

## NEW PARISHES

### A guide to establishing a new PCC

#### You will need:

The Church Representation Rules 2020 (CRR) Available [online](#)  
or from [Church House Publishing](#)

The Churchwardens Measure 2001 (CM) Available [online](#)  
or at the back of the CRR

#### Introduction

This guidance is about new parishes that have been created by Pastoral Scheme. Changes made by a Pastoral Scheme do not necessarily create a new parish: boundaries of existing parishes can be changed, and new benefices can be created without creating new parishes. It is important to read the Scheme carefully to ensure a new parish has been created.

A Scheme comes into effect on the first day of the month after it was made by the Commissioners. The new parish comes into effect on that date, and not before.

Meetings to elect the various church officers require at least 2 weeks' notice (see section 2, below) so there will be a period when the parish has no churchwardens or PCC.

#### 1. Determine your electorates

Begin by working out who is entitled to vote for the church officers of the new parish. You will have two slightly different electorates:

**A. Lay representatives** and **Deanery Synod representatives** are elected at a special meeting by anyone whose name is on the new electoral roll.

CRR M9(5)

The new electoral roll is made up as follows:

a) If the new parish has been created by uniting two or more former parishes, the roll of the new parish is the rolls of the former parishes combined.

CRR 1(9)

b) In any other case, the new roll consists of:

- i. anyone whose name was entered on the roll of an old parish which now falls (wholly or partly) within the new parish, *and*

- ii. who resides in the new parish, or has habitually attended public worship in the new parish. CRR 1(10)

**B. Churchwardens** are elected in a separate meeting by:

- a) anyone whose name is entered on the new electoral roll, *together with*  
b) anyone resident in the parish whose name is entered on the register of local government electors by reason of such residence. s.5(1) CM

It is normally sufficient to remind people that they may only vote if they are eligible to vote according to these criteria.

## 2. Convene meetings

Two meetings must be convened.

1. A "meeting of the parishioners" to elect the churchwardens, *and*  
2. A "special meeting" to establish the new PCC (this is similar to an Annual Parochial Church Meeting or APCM). s.5 CM  
CRR M3;  
also see  
M2

It is normal to convene the two meetings at the same time, with the special meeting following immediately after the meeting of the parishioners.

It may also be convenient to hold a third meeting immediately after the special meeting:

3. A first meeting of the PCC, to appoint or elect the various PCC office holders and the standing committee. CRR  
M25(5)

Notice of all three meetings is given in the same way:

- A notice for each meeting must be displayed on or near the principal church door, or (in the case of a licensed building) in a "readily visible" place. CRR M2(1);  
s.5(4)CM;  
CRR  
M25(1)
- Notices for the meeting of the parishioners and the special meeting must be given at least 2 Sundays before the day of the meeting. CRR M2(2);  
s.5(4) CM
- Notice of the first PCC meeting must be given 10 days before the day of the meeting (and could be given earlier, at the same time as the other notices). CRR  
M25(1)

Templates of notices convening the various meetings are available from [Parish Resources](#).

## 3. Encourage nominations

This is a sensible time to encourage people to consider standing for the various roles.

- Churchwardens must be nominated and seconded in writing before the meeting of the parishioners. s.4(3) CM

- PCC lay representatives and Deanery Synod Representatives may be nominated by two people in writing before the special meeting, or by two people at the special meeting. CRR M9(2)

Templates for the various nomination forms are available from [Parish Resources](#).

### 3. The meeting of the parishioners to elect churchwardens

The meeting to elect churchwardens is usually held first.

You need to elect two churchwardens for each parish church, unless a different number is specified in the Pastoral Scheme creating the new parish. s.1(1) CM

### 4. The special meeting

The special meeting is similar to an APCM. At this meeting you must:

- a) Decide how many lay representatives to elect until the next APCM of the new parish. CRR M6(7)

There is a formula for calculating the default number of lay representatives, based on the size of the electoral roll – see CRR 15(8). However, you can temporarily choose a different number for this initial period between the special meeting and the first APCM. CRR M6(7)

The special meeting can also pass a resolution permanently altering the number of lay representatives, if it chooses. CRR M15(9)

- b) Decide on the term of office for lay representatives. By default, lay representatives serve a 3 year term, with one-third of the representatives being due for election each year. At this first meeting, lots are drawn to decide which of the elected representatives will serve for 3 years, which for 2 years and which for 1 year. CRR M16(5)

Alternatively, you can decide to elected all of the lay representatives every year. CRR M16(2)

- c) Elect the lay representatives – see CRR M9 for rules about the conduct of elections.

- d) Elect Deanery Synod representatives  
The number of Deanery Synod representatives to be elected is decided by a resolution of the Diocesan Synod each year. They are elected until the next Deanery Synod elections, which are held in 3 year cycles. They are elected in the same way as lay representatives. CRR 19

- e) Appoint an independent examiner or auditor (depending on the size of your budget) for the year ahead. CRR M6(2)

The special meeting may also:

- |  |                  |
|--|------------------|
| f) Decide that one or more of the Readers licensed to the parish should be members of the PCC.   | CRR<br>M15(1)(h) |
| g) Decide, by a two-thirds majority, that postal voting for lay representatives should be allowed, taking effect at the next annual meeting. | CRR M11          |
| h) Set a maximum number of years for which a lay representative may serve continuously.  | CRR<br>M16(7)    |

## 5. The first PCC meeting

If you didn't give notice of the first PCC meeting to take place immediately after the special meeting, you will need to give notice of the first PCC meeting at another time. You will need to post a notice 10 clear days before the meeting, and notify everyone entitled to attend at least 7 clear before the meeting.

CRR  
M25(1) &  
M25(3)

The list of people entitled to attend a PCC meeting is set out at CRR M15(1).

The first PCC meeting must:

- |   |                       |
|---|-----------------------|
| a) Appoint a lay vice-chair.  | CRR<br>M19(2)         |
| b) Appoint a PCC Secretary.   | CRR<br>M20(1)         |
| c) Appoint a PCC Treasurer.   | CRR<br>M20(3)         |
| The PCC Secretary and the PCC Treasurer can be members of the PCC, or it can be "some other fit person".            | CRR M20:<br>(1) & (3) |
| If they are not already a member of the PCC, they do not become a member of the PCC by being appointed in this way. | M20(4)                |
| They may, however, be co-opted as members, if appropriate.  | M15(1)k)              |
| d) Appoint an Electoral Roll Officer.   | CRR M21               |
| e) Appoint a Parish Safeguarding Officer. <sup>1</sup>  |                       |
| f) Appoint members of the Standing Committee.   | CRR M31               |
| g) Appoint Sidespeople.   | CRR M6(6)             |
| h) Decide how many meetings to hold.  |                       |
| The PCC must hold "a sufficient number of meetings to enable the efficient transaction of business."                | CRR<br>M23(1)         |

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<sup>1</sup> See section 3.3 of the House of Bishops: ["Key Roles and Responsibilities of Church Office Holders and Bodies – Practice Guidance" \(2017\)](#)

Your new PCC is now fully constituted and ready for business.

### Can we help?

Need some more advice about new parishes? We're available to help. Contact the Diocesan Registry by telephone on 01722 432390 or e-mail us at [registry@battbroadbent.co.uk](mailto:registry@battbroadbent.co.uk)

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