

DIOCESE OF LICHFIELD
PARISH OF CENTRAL TELFORD
CHURCH REPRESENTATION RULES
RULE 18 SCHEME

SCHEME made pursuant to Church Representation Rule 18(1)(a) and Rule 18(1)(b) and Rule 18(4)

I HEREBY CERTIFY that at a Special Parochial Church Meeting of the Parish of CENTRAL TELFORD held on the Tuesday 17th April 2018 a resolution was passed by at least two-thirds of the persons present and voting that the Scheme hereunder written be approved and communicated to the Bishop's Council and Standing Committee of the Diocesan Synod in pursuance of Church Representation Rules 18(5)

DATED this Tuesday 17th April 2018

Rev Tim Storey
Chair

THE SCHEME

1. **THE** Parish of CENTRAL TELFORD (hereinafter called "the Parish") shall be divided into 5 geographical Districts as indicated on the plans annexed hereto and 1 District without geographical division or area, with the following church buildings licensed for public worship namely the Districts served by:-

- **the Church of Holy Trinity, Dawley;**
- **the Church of St John, Lawley;**
- **the Church of St Leonard, Malinslee;**
- **the Church of St Mary, Ketley;**
- **the Church of Christ the King, Hollinswood and Randlay;**
- **the River Community Church.**

The boundaries of the geographical Districts may be altered by a Resolution passed by at least two-thirds of those present and voting at an Annual Parochial Church Meeting or at a Special Parochial Church Meeting

There shall be 2 parish churchwardens, and in addition 2 deputy church wardens for each place of worship identified above. The deputy church wardens functions shall be limited to those delegated to such persons by the parish church wardens.

2.

- (1) Except in a year in which a new Roll is prepared the Roll of the Parish ("the Parish Roll") shall be revised annually by or under the direction of the Electoral Roll Officer of the Parish. The revision shall be completed not less than 15 days nor more than 28 days before the Annual Parochial Church Meeting.
- (2) The Electoral Roll Officer for the Parish shall place after the name of each person on the Parish Roll an indication (by way of a letter) showing the District in which such person lives (by reference to the Plans) PROVIDED THAT
 - a. Where a person habitually worships at a church within a District other than the one in which that person resides that person may require instead that the indication should be that which is appropriate to that other District;
 - b. Where a person habitually worships at the River Community Church that person may require instead that the indication should be that which is appropriate for the River Community Church
 - c. provided that only one such indication may be placed against each person's name on the Parish Roll
 - d. the sections of the Parish Roll formed by the application of indication letters shall be known as the District Roll for each relevant District
- (3) The Electoral Roll Officer of the Parish may determine in cases of doubt which indication letter shall be placed after the name of each person on the Parish Roll subject to an appeal by such person to the Parochial Church Council
- (4) The persons having their names allocated to each section of the Parish Roll shall be entitled to vote at the election for representatives to the Parochial Church Council, the Deanery Synod and also for their respective District Church Councils and no persons whose names are on the Parish Roll shall be entitled to vote for representatives other than to the Parochial Church Council or to their respective District Church Council

3.

- (1) **THERE** shall be an Annual Meeting (hereinafter called "the District Annual Meeting") held in each District such meeting to be held not more than 28 days before the Annual Parochial Church Meeting
- (2) The District Annual Meeting shall be convened by the Minister of the District by notice affixed on or near to the principal door of the respective District Church for a period including the last two Sundays before the day of the meeting
- (3) The District Annual Meeting shall be held at such place on such date and at such hour as shall be directed by the particular District Church Council or in the absence of any such direction as shall be appointed by the Minister of the District
- (4) When there is no Minister of the District or when the Minister of the District is absent or incapacitated by illness or any other cause the Vice-Chairman of the particular District Church Council or if there is no Vice-Chairman or if the Vice-Chairman is unwilling or unable

to act the Secretary or some other person appointed by the particular District Church Council shall have all the powers vested in the Minister of the District under these Rules

- (5) The Minister of the District if present, or if not present the Vice-Chairman of the District Church Council, or if the Vice-Chairman also is not present a Chairman chosen by the District Annual Meeting shall preside at the District Annual Meeting
- (6) The persons entitled to attend at a District Annual Meeting shall be those who, if the District were a separate Parish, would have been entitled to attend the Annual Parochial Church Meeting of that Parish save that any Clerk-in-Holy-Orders beneficed in or licensed to the Parish shall be entitled to attend (and shall receive due notice of) all District Annual Meetings as shall the Churchwardens of the Parish but such Churchwardens shall only be entitled to vote at the District Annual Meeting of the Church to which their respective names are allocated in the Parish Roll

4. A District Annual Meeting shall:

- a) a) elect (from those entitled to attend such meeting) 2 deputy church wardens for that District and choose one of them to be nominated to serve on the Parochial Church Council.
- b) b) (if there be no more than 200 persons on the Parish Roll) elect (from those entitled to attend such meeting) 1 additional person (who may be the other deputy warden) to be nominated to the Annual Parochial Church Meeting of the Parish for election as a representative of that District to the Parochial Church Council. The secretary of the District Annual Meeting shall nominate the person(s) so chosen or elected under paragraph 4(a) and (b) and one other lay person shall second the person(s) for election to the Parochial Church Council, in writing.
- c) c) elect (from those entitled to attend such meeting) a number of representatives to represent the laity on the District Church Council in addition to the deputy church wardens and any person elected under paragraph 4(b) so as to bring the total number of laity to serve on the District Church Council to the number shown below

<u>District Church</u>	<u>No.</u>
• the Church of Holy Trinity, Dawley;	8
• the Church of St John, Lawley;	8
• the Church of St Leonard, Malinslee;	8
• the Church of St Mary, Ketley;	8
• the Church of Christ the King, Hollinswood and Randlay;	8
• the River Community Church.	8

PROVIDED THAT the numbers of District Council members may be altered from time to time by a Resolution passed at the District Annual Meeting after applying the provisions of the Church Representation Rules rule 14(1)(g) (as if the references there to the electoral roll were to the District Roll)

d) Rules 10 and 11 of the Church Representation Rules (qualification of persons to be chosen or elected by Annual Meetings and conduct of election at annual meetings) shall have effect substituting "District Annual Meeting" for "Annual Meeting" and "District Church Council" for "Parochial Church Council"

5. THERE shall be a District Church Council for each District with the following membership:

- (a) all Clerks in Holy Orders beneficed in or licensed to the Parish
- (b) any deaconess or lay worker licensed to the Parish
- (c) the Churchwardens of the Parish
- (d) the deputy church wardens for the District
- (e) lay members of the Deanery Diocesan or General Synod whose names are on the District Roll of that District
- (f) persons elected under clause 4(1)(b) and 4(1)(c) of this Scheme
- (g) co-opted members if the District Church Council so decides subject to the like provision as those laid down under Rule 14(1)(h) of the Church Representation Rules

6.

(1) At the Annual Parochial Church Meeting notwithstanding the provisions of Rules 11 and 14 of the Church Representation Rules,

- a. the number of lay persons to be elected to serve on the Parochial Church Council shall be 6 if there be no more than 100 persons on the Parish Roll and 12 if there be 200 persons on the Parish Roll.
- b. no person shall be nominated for election to the Parochial Church Council unless they have been elected by a District Annual Meeting for such nomination (save that if a District Annual Meeting has failed to elect sufficient persons then a person may be nominated in accordance with Rule 11 to fill that omission)

(2) **SUBJECT** to the provisions of this Scheme the Parochial Church Council may delegate to a District Church Council such of its powers and functions as it shall think fit but only in so far as:

- (a) such powers and functions relate to the District Church(es) which such District Churches Council represents and
- (b) their exercise will have no material implications either for the Parish as a whole or for any other part of it but in which case such powers may be exercised with the prior approval of the Parochial Church Council

(3) Notwithstanding the delegation of powers and functions herein contained it shall be the duty of each District Council to report to each meeting of the Parochial Church Council on the exercise of its delegated powers and to take into consideration the views expressed by the Parochial Church Council as to the exercise of any power before or after it has been exercised

(4) The following powers and functions shall automatically be delegated to each District Church Council by the Parochial Church Council:

- a. to consult together with the Minister(s) for the church(es) of that district on matters of general concern and importance to that district
- b. to co-operate with the Minister for the church(es) of that district and the Team Rector in promoting in the District the whole mission of the Church whether pastoral evangelistic, social, communal, ecumenical in the neighbourhood of that Church
- c. to consider and to discuss matters concerning the Church of England or any other matters of religious or public interest
- d. to make known and put into effect any provision made by the Parochial Church Council or the Diocesan Synod or the Deanery Synod but without prejudice to the powers of the Parochial Church Council in any matter
- e. to give advice to the Diocesan Synod and the Deanery Synod on any matter referred to the District Church Council
- f. to raise such matters as the District Church Council consider appropriate with the Parochial Church Council and the Deanery Synod and the Diocesan Synod
- g. to be responsible for the care and maintenance and insurance of the fabric of:
 - i. Any church church hall or other non-residential property in its District;
 - ii. Any residential property which has traditionally been the financial responsibility of that district
- h. to be responsible for the care and maintenance of all land surrounding or attached to the church building
- i. to frame an annual budget of monies required for the maintenance of church work and to present it for approval by the Parochial Church Council and then to operate within the budget as approved or set for the District Church Council by the Parochial Church Council
 - i. the budget shall be such as to facilitate the payment by the District Church Council of the contribution set by the Parochial Church Council and for the overheads of the District Church and its work
 - ii. the District Church Council shall ensure that district financial statements are prepared and presented to the Parochial Church Council at each of its meetings and that all necessary information is provided to enable the Parochial Church Council to prepare its financial statements for the whole Parish.
 - iii. Notwithstanding any budget, any proposed single expense by a District Church Council exceeding 10% of that District's previous year's expenditure shall be first authorised by the Parochial Church Council or the standing committee of the Parochial Church Council

- j. to have the right to be consulted by the Team Rector/Team Vicar as appropriate before any changes in vesture already in use is made and in the case of disagreements to refer the matter to the Parochial Church Council who shall if necessary refer the matter to the Bishop
- k. to be consulted by or to refer any proposals to the Parochial Church Council in respect of any proposed Sharing Agreement under the Sharing of Church Buildings Act 1969 involving any Church in the Parish
- l. to use its reasonable endeavours to raise such portion of the Parish Share as shall be set for the District by the Parochial Church Council

(5) The following powers shall not be delegated:

- a. functions of an interested party under the Mission and Pastoral Measure 2011
- b. the functions of a Parochial Church Council under the Patronage Benefices Measure 1986 Part II
- c. the functions of a Parochial Church Council under the House of Bishops Declaration on the Ministry of Bishops and Priests
- d. functions concerned with the holding of real property and other matters for which separate legal personality is required **PROVIDED THAT** in relation to the real property used only by one District the Parochial Church Council shall take into consideration the expressed wishes of the relevant District Church Council (together with the legitimate interests of the other Districts and the Parish as a whole)
- e. the power to accept loans or extended credit or the power to enter into mortgage arrangements or hire purchase or similar arrangements or to dispose of its assets without the specific consent on each occasion of the Parochial Church Council

(6) The Parochial Church Council shall not revoke any delegation set out above without a resolution passed by at least two-thirds of those present and voting at an Annual Parochial Church Meeting or a Special Parochial Church Meeting called to consider the revocation; but it may by ordinary resolution revoke any other delegation made from time to time

(7) Any decision to apply for a Faculty or otherwise alter the structure of a church building or add or remove furniture or ornaments shall be made by the Parochial Church Council after consultation with District Church Council concerned

(8) No person may be employed in a remunerated post by the District Church Council unless that post has been approved by the Parochial Church Council which will be the employer. The Parochial Church Council will be responsible for compliance with statutory requirements in respect of such employment but may delegate to a District Church Council the responsibility to implement these requirements where appropriate. The Parochial Church Council will determine employment policy and codes of practice in relation to safety, grievances, discipline, child protection and such other areas as may be necessary

(9) Nothing in this clause is intended to abrogate or affect in any way the functions of Lichfield Diocesan Trust under the provisions of Section 6 Parochial Church Councils (Powers) Measure 1956

7. THE provisions relating to Parochial Church Council contained in Appendix 2 to the said Church Representation Rules shall so far as may be and subject to the provisions of this Scheme and mutatis mutandis apply to the constitution, meetings and procedure of the District Church Councils and without prejudice to the generality thereof:

- (a) The Team Vicar (if any) with special responsibility for the District or if there is no such person, the Team Rector, shall be the 'minister of the district' for the District Church Council
- (b) A secretary shall be appointed for the District Church Council, but this person shall not be remunerated save in accordance with the provisions of paragraph 6(8) above
- (c) A treasurer shall be appointed for the District Church Council, but this person shall not be remunerated save in accordance with the provisions of paragraph 6(8) above
- (d) The District Church Council may appoint a person to assist the electoral roll officer appointed by the Parochial Church Council.
- (e) The District Church Council shall not appoint an independent auditor
- (f) The District Church Council shall not create a standing committee nor sub-committees
- (g) The independent auditor of the Parochial Church Council shall have the right of access and to require information and explanations under rule 16 of the Appendix and the Treasure and Chairman of the Parochial Church Council shall be afforded the same rights as if those provisions were set out herein
- (h) The secretary shall send a copy of the minutes of each meeting of the District Church Council to the secretary of the Parochial Church Council forthwith after those minutes have been approved by the District Church Council