



DIOCESE OF LICHFIELD



Come follow Christ in the footsteps of St Chad

Churchwardens' Induction Day

The Role and Responsibilities Of Churchwardens

March 2017



DIOCESE OF
LICHFIELD



DISCOVERING
THE WORD OF GOD



GROWING
OUR FLOCK



REACHING
OUR CHURCHES



TRANSFORMING
COMMUNITIES



PRACTISING
FAITHFULLY

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The Role and Duties of a Churchwarden

Churchwardens have important legal responsibilities, but the office also has a vital spiritual, pastoral and mission dimension – the duty is to be foremost among the laity in the life and mission of the Church in the parish.

The churchwardens' main duties are summarised in Canon E1 paragraphs 4 and 5. Under those paragraphs, once churchwardens take up their office, they:

- are the officers of the bishop (not the incumbent or PCC) (E1.4);
- must be the foremost in representing the laity and co-operating with the incumbent (E1.4);
- must use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote unity and peace among them (E1.4);
- must discharge the duties assigned to them by law and custom (E1.4). (Examples of this are their duties in relation to the offerings or collections in the church, and the duties imposed on them by section 5 of the Care of Church and Ecclesiastical Jurisdiction Measure 1991 in relation to the church building and the land and articles belonging to it);
- must maintain order and decency in the church and churchyard, especially during the time of divine service (E1.4); and
- hold the title to the movable goods of the church, must keep an inventory of those goods and keep it up to date, and must hand over the goods to their successors, who must check the inventory (E1.5).

In addition:

- if a person chosen as churchwarden is an actual communicant and has his or her name on the church electoral roll of the parish, that person will automatically become a member of the PCC until he or she either ceases to satisfy those qualifications or ceases to be a churchwarden (CRR r.14(1)(d) and (2));
- if the PCC fails to appoint a treasurer, the churchwarden or churchwardens who are members of the PCC will be responsible for discharging the office of treasurer (CRR App II para 1(e)(i));
- churchwardens may also be trustees of other parochial charities by virtue of their office; and
- during a vacancy in the benefice, the churchwardens will be the sequestrators together with the rural or area dean and anyone else whom the bishop appoints (Church of England (Miscellaneous Provisions) Measure 1992 s.1(1)). (In the case of a team ministry, the team vicars and certain other members of the team take the place of the rural or area dean as automatic sequestrators except so far as the bishop directs that any of them are not to be included.)

The role of a churchwarden can be described formally as in the Canons (see above) but the role is one that is expressed through a series of important relationships; with God, with other members of the congregation, with the Bishop and the Vicar, and with the wider community.

Overview

- A person of Christian faith and conviction
- A person of prayer
- Willing to be involved in the life of the Church and the community
- Willing to engage with change
- Missional Leadership
 - Leadership
 - Maintenance
 - Ministry

Collegial and Collaborative

- An officer of the bishop
- reporting back
- *Articles of Enquiry* via Archdeacon
- problems or complaints about the parish
- attempt to resolve issues locally
- sharing good news!
- access to the bishop
- sharing in the bishop's leadership in mission

Relationship with the Congregation

- local and respected person
- Churchwardens are:
 - *to use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote unity and peace among them* (Canon E1)
- challenging
- holding a wider vision
- maintaining good communication

Relationship with Parish Priest

- a close working relationship
- shared vision
- do not have to agree on everything
- prayer and meeting together
- mutual understanding and expectation
- local leadership in large benefice
- people of place
- contact with groups
- relief of administrative burden

- resolution and reconciliation

Relationship with the PCC

- CWs are ex-officio
- lead the PCC in working with the parish priest (and others) in:
 - *promoting the whole mission of the church in the parish – pastoral, evangelistic, social and ecumenical.* (PCC powers measure 1956 sec 2)
- Church Representation Rules
- oversight of parish share and expenses payments
- job description and mutual understanding of role

Relationship with Archdeacons

- Service of admission
- Advice about buildings and changes
- DAC and DAC visits
- permission for temporary re-ordering
- pastoral re-organisation

Relationship with Rural/Area Dean

- Local responsibility
- Vacancy / Interregnum

Good Practice

- Responsible for property including QI Inspection
- Keep records (NB Parochial Visitations)
- *Terrier* – list of land belonging to the church
- *Inventory* – list of all items belonging to the church
- *Log book* – a list of all alterations and repairs
- report to PCC each year stating these are accurate
- annual report to PCC on fixtures and fittings, prior to APCM
- legal title of plate, furniture etc is with CWs
- ensure *Registers* up to date and accurate
- Overview of finances
- Charity Trustees
- Ensuring good policies and practice eg. Health and Safety, Child Protection, etc
- Aware of the public perception of the church

Care of Churchyard

- diocesan regulations
- own churchyard policy
- numbered plan with names and dates

Worship

- responsible for welcome and seating
- organise sidespersons and train them
- good order in church and during worship
- taking the collection and counting it
- may need to step in to lead

Service

- undertaking the administrative and legal so that others can be freed to take up their ministry

Prayer

- for the community, congregation and ministers
- vision
- for mission in this place
- how the church is to grow
- who are included or not
- supporting initiatives and change
- awareness beyond the parochial

Ministry

- To parish priest and other ministers
 - prayerful and practical
- To congregation
 - communication
 - spotting the ministry potential of others
- To oneself
 - boundaries of work
 - mindful about what your predecessor did and what you can bring
 - job description – then you know what to say 'No' to
 - a day off?
 - who pays the cost of your ministry?

Resignation

- in writing to the bishop
- takes effect two months later
- priest cannot require resignation
- resignation in frustration/anger can do lasting damage
- if leaving the parish
 - inform the parish priest
 - write to the bishop
 - elect replacement by notice of election and repeat APM
 - good handover!!!

Contacts

- Archdeacons: DAC Secretary: Diocesan Office Staff
- Each other: Churchwardens' training events

Safeguarding

The Diocese of Lichfield has a robust safeguarding policy and process which all ministers and parishes must comply with. The safety of children, young people and vulnerable adults is a matter of primary concern and the importance of this must be known by all members of the congregation as well as clergy, church officers and the PCC.

The PCC must approve a safeguarding policy and appoint a safeguarding co-ordinator. All ministers and the co-ordinator must attend safeguarding training and the co-ordinator should be encouraged to offer training and up to date information to others in the church.

The Lichfield Diocesan website contains information about who to contact in case of any concerns or for advice. There is a sample policy for a PCC to adapt to their own circumstances. There are also guidance notes for appointments to various roles and how to do this well with regard to safeguarding.

Contacts for safeguarding

- <https://www.lichfield.anglican.org/safeguarding/>

Resources

- https://www.lichfield.anglican.org/safeguarding_resources/

For current national guidance

- <https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults/national-policy-practice-guidance.aspx>

Good Practice and PCCs

The membership of the PCC is set out in the ***Church Representation Rules***.

In brief the membership consists of: the parish priest and other clergy; the churchwardens; the officers of the PCC; the elected lay members (the number of which depends upon the size of the electoral roll); representatives on the Deanery, Diocesan and General Synods; co-opted members.

It is good practice to have a clear constitution setting out terms of office and any scheme that provides for eg. the appointment of deputy wardens.

It is also good practice to have clear job descriptions for any office holder – bearing in mind the formal rules that may relate to these.

The PCC are charity trustees.

1. General functions of the council.

Parochial Church Councils (Powers) Measure 1956

(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 parochial church councils 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 or the deanery synod, but without prejudice to the powers of the council on any particular matter;
- (d) giving advice to the diocesan synod and the deanery synod on any matter referred to the council;
- (e) raising such matters as the council consider appropriate with the diocesan synod or deanery synod.

(3) In the exercise of its functions the parochial church council shall take into consideration any expression of opinion by any parochial church meeting.

2. PCC meetings

The formal requirements are in the Church Representation Rules 2012

Notice of Meetings and Agenda

The PCC should meet at least 4 times a year.

Notice of date of meeting to be publicly displayed (on or near the main door of the church) 10 days before the date of the meeting.

At least 7 full days before the meeting a notice of the date, time and place and the agenda to be sent to all PCC members.

The meeting may be postponed on the decision of the chair, vice-chair and the secretary. If so a new meeting must be called within 14 days of the original date.

The secretary is the guardian of due process. Make sure that the rules are available.

Similar notice rules apply to APCMs.

Minutes of the Meetings

These should be a succinct record of what was discussed.

Apart from the PCC members who should get the minutes? They are a public record and need to be displayed but some may need them directly.

How are discussions and decisions communicated?

Chairing the Meeting

The Parish Priest is the chair and the PCC should elect a lay person to be vice-chair.

If the Parish Priest proposes a substantive item for consideration they can hand over to the vice-chair to facilitate the discussion. Some clergy choose not to chair their PCC and hand over to the lay chair entirely.

Good chairing involves allowing everyone to make a contribution but not allowing any person to dominate.

Decision Making

Clarity in process – how are decisions supposed to be made – how are they really made?

The PCC can determine how a decision will be voted upon. This is usually by a show of hands on a straight “yes” or “no” basis. However this may disguise the levels of support or opposition represented by a simple “yes” or “no”.

Modified Consensus

Consensus is not always possible. Some people may hold deep convictions and feel a strong obligation to stop a decision being made if a pure consensus model is being used.

In a modified consensus model every effort is made to come to an agreement by consensus but if this fails then a decision is made on the basis of a majority which needs to be quite high eg. 80%.

This allows matters to proceed especially where a majority have been working hard to address minority concerns. It also allows those who object to register their objection without feeling that they are responsible for the outcome.

A Vote by Majority

The higher the majority voting for a proposal the greater the support for it will be. However, it is important to gauge the strength of the 'yes' in terms of positive action to see the proposal put into effect.

A majority vote always implies a minority. These people may be more motivated in their dissent than those who have voted for the proposal.

A two-thirds percentage vote is the minimum desirable for major decisions.

For different kinds of decisions it is a good idea to specify different level of majority required.

When a decision is made the process must respect the level of majority vote which has already been decided upon.

3. Enlivening your PCC

How well do the members of the PCC know each other?

This is more than simply a social question. It is a good idea for some time to be set aside for PCC members to share things about their faith, their vision for the church and the gospel.

What kind of things does your PCC normally discuss?

What kind of things would you wish them to discuss?

Who draws up the agenda – in theory – in practice?

Who is not present on your PCC? It may be that a group in the life of the church has no representation. This is often true of young people.

4. Maintenance and Repairs

The Churchwardens and PCC together take responsibility for the repairs and maintenance of the church, the churchyard and any property owned by the PCC (eg. the church hall).

It is easy for matters related to repairs and maintenance to dominate the agenda. These are often issues that require decisions about money and this can focus people's attention!

Matters to do with repairs and maintenance may be delegated to a sub-committee and the PCC can decide upon the powers of such a sub-committee.

The PCC is responsible for making sure that necessary faculties and permissions are obtained and that works are carried out according the Chancellors guidance.

5. Policies

The PCC must be prepared to formulate and communicate clear policies with respect to a range of things including: Child Protection and Health and Safety

Extract from Church Representation Rules 2012

14.

(1) Subject to the provisions of rule 1(4) and paragraph (3) of this rule, the parochial church council shall consist of -

(a) all clerks in Holy Orders beneficed in or licensed to the parish, ... ;

(aa) any clerk in Holy Orders who is duly authorised to act as chairman of meetings of the council by the bishop in accordance with paragraph 5(b) of Appendix II to these rules;

(b) any deaconess or lay worker licensed to the parish;

(c) in the case of a parish in the area of a benefice for which a team ministry is established, all the members of the team of that ministry;

(d) the churchwardens and any deputy churchwardens who are ex-officio members of the parochial church council by virtue of a scheme made under rule 18(4) of these rules, being actual communicants whose names are on the roll of the parish;

(e) such, if any, of the readers who are licensed to that parish or licensed to an area which includes that parish and whose names are on the roll of the parish as the annual meeting may determine;

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

(g) six representatives of the laity where there are not more than fifty names on the electoral roll, nine such representatives where there are not more than one hundred names on the roll and, where there are more than one hundred names on the roll, a further three such representatives for every one hundred (or part thereof) names on the roll up to a maximum of fifteen such members, and so that the aforesaid numbers "six", "nine", "three" and "fifteen" may be altered from time to time by a resolution passed at any annual meeting, but such resolution shall not take effect before the next ensuing annual meeting; and

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

(2) Any person chosen, appointed or elected as a churchwarden of a parish, being an actual communicant whose name is on the roll of the parish, shall as from the date on which the

choice, appointment or election, as the case may be, is made be a member of the parochial church council of the parish by virtue of this paragraph until he is admitted to the office of churchwarden, and he shall thereafter continue to be a member of that council by virtue of paragraph 1(d) of this rule unless and until he ceases to be qualified for membership by virtue of that sub-paragraph.

(3) A person shall cease to be a member of a parochial church council -

(a) if his name is removed from the roll of the parish under rule 1, on the date on which his name is removed;

(b) if he refuses or fails to apply for enrolment when a new roll is being prepared, on the date on which the new roll is completed;

(c) if he is or becomes disqualified under Rule 46A, from the date on which the disqualification takes effect;

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

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

(5) Where two or more benefices are held in plurality and a team ministry is, or is to be, established for the area of one of those benefices, then, if a pastoral scheme provides for extending the operation of the team ministry, so long as the plurality continues, to the area of any other benefice so held, paragraphs (1)(c) and (4) of this rule shall have effect as if the references to the area of the benefice were references to the combined area of the benefices concerned.

General Provisions relating to Parochial Church Councils

15. The provisions in Appendix II to these rules shall have effect with respect to parochial church councils, and with respect to the officers, the meetings and the proceedings thereof:

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

Term of office

16.

(1) Subject to the following provisions of these rules, representatives of the laity serving on the parochial church council by virtue of rule 14(1)(g) shall hold office from the conclusion of the annual meeting at which they were elected until the conclusion of the third annual meeting thereafter, one third retiring and being elected each year, but, subject to rule 17, shall on retirement be eligible for re-election.

(2) Where a representative of the laity resigns or otherwise fails to serve for his full term of office the casual vacancy shall be filled for the remainder of his term of office in accordance with rule 48(1).

(3) Notwithstanding the preceding provisions of this rule an annual meeting may decide that the representatives of the laity serving by virtue of rule 14(1)(g) shall retire from office at the conclusion of the annual meeting next following their election, but any such decision shall not affect the terms of office as members of the parochial church council of those due to retire from office at the conclusion of an annual meeting held after that at which the decision was taken.

(4) A decision taken under paragraph (3) above shall be reviewed by the annual meeting at least once every six years; and on any such review the annual meeting may revoke the decision, in which case paragraph (1) above shall apply unless and until a further decision is taken under paragraph (3).

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

(6) At an annual meeting at which all the representatives of the laity serving by virtue of rule 14(1)(g) are elected to hold office in accordance with paragraph (1) above, lots shall be drawn to decide which third of the representatives is to retire in the first year following that in which the meeting is held, which third is to retire in the second year and which third is to retire in the third year.

Limitation on years of service

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

Special Meetings

22. (1) In addition to the annual meeting the minister of a parish may convene a special parochial church meeting, and he shall do so on a written representation by not less than one-third of the lay members of the parochial church council; and the provisions of these rules

relating to the convening and conduct of the annual meeting shall, with the necessary modifications, apply to a special parochial church meeting.

(2) All lay persons whose names are entered on the roll of the parish on the day which is twenty-one clear days before the date on which any special parochial church meeting is to be held shall be entitled to attend the meeting and to take part in its proceedings, and no other lay person shall be so entitled.

(3) A clerk in Holy Orders shall be entitled to attend any such meeting and to take part in its proceedings if by virtue of rule 6(3), (4) or (5) he would have been entitled to attend the annual meeting of the parish had it been held on the same date, and no other such clerk shall be so entitled.

Extraordinary Meetings

23. (1) On a written representation made to the archdeacon by not less than one-third of the lay members of the parochial church council, or by one-tenth of the persons whose names are on the roll of the parish, and deemed by the archdeacon to have been made with sufficient cause, the archdeacon shall convene an extraordinary meeting of the parochial church council or an extraordinary parochial church meeting, and shall either take the chair himself or shall appoint a chairman to preside. The chairman, not being otherwise entitled to attend such meeting, shall not be entitled to vote upon any resolution before the meeting.

(2) In any case where the archdeacon is himself the minister, any representation under paragraph (1) of this rule shall be made to the bishop, and in any such case the references to the archdeacon in paragraph (1) of this rule shall be construed as references to the bishop, or to a person appointed by him to act on his behalf.

(3) Paragraphs (2) and (3) of rule 22 shall apply in relation to an extraordinary parochial church meeting under this rule as they apply in relation to a special parochial church meeting under that rule with the modification that for the word 'special' in paragraph (2) of that rule there shall be substituted the word 'extraordinary'.

General provisions relating to parochial church councils

Officers of the council

1. (a) The minister of the parish shall be chairman of the parochial church council (hereinafter referred to as "the council").

(b) A lay member of the council shall be elected as vice-chairman of the council.

(c) During the vacancy of the benefice or when the chairman is incapacitated by absence or illness or any other cause or when the minister invites him to do so the vice-chairman of the council shall act as chairman and have all the powers vested in the chairman.

(d) (i) The Council may appoint one of their number to act as secretary of the Council. Failing such appointment the office of secretary shall be discharged by some other fit person who shall not thereby become a member of the council, provided that such person may be co-opted to the Council in accordance with the provisions of rule 14(1)(h);

(ii) where a person other than a member of the Council is appointed to act as secretary, that person may be paid such remuneration (if any) as the council deems appropriate provided that such person shall not be eligible to be a member of the council;

(iii) [The]^{*2} secretary shall have charge of all documents relating to the current business of the council except that, unless he is the electoral roll officer, he shall not have charge of the roll. He shall be responsible for keeping the minutes, shall record all resolutions passed by the council and shall keep the secretary of the diocesan synod and deanery synod informed as to his name and address.

(e) (i) The council may appoint one or more of their number to act as treasurer solely or jointly. Failing such appointment, the office of treasurer shall be discharged either -

by such of the churchwardens as are members of the council or, if there is only one such churchwarden, by that churchwarden solely; or

by some other fit person who shall not thereby become a member of the council, provided that such person may be co-opted to the council in accordance with the provisions of rule 14(1)(h).

(ii) Where a person other than a member of the Council is appointed to act as treasurer that person may be paid such remuneration (if any) as the Council deems appropriate provided that such person shall not be eligible to be a member of the Council.

(f) The council shall appoint an electoral roll officer, who may but need not be a member of the council and may be the secretary, and if he is not a member may pay to him such remuneration as it shall think fit. He shall have charge of the roll.

(g) If an independent examiner or auditor to the council is not appointed by the annual meeting or if an independent examiner or auditor appointed by the annual meeting is unable or unwilling to act, an independent examiner or auditor (who shall not be a member of the council) shall be appointed by the council for a term of office ending at the close of the next annual meeting. The remuneration (if any) of the independent examiner or auditor shall be paid by the council.

(h) For the purposes of this paragraph, where a special cure of souls in respect of a parish has been assigned to a vicar in a team ministry, or where there has been no such assignment but a special responsibility for pastoral care in respect of the parish has been assigned to a member of the team under section 20(8A) of the Pastoral Measure 1983, that vicar or that member, as the case may be, shall be deemed to be the minister unless incapacitated by absence or illness

or any other cause, in which case the rector in the team ministry shall be deemed to be the minister.

Meetings of Council

2. The council shall hold not less than four meetings in each year. Meetings shall be convened by the chairman and if not more than four meetings are held they shall be at quarterly intervals so far as possible.

Power to call meetings

3. The chairman may at any time convene a meeting of the council. If he refuse or neglect to do so within seven days after a requisition for that purpose signed by not less than one-third of the members of the council has been presented to him those members may forthwith convene a meeting.

Notices relating to meetings

4. (a) Except as provided in paragraph 8 of this Appendix, at least ten clear days before any meeting of the council notice thereof specifying the time and place of the intended meeting and signed by or on behalf of the chairman of the council or the persons convening the meeting shall be posted at or near the principal door of every church, or building licensed for public worship in the parish.

(b) Not less than seven days before the meeting a notice thereof specifying the time and place of the meeting signed by or on behalf of the secretary shall be posted or delivered to every member of the council or, if the member has authorized the use of an electronic mail address, to that address. Such notice shall contain the agenda of the meeting including any motion or other business proposed by any member of the council of which notice has been received by the secretary. The notice required by this sub-paragraph shall not be required for a council meeting immediately following the annual parochial church meeting being a council meeting which has been called solely for the purpose of appointing or electing any officers of the council or the members of the standing committee thereof provided that the notice required by sub-paragraph (a) hereof has been given.

(c) If for some good and sufficient reason the chairman, vice-chairman and secretary, or any two of them, consider that a convened meeting should be postponed, notice shall be given to every member of the council specifying a reconvened time and place within fourteen days of the postponed meeting.

Chairman at meetings

5. Subject to the provisions of rule 23 the chair at a meeting of the council shall be taken -

(a) by the chairman of the council if he is present;

(b) if the chairman is not present, by a clerk in Holy Orders, licensed to or with permission to officiate in the parish duly authorized by the bishop with the clerk's agreement, following a

joint application by the minister of the parish and the council or, if the benefice is vacant, by the council for the purposes of this sub-paragraph;

(c) if neither the chairman of the council nor the clerk mentioned in sub-paragraph (b) above is present, by the vice-chairman of the council:

Provided that at any such meeting the chairman presiding shall, if he thinks it expedient to do so or the meeting so resolves, vacate the chair either generally or for the purposes of any business in which he has a personal interest or for any other particular business.

Should none of the persons mentioned above be available to take the chair for any meeting or for any particular item on the agenda during a meeting then a chairman shall be chosen by those members present from among their number and the person so chosen shall preside for that meeting or for that particular item.

Quorum and agenda

6. No business shall be transacted at any meeting of the council unless at least one-third of the members are present thereat and no business which is not specified in the agenda shall be transacted at any meeting except by the consent of three-quarters of the members present at the meeting.

Order of business

7. The business of a meeting of the council shall be transacted in the order set forth in the agenda unless the council by resolution otherwise determine.

Short Notice for emergency meetings

8. In the case of sudden emergency or other special circumstances requiring immediate action by the council a meeting may be convened by the chairman of the council at not less than three clear days' notice in writing to the members of the council but the quorum for the transaction of any business at such meetings shall be a majority of the then existing members of the council and no business shall be transacted at such meeting except as is specified in the notice convening the meeting.

Place of meetings

9. The meeting of the council shall be held at such place as the council may direct or in the absence of such direction as the chairman may direct.

Vote of majority to decide

10. The business of the council shall be decided by a majority of the members present and voting thereon.

Casting vote

11. In the case of an equal division of votes the chairman of the meeting shall have a second or casting vote.

Minutes

12. (a) The names of the members present at any meeting of the council shall be recorded in the minutes.
- (b) If one-fifth of the members present and voting on any resolution so require, the minutes shall record the names of the members voting for and against that resolution.
- (c) Any member of the council shall be entitled to require that the minutes shall contain a record of the manner in which his vote was cast on any resolution.
- (d) Minutes of meetings of the council shall be available to all members of the Council. The members shall also have access to past minutes which the Chairman and Vice-Chairman jointly determine to be relevant to current Council business.
- (e) The independent examiner or auditor of the Council's financial statements, the bishop, the archdeacon and any person authorised by one of them in writing shall have access to the approved minutes of council meetings without the authority of the Council.
- (f) Other persons whose names are on the church electoral roll may have access to the approved minutes of Council meetings held after the annual parochial church meeting in 1995 except any minutes deemed by the Council to be confidential.
- (g) Other persons may have access to the minutes of Council meetings only in accordance with a specific authorization of the Council provided that, where minutes have been deposited in the diocesan record office pursuant to the Parochial Registers and Records Measure 1978, the authorization of the council may be dispensed with.

Adjournments

13. Any meeting of the council may adjourn its proceedings to such time and place as may be determined at such meeting.

Standing committee

14. (a) The council shall have a standing committee consisting of not less than five persons. The minister and such of the churchwardens as are members of the council shall be ex-officio members of the standing committee, and the council shall by resolution appoint at least two other members of the standing committee from among its own members and may remove any person so appointed. Unless removed from office, the appointed members shall hold office from the date of their appointment until the conclusion of the next annual meeting of the parish.
- (b) The standing committee shall have power to transact the business of the council between the meetings thereof subject to any directions given by the council.

Other committees

15. The council may appoint other committees for the purpose of the various branches of church work in the parish and may include therein persons who are not members of the council. The minister shall be a member of all committees ex-officio.

Independent examiner or auditor

16. An independent examiner or auditor of the Council's financial statements shall -

(a) have a right of access with respect to books, documents or other records (however kept) which relate to the said financial statements;

(b) have a right to require information and explanations from past or present treasurers or members of the council and, in case of default, the independent examiner or auditor may apply to the Charity Commissioners for an order for directions pursuant to section 44(2) of the Charities Act 1993¹ or any statutory modification thereof for the time being in force.

Validity of proceedings

17. No proceedings of the council shall be invalidated by any vacancy in the membership of the council or by any defect in the qualification or election of any member thereof.

PCCs and Charitable Status

PCCs are charities established by the Parochial Church Councils (Powers) Measure 1956, which sets out the purpose of the PCC as "promoting in the parish the whole mission of the Church".

The rest of the PCC's 'constitution' is the **Church Representation Rules** (set out in Schedule 3 to the Synodical Government Measure 1969).

As the annual income of most PCCs will be over £10,000 they should be registered on the Charity Commission website.

The Charity Commission's 6 core principles for charity trustees are as follows:

1. Ensure your charity is carrying out its purposes for the public benefit

This is following the objects ie Mission, and it is essential to ensure that money is still being spent for public benefit – church is not a private club

2. Comply with your charity's governing document ie PCC Measure and Church Rep Rules – and the wider law ie Church law, charity law and the range of other laws eg health and safety, safeguarding, employment (if applicable), planning etc

3. Act in your charity's best interests

- ie making sure that you act for the church and not any conflicting interest, eg a related school; ensure the decisions are yours not those influenced by others

4. Manage your charity's resources responsibly

For the charity's purposes, following proper procedures to ensure affordability, proper investment, proper value and security against theft/fraud.

Church law requires an inventory and quinquennial inspection as part of this duty.

5. Act with reasonable care and skill

- According to your ability and experience eg a lawyer or accountant would be expected to have more knowledge and skill than someone without a professional background.

So far as possible seek to have people with relevant skills – and to train up those who do not have such skills or background.

6. Ensure your charity is accountable

Accountability is to the law, the parish and the wider purposes and public benefit of the charity.

Decision making is collective (The vicar does not always know best!)

Whilst the PCC Measure requires 'co-operation' with the vicar all votes carry the same weight.

If you do not feel that you have sufficient information on which to base a decision or assess whether action has been taken properly, then you are entitled to ask for more information. That includes information about finances.

Making decisions as a trustee

Decisions should be made by majority, collectively and in accordance with governance documents, for example with respect to the quorum required.

When you and your co-trustees make decisions about your charity, you must:

- act within your powers
- act in good faith, and only in the interests of your charity
- make sure you are sufficiently informed, taking any advice you need
- take account of all relevant factors you are aware of
- ignore any irrelevant factors
- deal with conflicts of interest and loyalty
- make decisions that are within the range of decisions that a reasonable trustee body could make in the circumstances
- RECORD decisions

When trustees can be personally liable

It's extremely rare, but not impossible, for charity trustees to be held personally liable:

- to their charity, if they cause a financial loss by acting improperly
- to a third party that has a legal claim against the charity which the charity can't meet

NB PCCs do not have limited liability because they are not companies. You can take out insurance to indemnify trustees against any allegation of breach of duties.

To help to assess and demonstrate whether you are fulfilling your duties adopting policies about the following areas of work can help:

- Public benefit – how do you help the public and how are you open to the public? The statement should be included in the PCC's annual return to the Charity Commission.
- Conflicts policies and managing those with influence
- Reserves policy – Balance of using funds prudently so that can meet costs for 6-12 months if something goes wrong BUT also show that you are spending your money for the purposes of the charity
- Ensure you have adequate insurance as well
- Recruitment policies for volunteers, staff, trustees – ensure adequate skills
- Are your banking mandates and financial controls in order
- Complaints and grievance policies

- Data Protection policies
- Expenses, gifts and hospitality
- Risk assessment and safeguarding

Churchwardens and Worship

Overall, as officers of the bishop and key lay representatives, the role of churchwardens with regard to worship is one of ensuring that the church, in any particular place, fulfils its calling appropriately.

The particular responsibilities will depend upon the set-up in each parish and the duties undertaken by others.

A Canon Law

Worship in the Church of England is bounded by the provisions of Canon Law. This is part of what it means to be the established church.

Canon Law reflects the situation when it was written but has been changed down the years as practice has changed. Canon Law does not specify everything and new resources such as Common Worship present a legally authorised framework within which a lot of choice is allowed (and encouraged) in the light of local needs.

Churchwardens have a responsibility to uphold the canons of the Church of England with regard to worship. Broadly, this means only using the authorised forms of service and ensuring that those who conduct worship and preach have the proper authority to do so.

Where the Canons talk about Morning and Evening Prayer one should understand this to include other non-eucharistic acts of worship such as a Service of the Word or All Age Worship.

B Decision Making

Churchwardens have a key role in ensuring that the PCC agenda is not simply limited to material and financial things but includes matters concerning the spiritual work, worship and witness of the Christian community.

Canon B3 states that decisions as to which of the authorised services are to be used (other than the occasional offices) shall be taken jointly by the incumbent and the PCC. In the case of occasional offices (other than Confirmation and Ordination), the decision is to be made by the minister conducting the service, subject to the right of any person concerned to object beforehand to the form of service proposed.

The pattern and forms of worship are a legitimate matter for the PCC.

C Organisation and Presentation

Churchwardens have a role in ensuring that the organisation and presentation of worship is ordered and seemly.

The following are some pointers to the role of the Churchwarden with regard to the daily/weekly worship of the church. Each church is different and organises things in different ways so you will have to adapt what is here to your circumstances.

- 1 Consider what your present role with regard to worship is. What do you specifically look after or take responsibility for?
- 2 Do you know what the responsibilities of others are? eg. Who organises the readers and intercessors or how the altar is prepared? It is important to be aware of what others should be doing and what you might need to do if they cannot.
- 3 What does the "front of house" look and feel like? Can you imagine yourself as a stranger entering your church; what would your impression be?
- 4 What information do you need to convey to Priest or Reader? Be aware of the space they need in preparation for a service.
- 5 Be an entrepreneur and an encourager. Look for opportunities for others to exercise a ministry - as a lesson reader, a sides-person, taking up the offertory etc. Approach people themselves and those responsible for organising that task. Say 'thank you' and give positive feedback to those who contribute: the obvious and the hidden. Worship is the offering of the whole people of God.

D Leaders of Worship

Those who are asked to lead worship on behalf of others are undertaking an important responsibility.

Clergy and Readers are licensed by the Bishop to lead worship. Churchwardens may also lead worship. Many churches now have groups of worship leaders who prepare and lead non-eucharistic worship.

Canon B11.1 says

"....Readers, such other lay persons as may be authorised by the bishop of the diocese, or some other suitable lay person, may at the invitation of the minister of the parish or, where the cure is vacant or the minister is incapacitated, at the invitation of the churchwardens say or sing Morning and Evening Prayer (save for the Absolution)."

When a decision is made as to who should lead worship, and how, the following should be considered:

Consultation with the PCC and others as appropriate

- Provision for training
- Clear accountability
- Provision for feedback and review
- Time limits and boundaries

Also practical issues:



- Standing in the community
- Audibility and presence
- Awareness of the pastoral and mission context

D Resources and Coping in a Crisis

It may happen that you are suddenly left with the responsibility of “presenting” a service. This can happen even in well-staffed parishes and may be much more common during a vacancy (interregnum). What can you do?

- Think carefully what expectations people may well be bringing to the service. Which ones can you meet and which ones honestly not?
- With the notice you have can you get anyone else to help? The contact for the Diocesan Registry is in the Diocesan Directory.
- Assuming that the lot falls upon you as churchwarden you can use the following to lead an act of worship.

Book of Common Prayer

The BCP communion service actually envisages that it will often be used without communion. After the Prayer for the Church you use one or more of the collects which are printed at the end of the service.

These days it is probably acceptable to use the confession and comfortable words. Instead of an absolution the collect for Trinity 21 should be used.

Order Two in Common Worship is the BCP communion service as commonly used and is very clear.

If you need to cover BCP Morning or Evening Prayer it is fairly straightforward. The 1928 version is useful because it gives alternatives and also what a Reader can say as e.g. an absolution - you can use the same.

Look through the collects for ideas for intercessions. Also parts of the Litany (with or without the congregation).

Common Worship

If you have to cover what a communion service according to Order One in Common Worship, the same service can be used as a ‘service of the word’. This means changing little from what would normally happen. You can end the service with the Peace and the Dismissal. But be aware that the Lord’s Prayer would then be in the section omitted, so it needs to be included somewhere else. eg. at the end of the intercessions

CW page 281 and following, has some useful alternative intercessions and endings. Seasonal material begins on page 300 and includes invitations to confession, introductions to the peace and blessings for different seasons of the year. All of these can be used in a service where there is no communion.

Do not forget to cut what needs to be cut (eg. hymns) and tell those who need to know.

What you can use will depend upon what your church has decided to provide for CW services: booklets, full texts, own offprints.

Using the set form of service will ensure that there is a balance; Praise, Penitence, Thanksgiving, Intercession, Offering: these are the important elements.

All Common Worship services are built around the outline of:

- Gathering/ Preparation;
- The Liturgy of the Word;
- Prayers
- (Another element eg. The Liturgy of the Sacrament),
- Conclusion/Dismissal.

If you are called upon to plan a service and want to do something different the outline Service of the Word on CW page 21f and all the notes are a helpful guide.

Also helpful are CW p46ff; Thanksgivings and p101ff Prayers for Various Occasions.

The ASB ceased to be legal after the end of 2000 (except in parishes where the Bishop's permission has been granted) but there is no reason not to continue using it as a resource for prayers etc.

Other service books

Your church may have other books, perhaps in the vicar's stall. Have a look at them; they may be a useful resource in time of emergency.

- *New Patterns for Worship (CHP)*
- *Times and Seasons*
- *Enriching the Christian Year,*

are all good resources.

There are also good books of intercessions eg. those by Susan Sayers. What seems good and useful to you will depend upon the style and ethos of your church.

Leading and Preparation

How you think about worship, what is happening and who is doing what on ordinary Sundays will be your best preparation for when things go wrong.

Remember that, if you are called upon to lead worship, people will generally be on your side and supportive. Also remember that worship is directed to God not people and He will make up anything it lacks!

- 1 Verbal presentation is key: Take authority! Be firm about the pace: speak clearly and at a normal pace. Give clear and precise instructions. Try to think ahead. Ask yourself – “are we ready for the next bit, in the right place and adopting the right posture?”
- 2 What about a sermon? Of course no one would expect it but It is not impossible to present something for people to think about. Think of the theme of the readings - you might have a favourite poem or portion of a book that picks that up.
- 1 You could say something of yourself - share your faith. Be brief. Think about one of the readings – “what strikes me when I hear this read?” Be open about your questions and conclusions. You can use this for the basis of a ‘thought for the day’ or a reflection.
- 2 If you are not going to say anything why not simply say at the beginning of the gospel: “after this reading we shall sit in silence and each reflect upon this portion of scripture”. Silence can be quite novel in church!
- 3 What about communion? You can administer communion from the reserved sacrament or from bread and wine that has been pre-consecrated elsewhere.
- 4 Preparing beforehand. In consultation with you incumbent prepare a file with the order(s) of service you might use in an emergency. Include instructions and ad libs such as welcomes and explanation. Make your copy in large enough print for you to read when leading.

Books and Resources

Web

- Diocesan Website – especially for DAC
www.lichfield.anglican.org
- Church of England
www.cofe.anglican.org
- Church Representation Rules
www.churchofengland.org/about-us/structure/churchlawlegis/church-representation-rules/church-representation-rules-online.aspx
- Parish and PCC Resources
www.parishresources.org.uk

Books

- J Behrens *Practical Church Management* Gracewing 3rd edn
- MacMorran & Briden *A Handbook for Churchwardens and Parochial Church Councillors* Continuum
- Parrott D. *Your Church and the Law* Canterbury Press 2008
- Smith I. *The Good Parish Management Guide* Canterbury Press 2006