

stjohns harborne

A GUIDE TO THE

Parochial Church Council
Deanery Synod
Annual Parochial Church Meeting

INTRODUCTION

This leaflet gives a brief overview of the governance structure of St John's and its relation to the Diocese of Birmingham and the Church of England. Whilst not a comprehensive guide, it gives members of St John's an understanding of how their church functions.

ANNUAL PAROCHIAL CHURCH MEETING - APCM

This must be held no later than 30 April each year (pandemics aside). It is an open meeting to which members of the congregation from all services are welcomed and encouraged to attend.

The first part of the APCM meeting is to appoint the two Church Wardens. An election will only take place when there are more than two nominations.

The APCM also elects the Lay members of the Parochial Church Council (PCC) and the Lay representatives to the Deanery Synod.

*Only those whose names appear on the St John's Electoral Roll are eligible to nominate candidates, vote and/or stand for election. **

**To be eligible to stand for election, nominees are required to have been on the St John's Electoral Roll for at least the preceding six months.*

At the meeting reports are received from the various ministries of St John's, the Vicar and PCC Secretary. Vision and plans are often presented and shared with the church.

CHURCH WARDENS

Church Wardens are the officers of the Bishop to whom they are ultimately responsible. Church Wardens have a strong mix of legal, spiritual and pastoral responsibilities. They are also responsible for the fabric of the church along with any others who are appointed to carry out this role.

ELECTORAL ROLL

The Electoral Roll is a roll of persons who are qualified electors of each church. It is the foundation of the whole structure of the synodical government of the Church of England.

The members on the Electoral Roll elect the new PCC members every year at the APCM and the new Deanery Synod representatives every three years. Only those on the Electoral Roll can be elected to any of these bodies.

For five years, the Electoral Roll is revised and updated each year. In the sixth year, it is completely renewed, and every member is required to complete a new form for inclusion.

To join the Electoral Roll, you must fulfil the following criteria:

1. Have been baptised.
2. Be aged 16 or over at the date of the APCM.
3. Be a member of the Church of England, or a church in communion with the Church of England and resident in the parish; OR, not being a resident in the parish, to have habitually attended public worship at St John's for six months prior to enrolment.
4. OR a member in good standing of a church not being in communion with the Church of England but which subscribes to the doctrine of the Holy Trinity; and who is also prepared to declare themselves a member of the Church of England and having habitually attended public worship at St John's for six months prior to enrolment.

WHY BE ON THE ELECTORAL ROLL?

- Being on the Electoral Roll is a way of formally stating your commitment to St John's.
- If you wish to serve as Church Warden, a PCC member or as a Deanery Synod representative then you must be on the Electoral Roll.
- In order to be eligible to vote at the APCM.

HOW DO I JOIN THE ELECTORAL ROLL?

- You need to meet the specified criteria (as listed previously).
- Complete the online application form (paper copies are available from the Church Office if requested).
- Complete the online form or return the paper form to the Church Office on or before **Sunday 4 April 2021 (noon)**, to be able to vote or stand for any of the positions at the APCM on **Wednesday 28 April 2021**.

CHARITY REGISTRATION

St John's is an independent registered charity, number 1132862. PCC members will automatically become trustees of the charity and will be formally registered with the Charity Commission each year.

As with all charities this means that information about St John's and the trustees names will be available to view on the Charity Commission website.

All who are considering standing for election to the PCC must read *The Essential Trustee: What you need to know (CC3)* and *The Essential Trustee: An Introduction (CC3a)*. Both are available at www.gov.uk search for Charity Commission.

PAROCHIAL CHURCH COUNCIL

The PCC comprises of elected church lay members (from whom the PCC Vice Chair, Secretary and Treasurer are appointed), the Church Wardens (ex-officio), elected members of the Deanery Synod, and the clergy.

The PCC normally meets 6 times per annum and has a combination of spiritual, legal, financial, pastoral and missional responsibilities. *These are set out in detail in the Synodical Government Measure 1969.*

The PCC is a board of trustees the primary focus of which is governance:

- The PCC has responsibility for all church properties, including purchase and sale.

- The PCC will, from time to time, appoint working or project groups to address specific areas or projects the PCC wishes to progress – such groups can include people not currently serving on the PCC.
- Along with its function to consider and discuss matters pertaining to the Church of England, any other matters of religion or public interest, and have active relations with both deanery and diocesan synods, the PCC exists to co-operate with the Vicar in the whole mission of the church.
- The PCC ensures that our ministry is in line with the agreed vision and objectives as an evangelical charismatic Anglican church. The PCC acts as a guardian ensuring that the Clergy and Staff Team along with the various leaders of ministries are faithful to the vision and objectives.
- The PCC has oversight of, approves and monitors all financial matters pertaining to the ministry of St John's. As such the PCC members have overall responsibility for the financial affairs of the parish – ensuring it is solvent, financial policy upholds Christian values and ensures sustainability, and that it complies with Charity Law. This means that every member of the PCC has legal responsibilities as a Trustee under the Charities Acts.
- The PCC has responsibility for compliance ensuring policies and procedures are in line with charity and ecclesiastical law. This can include Safeguarding and Protection, HR (pay, recruitment etc), GDPR amongst others.
- The PCC represents the interests of those that elected its members, ensuring effective feedback and advice to the Vicar and facilitating the participation of members of the congregation in the life of the church

HOW DO I JOIN THE PCC?

If you wish to stand for election you must be

- Aged 16 or over.
- On St John's Electoral Roll (for at least the preceding six months).
- A confirmed member of the Church of England.

To stand for election to the PCC please complete a Nomination Form available as a download from our website.

The completed Nomination Form must be received, along with a Personal Statement, by **Thursday 22 April 2021 (noon)** either by email (apcm@stjohnsharborne.org) or by dropping it off at the office. Persons can be nominated after this date however it will not be possible to circulate their personal statements.

All nominations must be proposed and seconded by persons whose names are on the St John's Electoral Roll.

No person shall be nominated unless they have signified their consent to serve, or there is in the opinion of the meeting sufficient evidence thereof. No person shall be nominated if they are disqualified from serving by the Church Representation Rules. (See below for details of disqualification).

DISQUALIFICATION

(Church Representation Rules s46A and 46B)

A person shall be disqualified from being nominated, chosen or elected or from serving as a member of a PCC, a district church council or any Synod under these rules if the person:

- is disqualified from being a charity trustee under section 178 of the Charities Act 2011 and the disqualification is not for the time being subject to a waiver by the Charity Commission.
- is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006).
- has been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (unless the person's disqualification under this sub-section has been waived in writing by the bishop of the diocese in question.).
- has been so disqualified from holding office under section 10(6) of the Incumbents (Vacation of Benefices) Measure [1997].

NOTE

- A person is disqualified from being a charity trustee under the Charities Act if they have been convicted of an offence involving deception or dishonesty (unless any such conviction is legally regarded as spent), if they are an undischarged bankrupt, have made compositions or arrangements with any creditors from which they have not been discharged or have been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity.

WHAT ARE THE RESPONSIBILITIES OF BEING A PCC MEMBER?

- be a committed Christian who understands and agrees with the vision and ethos of St John's.
- be committed to pray for the leadership and ministry of St John's.
- be committed to St John's and regularly involved in a ministry area.
- be committed to coming to PCC meetings fully prepared.
- be comfortable being a member of a committee and willing to contribute to discussion.
- have time to read and consider information and discussion papers.
- be available to attend the majority of meetings.
- display common sense, ability to make a decision and a good sense of humour.
- be willing to take on the legal role of being a trustee.

HOW MANY PLACES ARE THERE ON PCC?

There are 15 Lay places on the PCC and elections to the PCC take place at the APCM. The length of service is for three years, with five places re-elected each year.

If there are more candidates than places a vote will take place and those who poll the highest number of votes will be elected.

STANDING COMMITTEE

It is a legal requirement to have a Standing Committee to serve the work of the PCC and to take essential decisions and transact business on its behalf between meetings.

This group is made up of the Vicar, Associate Vicar, Church Wardens (2), PCC Vice Chair, PCC Secretary, PCC Treasurer with the Operations Manager in attendance. Currently the HR Coordinator and the Chaplain are co-opted ensuring appropriate skills and diversity within the group.

The Standing Committee sets the agenda for the PCC meetings and meets regularly between PCC meetings.

DEANERY SYNOD

This is made up of two houses: The House of Clergy and The House of Laity comprising of representatives from each of the Deanery Churches.

St John's is entitled to six representatives. Members are elected to the Synod for three years at the APCM. Deanery Synod members are ex-officio members of their own PCC's. Representatives, proposers and seconders must be on the St John's Electoral Roll.

Currently there are vacancies on Deanery Synod for St John's representatives who will be eligible to serve for three years. Deadline for nominations is **Thursday 15 October 2020 (noon)**. Persons can be nominated after this date however it will not be possible to circulate their personal statements.

All nominations must be proposed and seconded by persons whose names are on the St John's Electoral Roll.

Members of the Deanery Synod are expected to attend Deanery Synod meetings and PCC meetings. There are usually three Deanery Synod and six PCC meetings each year. Discussion takes place on issues affecting the wider Church of England.

DIOCESAN SYNOD

This is made up of the three houses: a House of Bishops, a House of Clergy and a House of Laity. The Diocesan Synod usually meets three times a year. Members of the House of Clergy and the House of Laity are elected by members of the Deanery Synods. Elected Lay members of the Diocesan Synod automatically serve on their Deanery Synod and their Church PCC.

ELECTORAL ROLL FORM

This is available to complete as an online form. It is also available as a paper copy from the Church Office (if arranged).

Applications to join the Electoral Roll close on **Sunday 4 April 2021 (noon)**. Completed forms must be returned on or before this date.

PCC AND DEANERY SYNOD NOMINATION FORMS

Both forms will be available as downloads from St John's website.

Completed PCC and Deanery Nomination Forms must be returned to by **Sunday 25 April 2021 (noon)** ideally by email to apcm@stjohnsharborne.org.

PCC AND DEANERY SYNOD PERSONAL STATEMENTS

In order to circulate this information prior to any voting at the APCM, these should be returned to the Church Office by **Thursday 22 April 2021 (noon)** if possible, email apcm@stjohnsharborne.org

CHURCH WARDEN NOMINATION FORMS

These are available from Steve Foster at the Church Office.
Email apcm@stjohnsharborne.org

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