

Annual Letter to PCC Secretaries

6 February 2006

Dear PCC Secretary

This letter takes the form of the Annual Letter usually sent out at around this time.

**1 PCC and APCM Issues**

Last year has been a quiet one in terms of changes in the rules affecting PCCs and APCMs. This is in view of the General Synod Elections having taken place, and also because there have already been so many changes made recently! I wish to draw to your attention the following:-

(a) Preparation of New Electoral Roll

The next year for the preparation of a new Electoral Roll will be 2007, and subsequent preparations of new rolls will be every six years.

(b) Number of lay representatives on the PCC - formula now in force

| Number on Electoral Roll: | Number of representatives to be elected: |
|---------------------------|--|
| 50 or less                | 6  |
| 51 – 100                  | 9  |
| 101–200                   | 12                                       |
| over 200                  | 15                                       |

Note that parishes are still free to make other arrangements by resolution at the APCM. Any such resolution, however, will only take effect from the following APCM.

(c) Term of office of elected lay members of the PCC

There has been a change of term from one year to three years, with a third of the PCC to be elected each year – unless the APCM decides to retain the system of annual election of the whole PCC. Such a decision, when taken, has effect in the year in which it is passed, and must be reviewed at least every six years.

(d) 16 Year Olds

The permitted age of those standing for election to Deanery Synods, was lowered last year from 18 years to 16 years, and this affected last year's elections to Deanery Synods and will also affect any vacancies that are subsequently filled. It means that 16 year olds can now be elected to both the PCC and to the Deanery Synod.

Note that 16 and 17 year olds are exempt from the requirement to have been on the Electoral Roll for at least six months, introduced last year.

**2 Elections to Synodical Bodies**

(a) Diocesan Synod Elections

2006 brings with it elections to the Diocesan Synod. Please draw this to the attention of PCC members and others in the congregation, as it is they who are entitled to stand as candidates to the Diocesan Synod. This is a body which has a significant role in the life of the church. It consists of representatives of clergy and lay people in the Diocese, who meet together twice yearly with the bishops, to discuss matters of concern to the Diocese and make decisions. In order to be elected, a lay person will need to be proposed and seconded by a member of the House of Laity of the Deanery Synod.

The way in which this election specifically affects you as PCC Secretary will be concerning any changes in your parish representatives on the Deanery Synod, which you should ensure are passed on to this office immediately for the updating of the database. Please also send a copy to your Deanery Synod Secretary.

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(b) Last Year's General Synod Elections

Many thanks for your assistance and prompt action last year in sending in details of those elected to represent your parish on the Deanery Synod. These details went on to form the register of those entitled to participate in the General Synod elections.

3 **Diocesan Website**

I enclose a postcard highlighting the Diocesan website ( [www.london.anglican.org](http://www.london.anglican.org)) - our primary means of communication - on one side, and key statistics relating to the Diocese on the other.

The card has been produced to publicise the scope and range of activities which the Church of England carries out in London. It is intended primarily that these cards reach those outside the church in order to let them know the breadth of what we do. However, it is also a means of advertising the website to church members.

Please draw this card to the attention of your parish priest, the churchwardens and treasurer. It would also be helpful if it could be shown to members of the PCC, perhaps by being passed around at a PCC meeting.

If your parish would like to have some of these cards to pass to outside contacts, please get in touch with Melissa Hutchings, Director of Communications, at this office on 020 7932 1100, or by e-mail: [melissa.hutchings@london.anglican.org](mailto:melissa.hutchings@london.anglican.org)

4 **Publications**

I would encourage all parishes to acquire a copy of the Church Representation Rules. (As this publication is currently being updated, it would be wise to check that the edition you are buying is the latest). These rules are a schedule of the Synodical Government Measure 1969, and contain details on the governance of PCCs and Parochial Church Meetings, as well as information on Electoral Roll formation and revision, and much more.

Other useful publications are:

A Handbook for Churchwardens and Parochial Church Councillors (MacMorran & Briden)

Practical Church Management – A Guide for every Parish (James Behrens)

An ABC for the PCC – A Handbook for Church Council Members (John Pitchford)

All of these publications are available from Church House Bookshop, 31 Great Smith Street, London SW1P 3BN (tel: 020 7898 1300 / [www.chbookshop.co.uk](http://www.chbookshop.co.uk)).

The Bookshop also supplies various notices relating to the APCM.

Please do not hesitate to contact me on any of the above matters, on [monica.bolley@london.anglican.org](mailto:monica.bolley@london.anglican.org). (Although I will soon be away from the office until the end of May, your enquiry will be directed to someone who will be able to assist you).

I am sending copies of this letter to those noted below, in order to keep them informed of rule changes. Please also share the contents of this letter with other church officers. Where appropriate please also pass on a copy to the secretaries of any district church council associated with your parish.

With kind regards

Yours sincerely

Monica Bolley  
Synodical Secretary

cc Archdeacons  
Area Deans / Deanery Lay Chairs / Deanery Synod Secretaries  
Parish Ministry Development Advisers