of the Roll will be published by the Parochial Church Council [method of publication to be specified here] for at least 14 days and a copy of the Roll will be available for inspection on a reasonable request being made to the Council.

Under the Church Representation Rules, a lay person is entitled to have his or her name entered on the roll if the person –

- (a) is baptised,
- (b) is aged 16 or over, and
- (c) has made one of the following three declarations and duly applied for enrolment.

The first declaration is that the person is a member of the Church of England or of a Church in communion with it and is resident in the parish.

The second declaration is that the person is a member of the Church of England or of a Church in communion with it, is not resident in parish, but has habitually attended public worship in the parish during the preceding six months.

The third declaration is that the person is a member in good standing of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity and is also a member of the Church of England and has habitually attended public worship in the parish during the preceding six months.

Application Forms for enrolment can be obtained from the Church Electoral Roll Officer. In order for a person to be entitled to attend the annual parochial church meeting and to take part in its proceedings, an Application Form for enrolment must be returned by the date shown above for the ending of the revision of the Church Electoral Roll by the Parochial Church Council.

Any error discovered in the Roll should at once be reported to the Church Electoral Roll Officer.

Dated this ** day of 20.....

Church Electoral Roll Officer

Address

Email address (optional)

Notes

* The revision must be complete at least 15 days, but no more than 28 days, before the Annual Parochial Church Meeting.

** The revision must be completed at least 15 days, but no more than 28 days, before the Annual Parochial Church Meeting.

*** At least 14 days' notice must be given.

In this Notice, 'parish' means an ecclesiastical parish.

Form 3 – Preparation of New Roll (see Rule 6(1))

NOTICE OF PREPARATION OF NEW ROLL

Diocese of

Parish of

Notice is given that under the Church Representation Rules a new Church Electoral Roll* is being prepared. Every person who wishes to have his or her name entered on the new Roll, whether is it entered on the present Roll or not, is requested to apply for enrolment not later than

.....

The new Roll will take effect on

The new Roll will be published by the Parochial Church Council [method of publication to be specified here] for at least 14 days and a copy of the Roll will be available for inspection on a reasonable request being made to the council.

Under the Church Representation Rules, a lay person is entitled to have his or her name entered on the Roll, if the person -

(a) is baptised,

(b) is aged 16 or over, and

(c) has made one of the following three declarations and duly applied for enrolment.

The first declaration is that the person is a member of the Church of England or of a Church in communion with it and is resident in the parish.

The second declaration is that the person is a member of the Church of England or of a Church in communion with it, is not resident in the parish, but has habitually attended public worship in the parish during the preceding six months.

The third declaration is that the person is a member in good standing of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity and is also a member of the Church of England and has habitually attended public worship in the parish during the preceding six months.

Application Forms for enrolment can be obtained from the Church Electoral Roll Officer. In order to be entitled to attend the annual parochial church meeting and to take part in its proceedings, you must return the Application Form for enrolment by the earlier of the dates given above.

Any error discovered in the Roll should at once be reported to the Church Electoral Roll Officer.

Dated this day of 20.....

Church Electoral Roll Officer

Address

.....

Email address (optional)

Note

* The new Roll must be completed at least 15 days, but no more than 28 days, before the Annual Parochial Church Meeting.

In this Notice, 'parish' means an ecclesiastical parish.

Form 4 – Election to Diocesan Synod (see Rule 40(3))

NOTICE OF ELECTION TO HOUSE OF CLERGY OR HOUSE OF LAITY OF DIOCESAN SYNOD

Diocese of

Deanery of

1. An election of members of the House of Clergy/Laity of the Diocesan Synod will be held in the above Deanery on
.....
...
2. Every candidate must be nominated by two qualified electors on forms to be obtained from
..... All
members, other than co-opted members, of the House of Clergy/Laity of the deanery synod
are qualified electors. Each qualified elector nominating must be a member of the House of
Clergy/Laity of the deanery synod to which the candidate belongs.
3. For the qualifications to be a candidate for election to the House of Clergy/Laity of the
diocesan synod, see Rule 36 of the Church Representation Rules.
4. The election will be decided by simple majority/the single transferable vote.

Form 5 – Nomination for Election to Diocesan Synod (see Rule 40(3))

NOTICE OF ELECTION TO HOUSE OF CLERGY OR HOUSE OF LAITY OF DIOCESAN SYNOD

Diocese of

Deanery of

Election of members of the House of Clergy/Laity of the Diocesan Synod

We the proposer and seconder, each being qualified electors and members of the House
of Clergy/Laity of the Deanery Synod for the above Deanery, nominate the following
person as a candidate at the election in the above Deanery.

Surname	Christian Names	Postal address	Email address	Year of Birth

Proposer's signature

Proposer's full name

Address

Seconders signature

Seconders full name

Address

I, the above named declare that I am not subject to any disqualification referred to in the Notes on this form and signify my willingness to serve as a member of the House of Clergy/Laity of the Diocesan Synod if elected.

Candidate's signature

This nomination must be sent to

Notes

1. All members, other than co-opted members, of the house of Clergy/Laity of the deanery synod are qualified electors.

2. (1) A person is disqualified from being nominated for membership of a diocesan if the person is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006).

(2) A person is disqualified from being nominated for membership of any Synod if the person has been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (with that expression being construed in accordance with Rule 71(2) of the Church Representation Rules).

(3) A person's disqualification under sub-paragraph (2) may be waived by the bishop of the diocese by giving the person notice in writing.

Form 6 – Voting Paper for Election to Diocesan Synod (see Rule 42(1) and (8))

VOTING PAPER FOR ELECTION TO HOUSE OF CLERGY OR HOUSE OF LAITY OF DIOCESAN
SYNOD (SIMPLE MAJORITY SYSTEM)

..... Diocesan Synod

Election of members of the House of Clergy/Laity

Deanery of members to be
elected.

Voting Paper

Mark your vote in this Column	Candidates' name addresses and year of birth

Guidance to Voters

- 1 The voting paper must be signed and the full name written on the reverse.
- 2 You have as many votes as there are members to be elected
- 3 You may not give more than one vote to any one candidate.
- 4 You vote by placing an 'X' opposite the name(s) of the candidate(s) of your choice.
- 5 If you inadvertently spoil your voting paper you may return it to the Presiding Officer who will give you another paper.
- 6 This voting paper duly completed on the reverse must be delivered (by post or otherwise) to so as to arrive no later than

The following to be printed on back of form –

Signature of voter

Full name

.....

Address

.....

Form M1 – Annual Meeting (see Rule M2(1))

NOTICE OF ANNUAL PAROCHIAL CHURCH MEETING

Parish of

The Annual Parochial Church Meeting will be held in
..... on the
..... day of 20..... At

For election of parochial representatives of the laity as follows –

*To the Deanery Synod representatives.

To the Parochial Church Council representatives.

For the appointment of the Independent Examiner or Auditor.

For the consideration of:

- (a) a report on changes to the Roll since the last annual parochial church meeting OR** a report on the numbers entered on the new Roll;
- (b) an Annual Report on the proceedings of the parochial church council and the activities of the parish generally;
- (c) the financial statements of the council for the year ending on the 31st December preceding the meeting;
- (d) the annual fabric report under section 50 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018
- (e) a report of the proceedings of the deanery synod; and
- (f) other matters of parochial or general Church interest.

In this Notice, 'parish' means an ecclesiastical parish.

Notes

* To be included in a year in which parochial representatives of the laity are to be elected to the Deanery Synod.

** To be included in a year when a new Church Electoral Roll is prepared. Delete as applicable.

Notes

1. Every lay person whose name is entered on the Church Electoral Roll of the parish (and no other person) is entitled to vote at the election of parochial representatives of the laity.
2. A person is qualified to be elected a parochial representative of the laity if –
 - (a) his or her name is entered on the Church Electoral Roll of the parish and, unless he or is under 18, has been entered there for at least the preceding six months;
 - (b) he or she is an actual communicant (which means that he has received Communion according to the use of the Church of England or of a Church in communion with the Church of England at least three times during the twelve months preceding the date of the election);
 - (c) he or she is at least 16; and
 - (d) he or she is not disqualified as referred to in paragraph 3 of these Notes.
3. (1) A person is disqualified from being nominated, chosen or elected or from serving as a churchwarden or a member of a parochial church council, a district church council or a joint council if the person is disqualified from being a trustee of a charity (and the disqualification is not subject to a waiver which permits membership of a parochial church council, district church council or joint council).

(2) A person is disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council, a district church council, a joint council or a deanery synod if the person is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006).

(3) A person is disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council, a district church council, a joint council or a deanery synod if the person has been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (with that expression being construed in accordance with Rule 71(2) of the Church Representation Rules).

(4) A person's disqualification under sub-paragraph (3) may be waived by the bishop of the diocese by giving the person notice in writing.

(5) A person is disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council if the person has been disqualified from holding office under section 10(6) of the Incumbent (Vacation of Benefices) Measure 1977.

- 4.* A scheme is in operation in this parish which provides that any person entitled to vote in the elections of parochial representatives of the laity to the parochial church council or to the deanery synod or to both may apply on the appropriate form to the Minister of the parish (or other person signing below) for a postal vote. The completed form must be received before the commencement of the annual parochial church meeting.

Signed

Minister of the parish**

* This paragraph should be deleted if no scheme for postal voting is in operation in the parish.

** Or vice-chair of the parochial church council as the case may be (see Rule M19(2) of the Church Representation Rules).

Form M2 – Postal Vote (see Rule M11(1) and (5))

APPLICATION FOR POSTAL VOTE

Parish of

I (full Christian name and surname)

of
(address)

declare that my name is entered on the church electoral Roll of the above parish and I apply for a postal vote in any elections to which postal voting applies to be held at the forthcoming annual parochial church meeting for the parish

The voting paper should be given to me at the above address OR* at the following address

-

.....
.....

Dated 20.....

Signed

.....

Note

* Delete as appropriate