

LICHFIELD DIOCESAN REGISTRY  
GUIDANCE NOTE  
CHURCH REPRESENTATION RULES 2020  
(1) ELECTORAL ROLLS

1. This note is one of a group of documents to be produced by the Registry to explore the changes which will come into force on 1 January 2020 when the existing Church Representation Rules are replaced by a completely new set of rules. We will refer to the provisions as 'NewCRR' or 'OldCRR'. The NewCRR are available in pdf format on this website, for information. The NewCRR are the Schedule to the Church Representation and Ministers Measure 2019, and are substituted by that Measure for the OldCRR which had their statutory force in the Synodical Government Measure 1969 as amended from time to time.
2. The NewCRR adopts a much more straightforward drafting style, and in many ways will not require much explanation. Steps have been taken to use inclusive pronouns; also to set out requirements in clear numbered or lettered paragraphs rather than in narrative text. However the problem of reading a new set of rules is knowing whether anything has changed, and that can only be achieved by a comparison of the two sets of rules. The purpose of these notes is mainly to try to assist those who have responsibilities for different aspects of the CRR to understand what is *different*. We are not, therefore, setting out in detail what the new rules provide.
3. Part 1 of the NewCRR covers the Electoral Rolls. It should be carefully read by all ministers in parishes and by all PCC electoral roll officers. But it is basically self contained.
4. The majority of the text achieves the same result as previously. The basic qualifications for inclusion remain the same as before, and a person is able to be on the roll of more than one parish.
5. Changes:
  - a. **Data protection:** there are important changes to reflect the modern understanding of the GDPR and Data Protection Act. The only personal data that can be made public, or be exhibited, or be opened for inspection is the name of those included; addresses, email addresses and telephone numbers must be included on the roll, but must be kept confidentially (NewCRR1(13), NewCRR2(3), NewCRR5(3), NewCRR8(3) all need to be carefully noted) by the PCC and electoral roll officer in particular; the persons holding data must hold the data securely and must have regard to the Archbishops' Council guidance on data protection. These officers should read the privacy notice attached to the new forms, at page 79 onwards (eg page 81) to understand what is being said there.
  - b. **Lack of a minister:** the rules retain the obligation on 'the minister' to put up certain notices, but there is now express provision as to the situation where there is no licensed minister – the PCC vice chair or a PCC appointee must do the necessary (NewCRR3(4)).
  - c. **The provisions for revisions to the roll**, and preparation of new rolls, are now set out in separate rules, (NewCRR3-8), making them easier to understand; but they are fundamentally the same as before.
  - d. **Removal of names on revisions:** the provisions are the same, except that there is now a requirement on the PCC to take 'reasonable steps' to establish the facts in some situations (NewCRR4(8), NewCRR7(2)).
  - e. **Publication of the revised roll:** under OldCRR2, the roll was 'exhibited' in full; the NewCRR(5) allows a PCC to decide how it will publish the roll (ie the names only) – this could be electronic eg by inclusion on a web site.
  - f. The provisions of OldCRR3 as to notice being sent to another PCC if a person seeks to be added to a new PCC's roll are now omitted – it is up to the individual to make the request for his/her name to be removed from the 'previous' parish roll.
  - g. The provision of OldCRR4 as to notice of the notification to the Diocesan Synod secretary as to the number of names on the roll being also published on the

- church door are now omitted – the obligation to tell the Diocesan Synod secretary remains (NewCRR10).
- h. The old provision as to people who reside in ‘extra parochial places’ is now contained in NewCRR82. The OldCRR said that such a person would be deemed to reside in ‘the parish which it abuts’; the NewCRR mean that a person could be deemed to reside in any such abutting parish, which makes more sense where an EPP is not completely enclosed by a single parish.
  - i. Where a person is on more than one roll, the various situations in which the person must make a choice are now specified in NewCRR1(6) rather than being spread around the OldCRR.
  - j. **Provisions as to appeals** against enrolment decisions (OldCRR43) now appear in NewCRR57. It is now necessary for the notice of appeal given to the Deanery Synod Lay Chair to set out the grounds for the appeal (NewCRR57(4)). The Lay Chair still refers the appeal to the Bishop’s Council and Standing Committee. The 14 day appeal period is capable of extension by the Bishop’s Council (NewCRR60(3)). Once accepted, an appeal can only be withdrawn with the consent of the Bishop’s Council. The procedural powers of the appellate panel are now wider than before
6. Other useful points to note:
- a. The obligation to keep the roll is placed on the PCC or an electoral roll officer under the PCC direction. Where a new parish is formed by union, the rolls are combined to form a new roll (NewCRR1(9)). In other situations where a new parish is created, the PCC will have to identify those whose names were on the relevant old rolls and who are resident in the new parish, or who habitually attended parochial worship ‘there’ (meaning the parish, the whole or any part of which is in the new parish) (NewCRR1(10)). The provisions as to boundary alterations that were in OldCRR2(8) are now in NewCRR9, but they remain fundamentally the same.
  - b. There is a provision in NewCRR82(3) that says that ‘residence’ does not include ‘residence of a casual nature’. This is not further defined. ‘Casual’ does not seem to mean simply ‘temporary’; and a person may well have more than one ‘residence’.
  - c. The definition of ‘actual communicant’ remains as it was before; it is now in NewCRR83.

1 October 2019  
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