

Election of Wardens and Members of the Parochial Church Council¹

Election of Church Wardens

Introduction

1. The Churchwardens Measure 2001 states that there shall be two churchwardens of every parish.
2. To be chosen a Churchwarden must be:
 - a. Baptised
 - b. On the electoral role of the Parish
 - c. Be an actual communicant
 - d. Be 21 or older
3. There are various legal reasons a person may be disqualified from serving as a Churchwarden.
4. Churchwardens are elected by an annual meeting of Parishioners (who do not have to be on the Church electoral role to vote – though all those on the electoral role are entitled to vote).
5. The particular case of St John's Parish creates a need to ensure that the Wardens team represents the congregations that meet at both Warwick Road (WR) and Knights Meadow (KM) and therefore a formal designation of Deputy Churchwarden has been created to take account of this. Furthermore, it has been found extremely helpful to have a team of more than two to fulfil all the duties of Wardens

Representation

6. Two Churchwardens are to be elected. If the two wardens are from the same Church (Warwick Road or Knights Meadow) one or two Deputy Churchwardens shall be elected from the other church to ensure a balanced representation across the Parish at warden levelⁱ.
7. In the event that one Churchwarden is elected from each Church, the APCM may elect one or two Deputy Churchwardens to complement the Wardens team provided that if two are elected, the Deputy Wardens do not come from the same Churchⁱⁱ.
8. Deputy Churchwardens shall be elected annually and be members of PCC and Standing Committee and are expected to be closely involved in all matters addressed by Churchwardensⁱⁱⁱ

Assistant Churchwardens

9. Assistant Churchwardens may be appointed by the Wardens/Deputy Wardens to fulfil the duties of Warden at specific Services of Worship but these do not, as a result of this appointment, get appointed to PCC.

¹ Final version following PCC review on 18 Feb 2019 and agreement of motion at APCM on 28 Apr 2019

Election to PCC and Deanery Synod

Introduction

10. Procedures for election to PCC and Deanery Synod are set out in the Synodical Government Measure 1969 (as amended).
11. The size and membership of the PCC is determined by the Church Representation Rules^{iv} and comprises:
 - a. All clergy beneficed to or licensed to the Parish
 - b. Churchwardens and Deputy Churchwardens
 - c. Readers who are licensed to the parish
 - d. 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
 - e. 15 lay members elected by the APCM (so long as the Parish Electoral roll has more than 200 members), except that in any one year the PCC may decide that a limit of three new members may be elected^v

Note: there are other categories of persons also entitled to be members of PCC not currently relevant for St. Johns Parish and left out for simplicity.
12. To serve on PCC or Deanery Synod a person must be:
 - a. Baptised
 - b. On the electoral role of the Parish
 - c. Be an actual communicant
 - d. Be 16 or older for PCC or 18 or older for Deanery Synod
13. PCC and Deanery Synod members are elected by the APCM (for Deanery Synod every three years)

Representation^{vi}

14. Elected PCC and Deanery Synod representatives should include a proportionate number of people who identify with each of Knights Meadow and Warwick Road respectively as their primary place of worship. This is to be based on the average Weekly Attendance of each Church for the year preceding the APCM in the data returned to the Diocese.
15. Where there are insufficient candidates from either KM or WR to fill the respective vacancies set aside under this method, those positions may be filled by any available candidates based on votes cast.
16. Each candidate will declare themselves as either a WR or KM candidate based on the locations where they primarily worship.

Election procedures^{vii}

17. These apply to election of Churchwardens, PCC members and Deanery Synod members, apart from one minor difference at point 19.
18. Nomination forms should be available in churches one month before the APCM. Forms need to indicate whether the candidate is a KM or WR candidate, based on where they worship most often, and willingness to serve.
19. Proposers and seconders are strongly encouraged to submit nominations before the meeting, although nominations for PCC and Deanery Synod (but not Churchwarden) may also be received at the APCM.

20. When entering the church for the APCM, every electoral roll member will be given numbered voting sheets for all positions. Each will have blank places for anyone proposed for election at the meeting. A copy of the church electoral roll will be used to record the number issued to each person.
21. The PCC Secretary will appoint counters to help him or her count the votes in each election, during the meeting. The Secretary will advise the meeting how many WR and KM vacancies there are. This information should also be made available in the formal notice of the meeting.
22. KM places will be filled by the KM candidates receiving the highest number of votes. WR places will be filled in a similar fashion.

Purpose of this note

The purpose of this document is to bring together in one place the procedures in place to ensure representation of the Churches of St Johns Parish in its decision-making structures.

Change History

This document was compiled in October 2018 for clarity. Changes were discussed at PCC on 18th February 2019 and unanimously agreed at the 2019 APCM.

ⁱ Agreed unanimously at the Annual Parochial Church Meeting (APCM) on 26th April 2009, to take effect from the APCM in 2010, following a recommendation made by the Mission Audit in November 2008 and agreed by PCC and the Bishop of Warwick, and amended by unanimous vote at the PCC on 28th April 2019.

ⁱⁱ Addition agreed unanimously at the APCM on 28th April 2019

ⁱⁱⁱ Extract from paper presented when the proposal was made to the 2009 APCM

^{iv} Church Representation Rules part II, paragraph 14

^v A variation to the rules, agreed by a resolution passed at the APCM in 2011

^{vi} PCC and Deanery Synod election procedures agreed at the APCM on 22 April 2007 to take effect from the APCM in 2008, following a proposal from the PCC and Churchwardens

^{vii} Agreed by PCC on 17th January 2007