

**DIOCESE OF LONDON**  
**SYNODICAL GOVERNMENT MEASURE 1969**  
(CHURCH REPRESENTATION RULE 18)

**A SCHEME FOR THE PARISH OF ST MICHAEL, WOOD GREEN  
WITH ST GABRIEL, BOUNDS GREEN AND ST MICHAEL-AT-BOWES  
WITHIN THE ARCHDEACONRY OF HAMPSTEAD  
AND THE DEANERY OF EAST HARINGEY**

In accordance with Rule 18 of the Church Representation Rules made pursuant to the Synodical Government Measure 1969, provision is made that where in any parish there are two or more churches or places of worship, a Scheme may be made by the Annual Parochial Church Meeting of that parish (or by a Special Parochial Church Meeting) for the due representation of each church or place of worship on the Parochial Church Council, for the establishment of District Church Councils for each church or place of worship and for the election or choice of Deputy Churchwardens.

**WHEREAS**

- (I) By a Pastoral Scheme dated the 1<sup>st</sup> December 1981 made by the Church Commissioners, confirmed by Her Majesty in Council on the 10<sup>th</sup> February 1982, and which became effective on the 1<sup>st</sup> March 1982, the former benefices and parishes of St Michael, Wood Green, St Gabriel, Bounds Green and St Michael-at-Bowes were united to form a new benefice and parish of St Michael, Wood Green with St Gabriel, Bounds Green and St Michael-at-Bowes (hereinafter referred to as The Parish).
- (II) By the same Pastoral Scheme the Team Ministry of Wood Green was also established.
- (III) Within the said parish are situate the parish church of St Michael, Wood Green and the district church of St Michael-at-Bowes.
- (IV) A Special Parochial Church Meeting of the parish held on 30<sup>th</sup> July 2000 confirmed with the necessary majority that the Scheme hereinafter set out shall be proposed to the Diocesan Bishop's Council, such Scheme to come into operation by the date of the Annual Parochial Church Meeting to be held in 2001.
- (V) The Scheme also provides for the holding of Annual District Church Meetings (ADCMs) by the members of each of the district churches and for the due representation of each church in the parish in the election of parish representatives to serve on the Deanery Synod.

**THE SCHEME**

**The Districts**

- I The parish shall consist of two districts each with a church licensed for public worship, namely the district served by the parish church of St Michael, Wood Green and the district served by the district church of St Michael-at-Bowes. The boundaries of each district shall be as illustrated on the plan forming Appendix A to this Scheme.

**Council Structure**

- 2 In the parish there shall be:
  - A Parochial Church Council (PCC) for the whole parish.
  - Two District Church Councils (DCCs) - one for St Michael, Wood Green; one for St Michael-at-Bowes.
  - Standing Committees of the PCC (as required by the Church Representation Rules) and of each of the DCCs.

***This Scheme defines the methods by which such bodies shall be elected  
so as to ensure the due representation of each church within the parish.***

## **The Electoral Roll**

- 3** The Electoral Roll of the parish shall be kept in two parts, one part for each of the two separate districts. Each part of the Electoral Roll shall be made up of the names of those qualified for membership of the Roll who either live within that district or who normally worship at that particular district church. No person may have their name entered on more than one part of the Roll at the same time.
- 4** The Roll shall be maintained by a Parish Electoral Roll Officer (appointed by the PCC), who shall be aided by District Electoral Roll Officers, one from each of the two separate congregations. The Parish Electoral Roll officer may also serve as a District Electoral Roll Officer.
- 5** Authority to amend or revise their part of the Electoral Roll shall be delegated to the appropriate DCC, who shall keep the PCC informed of all such amendments or revisions.
- 6** Only those whose names are entered on the Electoral Roll shall be eligible to attend and take part in proceedings at the Annual Parochial Church Meeting (APCM) and only those whose names are entered on the part of the Electoral Roll appropriate to one of the districts within the parish shall be eligible to attend and take part in proceedings at the ADCM for that district (as shall the Parochial Churchwardens).
- 7** Any dispute as to the part of the Electoral Roll on which a person's name should be entered (with particular regard to their eligibility for voting or their nomination as a candidate) shall be decided by the Incumbent of the parish (or the Priest-in-Charge when rights of presentation are suspended).

## **Annual Meeting of Parishioners**

- 8** The Annual Meeting of Parishioners shall be arranged to take place immediately prior to the APCM. The only business of the Meeting shall be to elect the Parochial Churchwardens and to confirm the appointment of Deputy Churchwardens.
- 9** All residents of the whole parish eligible to attend, plus those from outside the parish whose names are entered on any part of the Parish Electoral Roll, shall be qualified to attend and take part in the proceedings.

## **Churchwardens and District Churchwardens**

- 10** There shall be appointed each year two Parochial Churchwardens elected by the whole Meeting following procedures established under the Churchwardens (Appointment and Resignation) Measure 1964 (or any subsequent replacement legislation) with (subject to there being sufficient nominations) one Churchwarden drawn from the membership of the parish church of St Michael, Wood Green and one Churchwarden from St Michael-at-Bowes.
- 11** There shall be nominated each year by their respective ADCMs two Deputy Churchwardens for each district. This Scheme has been prepared with the expectation that district nominations for Deputy Churchwardens will not be challenged at the Annual Meeting of Parishioners. Should any additional nominations be forthcoming, then the procedures as outlined in Appendix B to this Scheme shall be followed. Otherwise, the candidates referred to above shall be declared as the duly elected Deputy Churchwardens for the ensuing year. Those nominated as Deputy Churchwardens by a district church shall be eligible to stand for election as Parochial Churchwardens and to hold both offices concurrently.
- 12** The Parochial Churchwardens shall exercise the duties of Churchwarden throughout the whole parish except that they may divide amongst themselves and may delegate to the Deputy Churchwardens such of their functions and responsibilities, relating to the separate district churches within the parish, as they may from time to time think fit.
- 13** The Parochial Churchwardens shall be ex-officio members of the PCC and of its Standing Committee, and of all District Church Councils and of their Standing Committees. The Deputy Churchwardens shall be invited to attend meetings of the PCC and of its Standing Committee (and shall be eligible for co-option / election to those bodies, as appropriate) and shall be ex-officio members of their District Church Council and of its Standing Committee.

## **The Annual Parochial Church Meeting (APCM)**

- 14** An APCM shall be held each year as required by the Church Representation Rules. The date of the APCM shall be arranged so that it takes place not less than two weeks nor more than four weeks after the dates of the separate ADCMs (see clause 22 following).
- 15** The Incumbent shall chair the APCM except that he may vacate the Chair in favour of the Lay Vice-Chair of the PCC (or anyone else appointed by the meeting) should he so wish.
- 16** The business transacted at the APCM shall be as laid down in Church Representation Rule 9, subject to the provisions of clauses 17 and 18 of this Scheme.

## **Elections at the Annual Parochial Church Meeting**

- 17** In the year prior to such elections taking place, the APCM shall determine
- the share of representatives to be nominated by each ADCM to represent the parish on the Deanery Synod. Initially, each district will be given equal representation, with any additional places being filled by election by the whole APCM. This arrangement shall prevail until such time as the permitted number of representatives to the Deanery Synod can again be divided equally amongst the two separate districts. Any variation to this arrangement may be decided by a resolution passed by the APCM in the year preceding the election.
  - the share of representatives to be nominated by each ADCM to represent each district on the PCC. Initially each district shall be given one representative, and one further nomination for every complete tranche of 30 names on that district's part of the Electoral Roll. From time to time the APCM may decide on a variation to the number of elected representatives to serve on the PCC (as provided for under Church Representation Rule 14(1)(g)), and if such variation is decided any consequent redistribution of seats between the districts shall also be determined.
  - the number of elected representatives to serve on each DCC. Initially each DCC shall have 8 elected members, but the number may be changed by a resolution passed by the APCM in the year preceding the election, and any such change may be applied to all or any of the separate DCCs.
- 18** Each year the APCM shall note and (if acceptable) confirm the elections of those chosen at the separate ADCMs to serve (as the case may be) on the Deanery Synod, PCC and DCCs as more particularly described in clauses 27(b)(c) and (d) following. This is to fulfil the requirements of Church Representation Rule 18(1)(b) but this Scheme has been prepared with the expectation that the outcome of primary elections held at the separate ADCMs will not be challenged at the APCM. Should such a challenge arise, the arrangements outlined in Appendix B to this Scheme shall be applied.

## **The Parochial Church Council (PCC)**

- 19** The PCC shall consist of:
- (a) ex-officio members - all clerical and lay staff licensed to the parish, the two Parochial Churchwardens and the Synod representatives - as defined in Church Representation Rules 14(1)(a)-(f).
  - (b) elected members - the lay members nominated by the ADCMs and whose election was confirmed by the APCM, and as more described in clause 17 of this Scheme.
  - (c) co-opted members, within the number permitted under Church Representation Rule 14(1)(h).
  - (d) in attendance - the Deputy Churchwardens (unless otherwise co-opted or elected).
- 20** Chairmanship of the PCC shall be as provided for in paragraph 5, and the membership of the Standing Committee shall be as provided for in paragraph 14, of Appendix II to the Church Representation Rules.
- 21** The duties and functions of the PCC shall be as laid down by the Laws and Statutes of the Church of England for the time being in force, except as modified by this Scheme with particular regard to matters delegated to the DCCs. However, such powers as must be specifically reserved and retained unto a Parochial Church Council as from time to time specified in the Church Representation Rules or other legislation approved by the General Synod of the Church of England (see Church Representation Rule 18(3)) shall be excluded from matters delegated to any or all of the DCCs. The PCC shall also retain ultimate financial responsibility for the whole parish and in particular the responsibility for payment of the parish share of the Diocesan Common Fund. The accounts of the PCC (and of each DCC) shall be presented to the APCM.

## Annual District Church Meetings (ADCMs)

- 22** Separate Annual Meetings shall be held for those whose names are entered on the parts of the Parish Electoral Roll for the respective districts, including also the Parochial Churchwardens. The dates of these District Church Meetings shall be so arranged as to allow the APCM to be held not later than 30th April in each year but not more than four weeks after the date of any ADCM.
- 23** The Rector shall chair ADCMs except that he may vacate the chair in favour of the Priest with Pastoral Charge of the respective district church or the Lay Vice Chair of the appropriate District Church Council (or any other person appointed by the meeting) should he so wish.
- 24** The business transacted at the ADCMs shall be:
- to receive the annual accounts of the District Church Council for onward transmission to the PCC and the APCM
  - to receive reports on the activities of the district church and its Council during the previous year
  - to consider and decide on such matters as from time to time may be referred down by the PCC and to approve reports on such decisions as may be requested
  - to conduct primary elections for the positions of Deputy Churchwarden, Deanery Synod representative (when appropriate), and PCC and DCC members
  - to consider any matter raised by a member of the district church relating specifically to the affairs of that church or district

## Elections at the Annual District Church Meetings

- 25** At each ADCM there shall be elected:
- (a) two persons to serve as Deputy Churchwardens. Those elected will serve for one year and their election shall be subject to confirmation by the Annual Meeting of Parishioners as provided for under clause 11 of this Scheme.
  - (b) (in the year in which elections are due) In accordance with the provisions of clauses 17 and 18 of this Scheme, the representative(s) to serve on the Deanery Synod (for the 3 year term of office) and who will become the district's nomination(s) for election at the APCM.
  - (c) lay members (initially one plus one further nomination for every complete tranche of 30 names on that district's part of the Electoral Roll, as provided for in clauses 17 and 18 of this Scheme) to serve on the PCC for a 1 year term of office and who will become the district's nominations for election at the APCM.  
All those so elected at (a) (b) and (c) above shall become ex-officio members of their DCC.
  - (d) lay members (initially 8) to serve on the DCC for a 1 year term of office as provided for in clauses 17 and 18 of this Scheme, subject to the members so elected having their election confirmed at the APCM.

## The District Church Councils (DCCs)

- 26** Membership of the DCCs shall comprise:
- (a) **Ex-officio Members**
    - i) all clerical and lay staff licensed to the parish.
    - ii) the Parochial Churchwardens and Deputy Churchwardens elected from that district.
    - iii) all lay persons whose names are entered on the respective part of the Parish Electoral Roll and who are members of Deanery, Diocesan or General Synods.
    - iv) the lay members of the PCC representing the district (as provided for under clause 25 (c) of this Scheme).
    - v) any person co-opted to the PCC whose name is entered on the respective part of the Parish Electoral Roll or who normally attends worship at that particular district church.
  - (b) **Elected Members**  
the representatives of the laity elected by the ADCM and approved by the APCM (initially 8).
  - (c) **Co-opted Members (up to two)**
- 27** The Rector shall be Chair of the DCC except that he may vacate the chair in favour of the Priest with Pastoral Charge of the respective district church or the Lay Vice-Chair (normally to be elected at the first meeting of each newly formed DCC), or other person appointed from amongst those present at a meeting of the DCC should neither the Chair (or Priest with Pastoral Charge) or Lay Vice-Chair be available or willing to chair any part or the whole of any meeting of the DCC.

At the first meeting of each newly formed DCC there shall also be chosen the following lay officers:

- (i) a DCC Secretary
- (ii) a DCC Treasurer
- (iii) a District Electoral Roll officer

**28** Except as reserved by clause 21 of this Scheme, each DCC shall have fully delegated powers of the PCC with respect to all matters pertaining to their church, the curtilage thereof and their district. The provisions relating to PCCs as contained in Appendix II to the said Church Representation Rules shall, so far as may be and mutatis mutandis, apply to the constitution, meetings and procedures of the said DCCs, except that membership of DCC Standing Committees shall be as provided for by clause 29 of this Scheme.

Each DCC shall provide following the ADCM an annual written report of their proceedings to the APCM. The accounts of the DCC shall be submitted to the APCM.

**29** Each DCC shall have its own Standing Committee consisting of not less than six persons.

The Rector, Priest with Pastoral Charge of St Michael-at-Bowes district church, Parochial Churchwardens and the Deputy Churchwardens shall be ex-officio members of their respective DCC Standing Committee.

Each DCC shall elect from amongst its own membership at least two further lay members to serve on its Standing Committee. (Such elections normally to take place at the first meeting of each newly formed Council)

The chair at meetings of the separate DCC Standing Committees shall normally be taken by the Rector, except that he may vacate the chair in favour of another member as decided amongst the respective memberships of those Committees.

### **Extent of Authority**

**30** Nothing in this Scheme shall prejudice the Jurisdiction of the Bishops of London or Edmonton, the Archdeacon of Hampstead, the Area Dean of East Haringey or the Incumbent and Churchwardens of the said Parish in their statutory duties or obligations or over the conduct of any form of public worship at any of the churches or places of worship within the said Parish.

### **Interpretation, Variation and Revocation**

**31** All expressions used in this Scheme shall have the same meaning applied to them as is used in the Church Representation Rules, the Rules quoted being those contained in the 1996 Edition.

**32** Any questions on the interpretation of this Scheme may be referred to the Area Bishop of Edmonton and any decision given by him or with his authority shall be final.

**33** This Scheme may be amended or revoked either wholly or in part by any further Scheme made under the provisions of Church Representation Rule 18(8).

**34** As from the date of its coming into effect, this Scheme rescinds any earlier Schemes relating to the matters hereby settled.

..... (Chair) ..... (date)

..... (Secretary) ..... (date)

## Appendix B

In the event of a challenge being made at either:

- the Annual Meeting of Parishioners (for the election of Churchwardens or Deputy Churchwardens) - para. 11 of the Scheme refers.
- the Annual Parochial Church Meeting (for all other elections) - para. 18 of the Scheme refers to the nominations arising out of primary elections held at the separate Annual District Church Meetings, through further candidates being proposed, the following procedure shall be adopted:

- A.** The Chairman shall tell the meeting which part of the Parish Electoral Roll the name(s) of the new candidate(s) appears in (bearing in mind that the principle of due representation for each district cannot be disturbed).
- B.** The primary election at the Annual District Church Meeting so affected shall be declared void, so far as the filling of that particular place or places is concerned.
- C.** All the candidates (both successful and unsuccessful) from the original primary election at the Annual District Church Meeting, together with the new candidate(s) proposed and seconded at the relevant Annual Meeting shall be invited to stand in a fresh election.

*Note: All candidates from the primary election shall be deemed to be candidates in the fresh election unless they had specifically indicated to the contrary.*

- D.** A fresh election shall be conducted amongst those present and voting at the Annual Meeting concerned.
- E.** On completion of the ballot, the name(s) of the successful candidate(s) shall be declared and those persons shall become the elected representative(s) for their district on the body to which the election was being held (and any ex-officio rights attached to that position).