

ADCM's and Membership of District Church Council (Church Committee) at St Mary's Wimbledon – Using 2020 church Representation Rules

Introduction:

In this document I refer to what we have been calling the ACM (Annual Church Meeting) as the ADCM (Annual District Church Meeting) and the CC (Church Committee) as the DCC (District Church Council) as this is the terminology used in Church Legislation.

In January 2020 new Church Representation Rules came were published and came into operation. This document has been substantially revised since it was last circulated to take into account the new rules.

The Governance of the team is also being revised in the light of the new rules so this is an interim proposal to cover the period between the inauguration of the new rules and a team wide agreement about governance. During this period we can use these rules and reflect on what we would like to see in the final version that is agreed by the whole team and what a particular St Mary's implementation of the agreed new rules might look like.

This is the link to the current Church Representation Rules

<https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules>

St Mary's Annual District Church Meeting (was ACM)

Preparation for the Meeting

1. Revise or renew the Electoral Roll according to current regulations
2. At the DCC meeting immediately before the ADCM the DCC agrees the statutory reports:
The Electoral Roll Report
Secretary and Treasurers Report on the Work of the DCC over the past Year.
Report by the Church Wardens on the Fabric, Goods and Ornaments of the Church.
Deanery Synod Report
The Financial Statements for the past year
Safeguarding Report
(We do this so that the Church Committee rather than the individual officers are responsible for the reports that are presented to the ADCM.)
3. Give formal notice in Church and online at least 2 Sundays before the meeting of the date and time of the ADCM and advise people where they can access copies of the Financial Report.
4. At the same time as we give notice of the ADCM we put up nomination forms for Elected Positions (Appendix 1)
5. Give notice of the date of the first Church Committee meeting after the ADCM
6. We circulate the Statutory Reports and Financial statements at least 7 days before the ADCM, make paper copies available in church and publish them on the website.
7. The Annual Review is prepared for circulation at the ADCM.

The Annual Meetings:

The ADCM would comprise two separate meetings:

Meeting of Parishioners

Nominations for Church Wardens (Called District Wardens in the Church representation rules) should be made in writing and open 2 weeks before the meeting.

Church Wardens usually stand for one term of three years, re-elected annually during that term. This may be varied by the ADCM the year before it comes into effect.

The Annual District Church Meeting

Agenda:

- Electoral Roll Report (St Mary's)
- Financial Statements available at least 7 days prior to the meeting
- Church Warden's Report
- Safeguarding Report
- The preceding and the reports on all the other activities of the Church and the Rector's report are published in the Annual Review with time for questions.
- Election of Deanery synod Reps (every 3 years)
- Election of lay members for three years(12 posts, 4 elected a year).

Elections

1. Nominations open two Sundays before the ADCM.
2. All candidates must be nominated and seconded by people entitled to attend the annual meeting using the forms in Appendix 1. Lay representatives must be proposed and seconded by people on the Electoral Roll of the church they are standing for.
3. A person may stand for up to two consecutive three year terms; but cannot then stand again until three years have elapsed.
4. Candidates can be nominated either in writing before the meeting or at the meeting. Nomination forms will be available in Church and On Line two Sundays before the APCM.
5. If the number of candidates nominated is not greater than the number of seats to be filled the candidates are forthwith declared elected by the chair at the APCM.

It is proposed that where there are more candidates than posts elections are held in the following way:

6. Voting Rules:
The meeting appoints a Returning Officer.
No clergy can vote.
Each candidate is given an opportunity to make a short statement (100 words) before the vote on why they think they are the right candidate for the role.
Each person entitled has as many votes as there are seats; but may not give more than one vote to any one candidate.
Voting is by voting papers signed by the voter on the reverse. The voters name should also be printed on the reverse.
7. Where there is a tie in voting the tie is resolved by casting lots.
8. If a recount is requested after the casting of lots, if the count is the same, the original lot cast stands.
9. Notice is given of the outcome of elections and published on the following Sunday in the notice sheet and online for not less than 14 days.

Membership of the District Church Council

1. Ex officio members
St Mary's Clergy, Church Wardens, Licensed Lay Readers, Deanery, Diocesan and General Synod Members,

2. Elected Lay Members. 12 posts currently, four elected each year for a three-year term. Where someone resigns before the end of their term an additional person is elected at the next ADCM for the remainder of the vacated term to ensure the pattern of electing four new members a year is maintained.
3. Co-opted members. When we have a casual vacancy or cannot fill all the vacancies at the ADCM, or if we need additional skills then we co-op members until the next ADCM. Co-opted members may stand for Election following co-option. There should not be more than two co-opted members of the Church Committee in addition to the Treasurer and Secretary if they are co-opted.
4. Only Members of the DCC (as listed above) may vote in meetings.

In Attendance

5. Parish Wardens and Paid Staff:
Anyone employed by the DCC cannot be a member of DCC (ie vote), The DCC may ask staff to attend meetings regularly or occasionally.

Officers of the Committee

The Secretary and Treasurer

The DCC Secretary and Treasurer are appointed at the first meeting of the DCC after the ADCM. If the candidates for Secretary and Treasurer are not Elected Lay members of the committee they may either be:

- a) Co-opted onto the committee for the following year as a voting member
- b) Employed by the DCC in the role without voting rights.

Other Roles and Briefs

At the first meeting of the DCC it elects a vice chair, usually the longest serving of the Church Wardens.

The DCC requires the following roles:

Planned Giving Officer

Safeguarding Officer

Electoral Roll Officer

GDPR Officer

Social Secretary

Environment Representative

Charities Representative

Archivist

Health and Safety

Children's Wardens

Where these roles are not undertaken by elected members of the Church Committee those undertaking these roles receive copies of the agenda and minutes and can be invited to attend meetings but do not have a vote.

Standing Committee

The Standing Committee is made up of the Rector, both Church Wardens, the Treasurer and the Secretary.

The role of the standing committee is to agree the agenda for the DCC and to make emergency decisions when necessary. Any decisions made by the standing committee are minuted and circulated at the next DCC meeting.

The Standing Committee may make decisions by email.

All other matters are determined by referring to the current Church Representation Rules.

Appendix I



PARISH OF
St Mary's Wimbledon

NOMINATION FOR ELECTION TO THE DISTRICT CHURCH COUNCIL

	<i>Proposer</i>	<i>Secunder</i>
We (<i>insert names</i>)		
of (<i>insert addresses</i>)		
being members of the electoral roll of this parish, hereby nominate		
of (<i>insert address</i>)		
as a candidate for election to the parochial church council at the annual meeting on _____		
Signed		
I declare that I am communicant of 16 years or over and not disqualified, and that if elected, I consent to serve.		
Signed: <i>Nominee</i>		

Nominees must be:

- at least sixteen years of age;
- actual communicants;
- on the Electoral Roll of this Parish for at least six months

Proposers and seconders must be on the Electoral Roll of this Parish

No person shall be nominated unless they have signified their consent to serve, or there is in the opinion of the meeting sufficient evidence thereof. No person shall be nominated if they are disqualified from serving by the Church Representation Rules. (See right for details)

DISQUALIFICATION (Church Representation Rule 68 in Part 7)

A person shall be disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council, a district church council or any synod under these rules if the person:

- 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.

Note

In order to confirm that you are eligible to act as a charity trustee, all newly elected PCC members will be required to sign a declaration confirming their eligibility to hold office as a charity trustee eligibility (i.e. non-disqualification under charity law) and will be asked to sign a Fit and Proper Person declaration. A copy of these declarations can be found at www.parishresources.org.uk/pccs/apcms/. By confirming that you are eligible for election, you are confirming that you are able to sign these declarations.

Downloaded from www.parishresources.org.uk

PARISH OF

NOMINATION FOR CHURCHWARDEN

We the undersigned, being either

- members of the church electoral roll of this parish or
 - members of the local government register of electors by virtue of residence in this parish
- hereby nominate

for election to the office of churchwarden in this parish.

Signed

Proposer Second

I, *(insert name)* _____,

the above-named nominee, hereby certify that

- I am eligible for election to the office of churchwarden in this parish
- I am not disqualified from holding that office, and
- I am willing to hold that office.

Signed

Nominee

This form must be handed to the minister who is to conduct the meeting for the election of churchwardens at any time before the start of that meeting. When there is no minister, this form must be handed to the churchwarden who signed the notice convening the meeting.

No person chosen for the office of churchwarden shall become churchwarden until they shall have been admitted to the office by the bishop or his substitute duly appointed; however all persons elected shall become ex-officio members of the parochial church council from the time of their election.

FROM THE CHURCHWARDENS MEASURE 2001:

The churchwardens of every parish shall be chosen from persons who have been baptised and —

- a) whose names are on the church electoral roll of the parish;
- b) who are actual communicants;
- c) who are twenty-one years of age or upwards; and
- d) who are not disqualified as laid out below.

No person shall be chosen as churchwarden of a parish for any period of office unless they —

- a) have signified consent to serve as such; and
- b) have not signified consent to serve as such for the same period of office in any other parish (not being a related parish) or, if such consent has been signified and the meeting of the parishioners to elect churchwardens of that other parish has been held, was not chosen as churchwarden of that other parish.

Disqualifications

A person shall be disqualified from being chosen for the office of churchwarden if:

- 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. Without prejudice to the above, a person shall be disqualified from being chosen for the office of churchwarden when that person has served as a churchwarden of the same parish for six successive periods of office until the annual meeting of the parishioners to elect churchwardens in the next year but one following the date on which that person vacated office at the end of the last such period: Provided that a meeting of the parishioners may by resolution decide that this section shall not apply in relation to the parish concerned.

Note

- In order to confirm that you are eligible to act as a charity trustee, all newly elected Church Wardens will be required to sign two declarations, being: (i) confirmation of trustee eligibility (i.e. non-disqualification under charity law); and (ii) a Fit and Proper Person declaration, copies of which can be found at www.parishresources.org.uk/pccs/apcms/. By confirming that you are eligible for election, you are confirming that you will be able to sign these declarations.