



Church Councils and Officers *a brief guide*

A brief guide to help when considering standing for election at our **Annual Meeting of Parishioners** and **Annual Parochial Church Meeting (APCM)** or when deciding how to vote.

Church Warden's are the chief representatives and leaders of the congregations. They are 'officers of the Bishop' and are sworn-in to their role each year by the Bishop' or their representative at the annual Visitation Service. Working with the Incumbent (the Vicar) they look after the general running of the church, it's worship, buildings and fabric etc. Church Warden's are the oldest elected office in England and have a surprising amount of both authority and responsibilities in English Law!

Deanery Synod Representatives are usually elected once every three years at the APCM. They represent the Parish on the Deanery Synod and are automatically members of the PCC. They report to the PCC on any relevant Deanery matters and encourage the Parishes engagement with the Deanery Synod and the wider life of the Deanery.

Parochial Church Council (PCC) members Roughly a third of elected PCC members are elected at each APCM. As well as the legal responsibilities of the PCC, they represent the congregations in it's decision making. The PCC also includes the Churchwardens, representatives of lay ministers, Deanery Synod Representatives, the clergy, and those co-opted by the PCC.



The Parish Church Council (PCC) may be thought of as the 'governing body' of church. The PCC has certain legal responsibilities and rights in relation to the life and work of the Parish within the wider Church of England. Its members are the charity trustees of the Parish, and as such are responsible for the stewardship of the Parish buildings, management of finances, employment of staff (not including clergy) and, working with the Incumbent, the running of the Parish, its life, mission, worship etc. The PCC meets at least 4 times a year. The PCC may delegate certain matters to working-groups and a Standing Committee may be authorised to make some decisions, if required.

The PCC Lay-chair is elected by the PCC at their first meeting following the APCM. They co-chair the PCC with the Incumbent and prepare the agendas, in consultation with the Vicar and Wardens and supported by the Secretary. Together with the Secretary, they ensure reports are ready for PCC meetings.

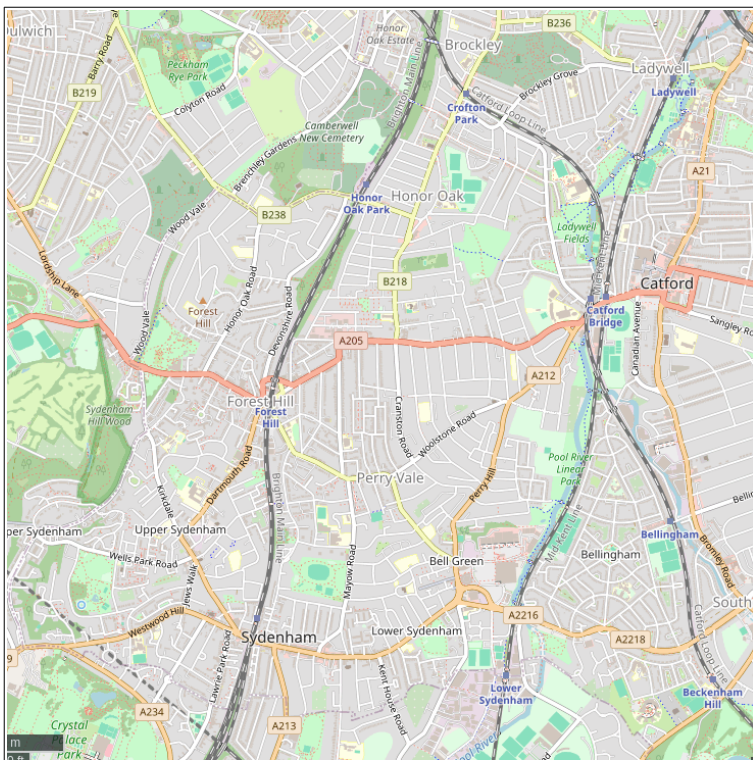
The PCC Secretary is appointed by the PCC at their first meeting following the APCM. The Secretary keeps minutes of PCC meetings along with records of attendance, apologies etc. They collate and distribute PCC agendas, reports and minutes.

The Treasurer is appointed by the PCC at their first meeting following the APCM. The Treasurer is responsible for both recording and reporting the financial matters of the Parish, including passing on the relevant element of fees received to the Diocese, drafting an annual budget, and preparing the annual accounts. They are required to report regularly to the PCC so that it may make informed decisions about finances, expenditure and fundraising.

The Electoral Roll Officer is appointed by the PCC at their first meeting following the APCM to maintain the Electoral Roll and encourage congregation members to join the Roll.

The Deanery Synod may be thought of as the 'local government' of the Church of England. St Bartholomew's is part of **West Lewisham Deanery**. The Synod is made up of the clergy of the Deanery (the 'Deanery Chapter') together with lay people elected from each of the Parishes. It considers the wider mission and ministry of the Church in the area, including matters such as deployment of clergy, and provides opportunity for sharing good practice and ideas, and for joint mission across the area. The Synod receives information from the Diocesan and National Synods and is sometimes asked to discuss and express a view on matters of National Church policy. The Deanery Synod is chaired jointly by the Area Dean and a Lay Chair elected by the Synod. The Deanery leadership team consists of both chairs, any Assistant Area Dean, an administrator and lay representatives elected or appointed by the Synod. The Deanery Synod elects representatives to the *Diocesan Synod*.

West Lewisham Deanery



- St Bartholomew, Sydenham**
- St Philip The Apostle, Sydenham**
- All Saint's, Sydenham**
- Holy Trinity, Sydenham & Forest Hill**
- St George, Perry Hill**
with **Christ Church, Forest Hill**
- St Michael & All Angles,**
Lower Sydenham
- St Saviour, Brockley Hill**
- St Hilda with St Cyprian,**
Crofton Park
- St Augustine of Canterbury,**
Honor Oak Park

Who can be elected?

To stand for election as a **Churchwarden**, a person must be (a) at least 21 years of age; (b) on the Electoral Roll of the Parish; (c) a Communicant of the Church of England and; (d) be nominated by two eligible electors

To stand for election as a **PCC member** or **Deanery Synod Representative** a person must be (a) at least 16 years of age; (b) have been on the Electoral Roll of the Parish for at least 6 months; (c) a Communicant of the Church of England and; (d) be nominated by two eligible electors

Who can vote?

At the Annual Meeting of Parishioners to elect **Churchwardens** anyone who is on the Electoral Roll of the Parish or who is at least 16 years of age and lives in the Parish may vote. (This takes place immediately before the APCM).

At the Annual Parochial Church Meeting elections of **PCC members** and **Deanery Synod Members** anyone who is on the Electoral Roll of the Parish may vote.

