

**CHURCHWARDENS MEASURE 2001
CHURCH REPRESENTATION RULES
DIOCESE OF CANTERBURY**

**PARISH MEETINGS (ELECTRONIC PARTICIPATION AND PUBLICITY)
AND ADMISSION OF CHURCHWARDENS INSTRUMENT 2021 (no.2)**

The Bishop of Dover (acting pursuant to powers delegated by the Archbishop of Canterbury), in exercise of the powers conferred by section 10 of the Churchwardens Measure 2001 and rule 78 of the Church Representation Rules, makes the following provision:

Application

1. The provision made by this instrument applies to each parish in the diocese of Canterbury.
2. The provision made by paragraphs 5 to 9 below applies in respect of meetings of parishioners and APCMs held between the date of this instrument and 30 June 2021.
3. This Instrument supersedes the Instrument made by the Bishop of Dover dated 10 March 2021.
4. This Instrument shall only apply for the year 2021.

Interpretation

5. In this instrument:
 - a. “meeting of parishioners” means the meeting required to be held by section 5 of the Churchwardens Measure 2001 for the purpose of choosing churchwardens;
 - b. “APCM” means the annual parochial church meeting required to be held by rule M1 of the Church Representation Rules;
 - c. “convenor” means the minister of the parish or, if the minister is absent or incapacitated, the person(s) required to convene the meeting of parishioners or APCM by the Church Representation Rules;
 - d. “electronic means” means electronic means of communication which allow the person to hear and be heard by other persons participating in the meeting and, where practicable, to see and be seen by those other persons;
 - e. “minister”, in relation to a parish, has the same meaning as in rule 83 of the Church Representation Rules;
 - f. “Measure” means the Churchwardens Measure 2001; and
 - g. “Rules” means the Church Representation Rules 2020

Date by which parish meetings must be held in 2021

6. The date by which meetings of parishioners and APCMs must be held in 2021 is extended to **30 June 2021**.

Electronic participation in meetings

7. When giving notice of a meeting of parishioners or APCM, the convenor of the meeting may state in that notice that persons eligible to attend the meeting may attend the meeting by electronic means.
8. If the convenor of a meeting decides to permit attendance by electronic means:
 - a. the notice of the meeting shall set out full details of how a person may participate in the meeting, or provide a link to a website on which such details are set out;
 - b. the notice of the meeting shall set out whether persons attending the meeting by electronic means may vote at the meeting;
 - c. if the meeting is a meeting of parishioners, the notice of the meeting shall set out how nominations of candidates for the office of churchwarden may be sent to the minister prior to the commencement of the meeting by those not physically present with the minister;
 - d. the mechanisms by which those attending the meeting by electronic means are to be called to speak or, if relevant, have their votes recorded shall be determined by the chairperson of the meeting;
 - e. any reference in the Churchwardens Measure 2001 or the Church Representation Rules to a “meeting” includes a meeting at which persons may attend by electronic means, and references to the “place” of a meeting or whether a person is “present” at that meeting shall be interpreted accordingly; and
 - f. form M1 may be amended to give effect to any requirement of this instrument.
9. It is for the convenor of the meeting to determine whether that meeting should be held:
 - a. solely by electronic means;
 - b. solely by physical attendance; or
 - c. with the option of electronic means or physical attendance,

but subject always to any legal requirement and Government guidance from time to time regulating gatherings of persons or the use of buildings.

Publicity for meetings during closures of church buildings

10. If the convenor of a meeting considers that closures or restrictions affecting a church or licensed building by reason of the COVID-19 pandemic are likely to have a significant effect on the ability of persons to receive notice of the meeting, the convenor shall consider what reasonable additional steps (if any) might be taken to publicise the meeting and in particular shall, wherever practicable, arrange for notice of the meeting to be given on the website of the parish or on the parish’s entry on achurchnearyou.com and shall take such steps.

Consultation with PCC

11. In deciding how to carry out his or her functions under this instrument, the convenor of a meeting shall, wherever practicable, first consult with the parochial church council or its standing committee.

Admission of churchwardens and terms of office of churchwardens appointed in 2020

12. All references in section 6 of the Measure to 31 August or to the end of August shall be substituted by references to 30 September or to the end of September so that the date by which those appointed to the office of churchwarden in 2021 must be admitted to office shall be 30 September 2021 and the terms of office of those who were appointed to the office of churchwarden in 2020 shall continue, subject otherwise to the provisions of section 6 of the Measure, until 30 September 2021.

Signature

+ Rose Dover

The Rt Revd Rose Hudson-Wilkin
Bishop of Dover

Date: 1st April 2021