

## Church/ Parish Governance

### Electoral Roll 2024

If you would like to be added to the church Electoral Roll please visit one of our Sunday Services at either St Paul's or St John's and speak to a member of the ministry team or a member of the Parochial Church Council, but below are all you need to know about enrolment on the Parish Electoral Roll:

#### [CHURCH ELECTORAL ROLL](#)

Compilation of the roll

1 (1) In every parish there must be a church electoral roll on which the names of lay persons are entered in accordance with the Church Representation Rules.

(2) A lay person is entitled to have his or her name on the roll of a parish if he or she –

(a) is baptised,

(b) is aged 16 or over,

(c) has made one of the following three declarations, and

(d) has duly applied for enrolment on Form 1.\*

(3) The first declaration is a declaration that the person –

(a) is a member of the Church of England or of a Church in communion\*\* with it, and

(b) is resident in the parish.\*\*\*

(4) The second declaration is a declaration that the person –

(a) is a member of the Church of England or of a Church in communion with it,

(b) is not resident in the parish, but

(c) has habitually attended public worship in the parish during the preceding six months.

(5) The third declaration is a declaration that the person –

(a) 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,

(b) is also a member of the Church of England, and

(c) has habitually attended public worship in the parish during the preceding six months.

(6) A person who is entitled under this Rule to have his or her name on the roll of more than one parish is entitled to have his or her name on the roll of each of those parishes; but the following provisions specify purposes for which the person is required to choose one of those parishes –

### **Parish Church Council Meetings:**

The PCC of St Paul's and St John's meet every two months to discuss and reach decisions about important agenda items related to the business of the parish.



## The Parochial Church Council:

- **Works with the minister in promoting the mission of the church**

The minister in charge of the parish and the PCC have a duty to consult together on matters of general concern and importance to the parish, and to co-operate in promoting in the parish the whole mission of the church: pastoral, evangelistic, social and ecumenical. This includes almost everything to do with the church's work in the parish, and its relationship with the deanery and the diocese.

- **Members are Trustees of the church**

The PCC is a body corporate, which means that it is a separate body from the people who serve on it. PCC members are also trustees, which entails various responsibilities under charity law.

- **Is responsible for the maintenance and repair of the church, churchyard and moveable objects**

As well as being responsible for the care and upkeep of the church, churchyard and moveable items, the PCC may also be the beneficial owner of the church hall and or curate's house.

- **Has overall charge of all expenditure**

## PCC Membership

- All clerks in Holy Orders beneficed in or licensed to the parish
- Deacons or lay workers licensed to the parish
- Readers licensed to the parish, and on the electoral roll of the parish, as determined by the APCM
- Churchwardens  
Churchwardens become members of the PCC as soon as they are elected at the Annual Meeting, rather than having to wait until the date that they are instituted.

- Lay members of the Deanery, Diocesan or General Synod, who are on the electoral roll of the parish
  - With reference to lay members of the Deanery, Diocesan or General Synod who are on the electoral roll of the parish. These persons are also members of the PCC in an ex-officio capacity (i.e. by virtue of their other office). The rules allow a person to have their name on more than one electoral roll. If this is the case, then that person must choose one PCC of which to be member.
- Lay representatives of the parish elected at the APCM
  - In 2004 a rule was brought in setting down numbers to be elected to the PCC which were dependent on the size of the parish's electoral roll. (Up to 50: 6, 51-100: 9, 101-200: 12, over 200: 15). However the parish can set a different number, by resolution passed at the APCM, which would take effect the following year.  
 In 2004, a rule was also brought in to extend the term of office of elected representatives from one year to three. This works on the basis whereby a third of the PCC retire and are elected to the PCC each year. However, the APCM can pass a resolution to retain the old method of the whole PCC being elected each year. This resolution takes effect in the year that it is passed, and must be reviewed every six years.  
 A parish, by resolution at an APCM, can set a limit on the number of years that elected representatives can serve continuously on the PCC.
- Co-opted members, clerical or lay (optional)
  - A PCC can appoint co-opted members who can be clerical or lay. If this happens, the total number co-opted must either be less than one-fifth of the elected members on the Council, or two, whichever is the greater.

## Standing Committee

### **What is the role of the Standing Committee, particularly in relation to the PCC?**

The Church Representation Rules state as follows: The standing committee shall have power to transact the business of the Council between PCC meetings, subject to any directions given by the Council. The Standing Committee's role is therefore subservient to the PCC.

### **Who may serve on the Standing Committee?**

There should be at least five people on the Standing Committee. The minister and churchwardens are automatically members. The Council by resolution appoints at least two of its own members, whom it also has power to remove. Members serve until the conclusion of the annual meeting.

It is important that the Secretary is a member to be involved and keep abreast of what is happening at the heart of the church's management; to assist with forward planning.

### **Annual Parochial Council Meeting (APCM)**

The PCC and church members meet once a year and this meeting must happen by the end of May each year. The annual meeting receives reports on changes to the electoral roll, general parish activities and financial matters. The annual meeting also elects new members to the PCC and to deanery synod every three years.

### **Before the Meeting**

1. Schedule date of APCM (before May 31)
2. Revise the electoral roll and publish
3. Convene the meeting with publicly displayed notices
4. Approve and publish audited financial statements
5. Seek nominations for new candidates for PCC

6. Seek nominations for Deanery Synod Representatives
7. Seek nominations for Churchwardens

### **At the meeting**

The minister of the parish chairs the meeting, or if they are not present, the vice-chair of the PCC.

Reports  
Elections

### **After the meeting**

1. Announce results of elections
2. Display and make available approved accounts
3. Return Annual Report and Financial Statement
4. Return Deanery Synod reps details

Each year, parishes are required to submit mission and finance data.

Every church is asked to complete returns about membership, attendance, church finances and their energy footprint.

The mission and finance statistics paint a picture of our common life across the country and help identify trends and spot mission opportunities. They make it possible for us to plan.

### **How to submit your Parish Return**

Wherever possible, please complete your return online using the National Church's online system:

### **Statistics for Mission:**

The deadline for entering information is the end of January. Thank you to those parishes who have submitted their data on time.

### **Financial Statistics:**

These need to be provided as soon as possible after the Annual Parochial Church Meeting (APCM), which must be no held no later than **31st May**. See [Rule M1 \(1\)](#) of the new Church Representation Rules 2022.

### **Annual Report and Audited Accounts:**

These should be uploaded as soon as possible after they have been presented at your APCM.

### **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) took effect in the UK on 25 May 2018. It replaced the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by organisations.

How to find out more: to view our new privacy policy and to find out how we might process your data and for what purpose, click on the link: [The Parish of St Paul's and St John's Tottenham Data Privacy Notice](#).