

# THE CHURCHWARDENS MEASURE 2001 – A BRIEF GUIDE

## I. INTRODUCTION

### A. THIS GUIDE AND ITS PURPOSE

1. The purpose of this guide is to *explain the new legislation on the appointment and tenure of office of churchwardens and its background*, and to *recommend appropriate ways of implementing it in practice*.
2. In this Guide:-
  - (a) “the Measure” means the *Churchwardens Measure 2001* (abbreviated to “CM”), which replaces the Churchwardens (Appointment and Resignation) Measure 1964 and comes into force on 1st January 2002. However, under the transitional provisions in the Measure, it does not affect a churchwarden in office before the Measure comes into force during the period for which he or she was chosen (CM s.14 and Schedule 1 para 1). Copies of the Measure can be purchased from The Stationery Office (tel: 0870 600 5522; website: [clicktso.com](http://clicktso.com)) and are also available on the internet at [www.the-stationery-office.co.uk](http://www.the-stationery-office.co.uk);
  - (b) “E1” (followed where relevant by a paragraph number) refers to *Canon E1* (“Of Churchwardens”), as amended by Amending Canon No. 20; A copy of this canon is available on request from the Assistant Legal Adviser, Legal Office, Church House, Great Smith Street, London SW1P 3NZ (please send an A4 stamped self-addressed envelope) or by e-mail from [ingrid.slaughter@c-of-e.org.uk](mailto:ingrid.slaughter@c-of-e.org.uk);
  - (c) “CRR” refers to the *Church Representation Rules* (Schedule 3 to the Synodical Government Measure 1969, as subsequently amended). The up-to-date text of the Rules is published by Church House Publishing, and can be purchased from Church House Bookshop (tel: 0210 7898 1300; e-mail: [bookshop@c-of-e.org.uk](mailto:bookshop@c-of-e.org.uk); website [www.chbookshop.co.uk](http://www.chbookshop.co.uk)) or other Christian booksellers.

## **B. THE NATURE AND DUTIES OF THE OFFICE OF CHURCHWARDEN**

3. In order to understand the reasons for the legal rules on the appointment and tenure of office of churchwardens, it is necessary to be aware of the nature and duties of the office. Similarly, it is essential for a person thinking of standing for office as a churchwarden to be aware of these before agreeing to serve. The churchwardens have important legal duties, but the office also has a vital spiritual, pastoral and mission dimension – the duty to be foremost among the laity in the life and mission of the Church in the parish.
4. A number of helpful books are available which explain the duties of churchwardens and the legal rules relating to them. Appendix 3 to this Guide contains a brief bibliography, including some books which also dealt with the provisions of the Measure.
5. The *churchwardens' main duties* are summarised in Canon E1 paragraphs 4 and 5. Under those paragraphs, once churchwardens take up their office, they:-
  - (a) are the officers of the bishop (not the incumbent or PCC) (E1.4);
  - (b) must be the foremost in representing the laity and co-operating with the incumbent (E1.4):
  - (c) must use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote unity and peace among them (E1.4);
  - (d) must discharge the duties assigned to them by law and custom (E1.4). (Examples of this are their duties in relation to the offerings or collections in the church, and the duties imposed on them by section 5 of the Care of Church and Ecclesiastical Jurisdiction Measure 1991 in relation to the church building and the land and articles belonging to it );
  - (e) must maintain order and decency in the church and churchyard, especially during the time of divine service (E1.4); and
  - (f) hold the title to the movable goods of the church, must keep an inventory of those goods and keep it up to date, and must hand over the goods to their successors, who must check the inventory (E1.5).

6. In addition:-
- (a) if a person chosen as churchwarden is an actual communicant and has his or her name on the church electoral roll of the parish, that person will automatically become a ***member of the PCC*** until he or she either ceases to satisfy those qualifications or ceases to be a churchwarden (CRR r.14(1)(d) and (2));
  - (b) ***if the PCC fails to appoint a treasurer***, the churchwarden or churchwardens who are members of the PCC will be responsible for discharging the office of treasurer (CRR App II para 1(e)(i));
  - (c) churchwardens may also be ***trustees of other parochial charities*** by virtue of their office; and
  - (d) during a vacancy in the benefice, the churchwardens will be the ***sequestrators*** together with the rural or area dean and anyone else whom the bishop appoints (Church of England (Miscellaneous Provisions) Measure 1992 s.1(1)). (In the case of a team ministry, the team vicars and certain other members of the team take the place of the rural or area dean as automatic sequestrators except so far as the bishop directs that any of them are not to be included.)

### C. THE BACKGROUND TO APPOINTMENT

7. Churchwardens are chosen and hold office for only one year at a time. Notwithstanding the great value an experienced churchwarden can have for the parish as a whole, it is vital ***to encourage all the lay members of the congregation*** to take an active role in the work of the Church in the parish and ***to serve in whatever capacity they can***. Thus the minister, the PCC and the parish as a whole need to consider appointments in advance and try to plan on more than a purely short-term basis.
8. It is also most important that churchwardens and potential churchwardens, as well as other lay people holding office in the parish, are provided with ***training*** and information about training. This will not only fit those who are chosen to discharge their duties satisfactorily but will also encourage those who are thinking of serving and help to recruit new people to accept office. There are many examples of valuable diocesan, archdeaconry and deanery initiatives, which take account of the importance of training the churchwardens alongside the minister. However, it should not be assumed that only a person with formal training is suitable for appointment; all churchwardens need to learn “on

the job” and some learn entirely in that way. Thus it is the responsibility of experienced churchwardens to train their less experienced colleagues.

9. The office of churchwarden should be seen in the context of *lay ministry as a whole*. The churchwardens (and the sidesmen) have legal duties, as do members of the PCC and other officers, but all forms of lay service are important and should be recognised and affirmed by the minister, the PCC, the parish as a whole and the diocese.

## **II THE NUMBER OF CHURCHWARDENS**

### **A. THE BASIC NUMBER**

10. *The basic number of churchwardens is two for each parish* (CM s.1(1)). There is no legal sanction if a parish does not have the full number, but it is important to ensure a full complement of churchwardens if at all possible. This is because the office is an onerous and time-consuming one, and a single churchwarden acting alone can be placed under an unreasonable burden. It is also unsatisfactory for the parish to be left without cover if a single churchwarden is unable to carry out his or her duties for a time, for example because of illness or unavoidable absence. If the parish fails to produce two candidates for the office, the archdeacon should be alerted, as he or she may be able to help pastorally in finding someone else who is willing to serve. Where parishes are "related" and thus within the exception to the normal rule that a churchwarden may not serve as such for more than one parish (see paragraph 26 below), it may be possible to arrange for two of them to “share” a churchwarden.

### **B. PARISHES WITH MORE THAN ONE PARISH CHURCH AND/OR PARISH CENTRE OF WORSHIP**

11. Where the parish has more than one parish church and/or parish centre of worship (designated under s 29(2) of the Pastoral Measure 1983), s.1(2) of the Measure provides for *two churchwardens to be appointed for each parish church/parish centre of worship*.
12. All the churchwardens appointed under this provision *are churchwardens of the whole parish* except so far as they arrange to perform separate duties in relation to the individual churches (CM s.1(2)(a)). For example, they may agree that the churchwardens for each church or parish centre of worship will be responsible for duties relating

to the fabric of that building. Otherwise, all of them have functions in relation to the parish as a whole. For example, all of them who are entered on the church electoral roll and are actual communicants will be members of the PCC by virtue of their office (CRR r.14(1)(d)). Similarly, if the PCC fails to appoint a treasurer, all the churchwardens who are members of the PCC will share the office (CRR App II para 1(e)(i)). (See paragraph 6 above.)

13. Churchwardens in this category must be *distinguished from deputy churchwardens* of district churches or places of worship (“daughter churches” other than parish centres of worship). Deputy churchwardens have a recognised legal status under the Church Representation Rules (or, in some cases of team ministries, under the Pastoral Measure 1983.) However, unlike churchwardens under s.1(2) of the Measure, deputy churchwardens are not “churchwardens” in the strict legal sense and are not within the terms of the Measure, and their functions are confined to the particular church or place of worship. They are not the bishop’s officers, but exercise functions delegated to them by the churchwardens (in some cases on a mandatory basis under the relevant legislation). For example, deputy churchwardens may have delegated authority to deal with some matters relating to the fabric of the church or place of worship concerned.
14. Churchwardens also have to be *distinguished from “assistant churchwardens”*, who have no formal legal status. They are persons chosen to assist the churchwardens, and act under the churchwardens’ supervision and control.

#### C. SPECIAL CUSTOMS

15. Some parishes have *long-standing customs* providing for less or more than two churchwardens to be appointed – see paragraphs 59-62 below.

### III ELIGIBILITY

#### A. BAPTISM

16. A churchwarden *must be baptised*; there is no power to dispense with this requirement (CM s.1(3)) The reason for it is that it is essential for those who are to be leaders of the laity in the parish, and whom Canon Law requires to “be foremost in representing the laity ... and use their best

endeavours by example and precept to encourage the parishioners in the practice of true religion” (E1.4 – see paragraph 5 above) to be baptised members of the Church of Christ.

**B. CONDITIONS FOR ELIGIBILITY WHICH CAN BE DISPENSED WITH BY THE BISHOP**

17. There are three other requirements which a person wishing to be chosen as churchwarden must normally satisfy, but which the bishop may dispense with in exceptional circumstances.
18. The first of these is that a churchwarden *must have his or her name on the church electoral roll of the parish* (CM s.1(3)(a)). There are several reasons for this:-
  - (a) This requirement ensures that a churchwarden is a lay person. In view of the churchwardens’ duties as leaders of the laity – see paragraph 5 above – it is essential in all normal circumstances that they should themselves be members of the laity;
  - (b) It is important for the churchwarden to be a person who is committed to the particular parish and its congregation; and
  - (c) A churchwarden whose name is not on the church electoral roll will not be a member of the PCC by virtue of his or her office (CRR r.14(1)(d)), and it is undesirable to have a churchwarden who is not a member of the PCC where that can be avoided.
19. The *conditions for entry on the church electoral roll* of a parish and how to apply for entry are laid down by the Church Representation Rules (CRR r.1-3). The basic conditions are that the person concerned:-
  - (a) must be a baptised lay person aged 16 or over;
  - (b) must apply for entry on the roll; and
  - (c) must declare him- or herself to be a member of the Church of England (or a Church in communion with it) who is resident in the parish or has habitually attended public worship in the parish for six months prior to enrolment. A member in good standing of another Church which subscribes to the doctrine of the Holy Trinity who is also prepared to declare him- or herself to be a member of the Church of England, and who has habitually attended

public worship in the parish for the six month period, is also entitled to apply for enrolment and be entered on the roll.

20. The second requirement in this category is that the churchwarden ***must be an “actual communicant”*** (CM s.1(3)(b)). The reasons for this are the importance of a leader of the laity being a communicant member of the Church and, again, the provision of the Church Representation Rules under which a churchwarden who is not an “actual communicant” will not be a member of the PCC by virtue of his or her office. Under s.13(1) of the Measure, the definition of “actual communicant” is the same as that in r.54(1) of the Church Representation Rules, which requires the person concerned to:-
  - (a) have his or her name on the church electoral roll of a parish;
  - (b) have received Holy Communion according to the use of the Church of England, or a Church in communion with it, at least three times during the twelve months before election or appointment; and
  - (c) be confirmed or ready and desirous of being confirmed, or be receiving Holy Communion in accordance with Canon B15A paragraph 1(b) (which covers baptised persons who are communicant members in good standing of other Churches which subscribe to the doctrine of the Holy Trinity).
21. The third requirement in this category is that a churchwarden ***must be aged 21 or over*** (CM s.1(3)(c)), because of the heavy responsibilities of the office, which require considerable maturity.
22. ***The bishop has a dispensing power*** to allow a particular individual who does not have the qualifications in paragraphs 18-21 above to hold office as a churchwarden (CM s1(4)), but that power is limited. The bishop may give his permission only where he considers there are exceptional circumstances which justify a departure from the normal rules, and the permission will apply only for the following year of office as a churchwarden, although it can be renewed. In addition, the bishop’s permission must be obtained before the person concerned is nominated as a candidate for the office (CM s.4(4)(b); see paragraph 46 below). The bishop is the judge of whether exceptional circumstances exist. However, he will need to know about the particular candidate for office and the situation in the particular parish, and will need to consider the reasons which are given for justifying a departure from the general requirements. For example, a person who is a little under the age of 21 or a member of a

Church other than the Church of England may be the most suitable person, or indeed the only person, who is willing to undertake the office.

**C. CONSENT TO SERVE**

23. A person chosen as churchwarden must have *signified his or her consent to serve as such* (CM s.1(5)(a)). This needs to be done by a statement on the nomination form, signed by the candidate, that he or she is willing to serve as a churchwarden (CM s.4(3)). It is important that, before giving his or her consent, a potential churchwarden should be aware of the nature and duties of the office (see paragraphs 3-6 above), should be willing to undertake them, and should be satisfied that, so far as can be foreseen at the time, he or she will be able in practice to carry out those duties during the forthcoming year of office.

**D. A CHURCHWARDEN MAY NORMALLY ONLY SERVE AS SUCH FOR ONE PARISH AT A TIME**

24. A person *cannot normally be churchwarden of more than one parish at the same time* (CM s.1(5)(b)). One reason is that the task is a time-consuming one and there can be substantial practical difficulties in terms of time and geographical location in serving effectively in more than one parish. In addition, there can be a risk of conflicting claims, particularly if the parishes have different ministers. A third reason is the general principle that it is important to encourage as many people as possible to serve (see paragraph 7 above.)
25. The provision in the Measure which lays down this rule (s.1(5)(b)) does so by providing that a candidate for the office of churchwarden in a given parish must not only have signified his or her consent to serve as such but also *must not have signified consent to serve as churchwarden for the same period of office in any other parish* unless:-
- (a) the exception for cases where the two parishes are “related” applies – see paragraph 26 below; or
  - (b) the meeting of parishioners for the other parish has already taken place and the person concerned has not been chosen as a churchwarden of that other parish.

There are special provisions as regards the filling of casual vacancies (CM s.1(6)).



26. There is an *exception for cases where the two parishes are “related”* – that is, where they:-
- (a) are within the same multi-parish benefice or in benefices held in plurality; or
  - (b) otherwise have the same “minister”. (CM s.1(5)(b) – for the meaning of “minister” in the Measure see paragraph 45 below).

Because there is less risk of competing claims in those circumstances, a person is not debarred by law from serving as churchwarden of two (or more) parishes which fall within (a) or (b) above. However, it is important that he or she should give this possibility and its practical implications very careful consideration, and consult the minister, the PCC and other members of the laity, before agreeing to take on the duties of churchwarden for more than one parish.

#### E. GENERAL DISQUALIFICATIONS

27. The Measure lays down *three types of general disqualification* from holding office as a churchwarden. The nomination paper which must be submitted for every candidate for election as a churchwarden must contain a statement signed by the candidate that he or she is not disqualified on any of these grounds (CM s.4(3)), and when a person chosen as churchwarden is admitted to office he or she must subscribe a declaration that none of the disqualifications apply (CM s.6(1)(b) - see paragraph 65(b) below).
28. The first general disqualification is that a person may not hold office as a churchwarden while he or she is *disqualified from being a charity trustee under s.72 of the Charities Act 1993* (CM s.2(1)). This covers cases where the person concerned is bankrupt or has a conviction for a criminal offence involving dishonesty or deception, and certain other matters – for full details see Appendix 1. The main reason for this disqualification are that as a matter of law it is possible that a churchwarden as such is a charity trustee, and in any case a churchwarden clearly has trustee-like duties. Thus it is appropriate for the normal rules regarding charity trustees to apply. In addition, disqualification under s.72 results in disqualification from membership of the PCC (CRR r.10(3)(b) and 46A) and from trusteeship of any parochial charities of which the churchwarden would normally be trustee by virtue of his or her office, so that again it would normally be undesirable for a person who was subject to that disqualification to continue as a churchwarden.

29. However, the *Charity Commission may grant a waiver* from disqualification which will make it possible for a person within s. 72 of the 1993 Act to hold office as a churchwarden (CM s2(1)). The waiver must extend to all charities, or all ecclesiastical charities whose purposes relate to the parish in question, and it must be obtained before the person concerned is nominated for office as a churchwarden. A person considering applying for a waiver should consult the Charity Commission about the procedure for doing so and the considerations which the Charity Commission will take into account. It is essential that he or she allows sufficient time for this preliminary stage, for completing and submitting the application, and then for the Charity Commission to consider it and reach a decision, before the nomination paper for the election of churchwardens needs to be submitted (see paragraph 46 below).
30. The second category of general disqualifications applies where the person concerned has a conviction for *a criminal offence covered by Schedule 1 to the Children and Young Persons Act 1933* (CM s.2(2)). (These offences against children and young persons are listed in Appendix I.) The disqualification is automatic and cannot be waived, because of the vital importance of protecting children. The churchwarden's position is one of trust in the Church, and even if the churchwarden, as such, is not regularly involved in unsupervised contact with children, it is essential that the parishioners can trust him or her with their children and that children themselves can trust the churchwarden.
31. The *disqualifications for convictions* described above do not extend to convictions which are treated as "spent" under the Rehabilitation of Offenders Act 1974. A person who has a relevant conviction and is considering standing for office as a churchwarden should take legal advice as to whether the conviction is "spent" under the 1974 Act. Even if it is, the person concerned (and the minister and parishioners in so far as they are aware of the offence) should always consider carefully whether it is appropriate for that person to be appointed in view of his or her past history. The legal position as regards spent convictions may be affected by future legislation related to the Criminal Records Bureau, which will come into operation in 2002, and further information, including information on the position as regards searches with the Criminal Records Bureau in relation to churchwardens, will be issued as soon as practicable.
32. The third disqualification is that under *s.10(6) of the Incumbents (Vacation of Benefices) Measure 1977* (as amended by the Incumbents (Vacation of Benefices) Measure 1993) (CM s.2(3)). Where a provincial

tribunal under the 1977 Measure has found that there has been a serious breakdown of the pastoral relationship between an incumbent and the parishioners and that the conduct of the parishioners has contributed to it over a substantial period, the bishop may disqualify one or more of the parishioners from being a churchwarden or member or officer of the PCC of the parish in question, and of any other specified parishes in the diocese, for a period fixed by the bishop of not more than five years. However, the bishop also has power under s.10(9) of the 1977 Measure to revoke the disqualification before the end of that period.

#### **F. NORMAL MAXIMUM CONTINUOUS PERIOD OF SERVICE**

33. The general rule is that an individual's *maximum continuous period of service as churchwarden of the same parish is six terms of office* (which, ignoring cases where a person is originally chosen to fill a casual vacancy, in effect means six years), after which the churchwarden must take *at least a two year break before re-appointment*. The reasons for this are the importance of encouraging as many of the laity as possible to serve in a leadership role in the parish and of giving them an opportunity to do so, and also the importance of the churchwardens remaining effective and enthusiastic; a long unbroken period of office in this demanding role may leave a churchwarden "stale" and prevent him or her from developing other interests and other means of service, both within and outside the Church.
34. The six year period *does not begin to run until the Measure comes into force*. Thus the first of the six years cannot commence until the churchwardens chosen at the annual meetings in 2002 take up their office (CM Schedule 1 para 2).
35. It is *normally desirable to "stagger" the two churchwardens' periods of office* so that the parish has an experienced churchwarden working with a new one while the latter gains experience. Where the parish has two long-serving churchwardens in office when the Measure comes into force, the fact that the six year period only begins to run after that date will give the parish an opportunity to consider how best to implement the new principle and stagger retirements.
36. While the *six-year period is the norm, a meeting of the parishioners may pass a resolution that it is not to apply in the parish*. A subsequent meeting of the parishioners may also revoke the resolution (CM s.3) The parishioners have an absolute discretion as to the reasons why they may wish to pass or revoke the resolution, but it is recommended that they

should consider whether dispensing with the general rule, at any rate for the time being, is appropriate for the particular circumstances of the parish. For example, the parishioners may decide that the general rule should not apply to the parish concerned because there is a shortage of people able and willing to serve as churchwardens, or because it would be preferable to keep an experienced team of two churchwardens in office during a forthcoming interregnum.

37. It is desirable to *consider well in advance whether a resolution under paragraph 36 above should be passed*, and to discuss it at the annual meeting of parishioners at least a year before it is required, so that potential candidates for election in the following year will know the position before deciding whether to stand for office.
38. However, if the parishioners pass the resolution under s.3 of the Measure it has *immediate effect* (CM s.3). If necessary (for example, because of the unexpected death of a churchwarden or an unexpected interregnum) passing the resolution will make it possible for a person with six years' continuous service and without the necessary two year break to be re-appointed in the same year. There are two ways of achieving this in practice:-
  - (a) for the person concerned to be nominated, seconded and give his or her consent to serve before the annual meeting of parishioners begins, in the normal way (see paragraphs 46 and 48 below). The resolution will then need to be passed at the beginning of the meeting, followed by the election of the churchwardens; if the resolution is not passed, the candidacy of a person who falls within the "six year" rule will fall. Where the election is taking place in order to fill a casual vacancy (see paragraph 58 below) the same will apply, but in relation to a special rather than an annual meeting of the parishioners; or
  - (b) to hold a special meeting of the parishioners to consider passing the resolution before the annual meeting to elect the churchwardens is convened.

## **G. NO OTHER LEGAL DISQUALIFICATIONS**

39. The *former disqualifications* on grounds of nationality, race or convictions for serious offences other than those under paragraphs 28-31 above are *abolished* by the Measure (CM s.2(4)). Thus it is now possible for a person who is a citizen of another country to be appointed. There

are no other legal disqualifications – for example, there is no maximum age for appointment, and a spouse or near relative of the minister is not disqualified – but it is always for the parish to decide whether the particular person is the appropriate choice.

40. However, legal problems are likely to arise (in particular in relation to membership of the PCC) if the person concerned is also an *employee of the PCC or otherwise carrying out services for the parish in return for payment or some other benefit*– for example, a paid organist. Before a person in that position decides whether to stand for appointment as a churchwarden, it is important that both he or she and the minister should consult the diocesan registrar.

#### IV. TIME AND MANNER OF CHOOSING CHURCHWARDENS

##### A. CHURCHWARDENS ARE CHOSEN ANNUALLY BY A MEETING OF THE PARISHIONERS

41. The churchwardens are chosen *by election by a meeting of the parishioners* (subject to paragraphs 534-57 below) (CM s.4(2)).
42. Under s.5 of the Measure, a *meeting of the parishioners* is a joint meeting of:-
  - (a) those whose names are on the *church electoral roll* of the parish; and
  - (b) those who are *resident in the parish* and have their names on the *register of local government electors*. (CM s.5(1)). This category is not confined to members of the Church of England or to lay persons. It includes clergy resident in the parish and people of any faith or none. The whole community has a right to participate in the election; this is one aspect of the position of the Church of England as the Established Church, as well as a survival from the time when churchwardens had important secular functions in the parish.
43. The meeting of the parishioners must be held *annually before 30th April* to choose the churchwardens (CM s.4(1)) (although the bishop has power to extend the time if necessary – see paragraphs 75-76 below). In practice the meeting – sometimes still known locally as the “Easter

Vestry”, although that is no longer legally correct – is usually held immediately before the annual parochial church meeting of the parish under the Church Representation Rules, and the two meetings are usually followed immediately by a meeting of the newly-elected PCC.

44. The meeting must be *convened by the minister* (or, if there is no minister or the minister is unable or unwilling to convene the meeting, by the churchwardens) (CM s.5(2)). This is done *by a notice*:-
- (a) signed by the minister (or by a churchwarden if the meeting is convened by the churchwardens) (CM s.5(2));
  - (b) stating the date, time and place of the meeting (CM s.5(3)); and
  - (c) fixed on or near to the principal door of the parish church, and of every other building licensed for public worship in the parish, for a period including the last two Sundays before the meeting (CM s.5(4)). It is recommended that the notice is displayed well in advance and in a place which not only complies with the legal requirements but also enables non-churchgoers to see it without difficulty.

## **B. THE MINISTER**

45. “*Minister*” in the Measure has the same meaning as in the Church Representation Rules, i.e.:-
- (a) the incumbent of the parish;
  - (b) a curate licensed to the charge of the parish or a minister acting as priest-in-charge while presentation is suspended; or
  - (c) a team vicar in a team ministry, so far as the duties of the minister are assigned to him or her by a pastoral scheme or order (under the Pastoral Measure 1983) or by his or her licence from the bishop;

except that in the case of a team ministry where no special cure of souls in respect of the parish has been assigned to any of the team vicars, but where a special responsibility for the pastoral care of the parish has been assigned to a particular member of the team by a pastoral scheme or order or the bishop’s licence to him or her, it means that member of the team. (CM s.13(1)).

### C. WRITTEN NOMINATION AND CONSENT TO SERVE

46. A candidate for election must be *nominated and seconded in writing* by two people who are entitled to attend the meeting of the parishioners (other than the minister) (CM s.4(3); CRR r.13(1)). Each nomination paper must also include a **statement signed by the person nominated that he or she is willing to serve and is not disqualified** under s.2(1), (2) or (3) of the Measure (i.e. paragraphs 27-32 above) (CM s.4(3)). In the case of a person who does not satisfy all the conditions for eligibility set out in s.1(3)(a), (b) and (c) of the Measure (see paragraphs 17-22 above), the bishop's permission for that person to serve must be obtained before the nomination form is submitted. However, it is possible to nominate a person who would normally be disqualified under s.3 (i.e. the rule regarding a maximum of six years' continuous service – see paragraphs 33-38 above), as it will be possible for the meeting of parishioners, if it wishes, to pass a resolution that that rule is not to apply to the parish before the election takes place (see paragraph 36 above).
47. The Measure does not lay down any mandatory *form* for the nomination paper. However, a suitable form is provided as form SG6 in the Annual Meeting Pack published jointly by SPCK and Church House Publishing, and available from Church House Bookshop (see paragraph 2(c) above) and other Christian booksellers. If another form is used, it is important that the form sets out the nature of the disqualifications under s.2(1), (2) and(3). It is recommended that, in case any question arises about the choice of the churchwardens or whether they were properly qualified, all the nomination forms are retained for at least year in the parish papers.
48. The minister *must receive the nomination/consent to serve form before the meeting commences* (CM s.4(4)(a)). (If there is no minister, the churchwarden who signed the notice convening the meeting must receive it before the meeting - CM s.4(6)(a)). Oral nominations at the meeting are not permitted under the Measure.
49. It is most important that both the minister and the laity should *begin considering the choice of churchwardens well in advance of the meeting*. The minister and the parishioners should seek wherever possible to come to a common mind. However, it is also important that the election should not be "fixed" in advance in such a way as to discourage people who wish to serve and are qualified to do so from standing for election.

**D. PROCEDURE AT THE MEETING AND THE CONDUCT OF THE ELECTION**

50. The Measure lays down the general principles regarding *the procedure at a meeting of the parishioners*:-
- (a) the minister is the chairman if present; otherwise, the meeting itself chooses a chairman (CM s.5(5));
  - (b) the meeting itself also chooses a person to act as clerk and take the minutes (CM s.5(8));
  - (c) the meeting has power to adjourn and to determine its own rules of procedure (CM s.5(7)); and
  - (d) if a vote is needed on a question other than the election of the churchwardens, the chairman does not have a casting vote, so that if the votes for and against the motion are equal the motion is lost (CM s.5(6)).
51. Subject to paragraphs 53-57 below, *the procedure for conducting, announcing and notifying the election of the churchwardens* is the same as for elections under rule 11 of the Church Representation Rules (dealing with elections at the annual parochial church meeting), except that the minister does not have a vote)(CRR r.13(1)):-
- (a) if the number of candidates is equal to or less than the number of places to be filled, all the candidates are immediately declared elected;
  - (b) if the number of candidates is greater than the number of places, an election takes place, using voting papers signed by the voter on the reverse or, if no-one present objects, by a show of hands<sup>1</sup>;
  - (c) all those entitled to attend who are present at the meeting, other than the minister, are entitled to vote. Each voter has as many votes as there are places to be filled, but cannot give more than one vote to any one candidate;

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<sup>1</sup> As from 1st January 2005, the provisions summarised in this sub-paragraph will be amended by the Church Representation Rules (Amendment) Resolution 2004. Under the amended rules, the vote will be taken by a show of hands unless anyone objects. In that event, the vote will be taken by means of voting papers, each of them be signed by the voter on the reverse or, at the request of at least one-tenth of those present and voting at the meeting, by means of numbered voting papers.



- (d) if the votes for two or more candidates are equal, the decision must be taken by lot; and
- (e) the result must be announced as soon as practicable by the chairman, and a notice giving the result and the date on which it was declared must be affixed on or near to the principal door of every church and building licensed for public worship in the parish for not less than 14 days.

52. *Election appeals* in the case of elections of churchwardens are also governed by the Church Representation Rules (CRR r.44-45).

#### D. SPECIAL PROCEDURE

53. A special procedure applies under the Measure where it *appears to the minister that the appointment of a particular person nominated “might give rise to serious difficulties* between the minister and that person in the carrying out of their respective functions” (CM s.4(5)). (The same applies if the minister takes the same view in relation to two or more of those nominated.)

54. *Possible examples* of this might be where the person concerned had previously served as churchwarden and co-operation between him or her and the minister had completely broken down; where the person concerned had been guilty of serious misconduct (possibly not known to the parishioners or all of them) and the circumstances were such that the minister considered that mutual trust and confidence between the minister and that candidate would be impossible; or where the minister was satisfied that for some specific reason the person concerned would clearly be completely unable in practice to carry out the duties of churchwarden. The Measure leaves it to the minister to reach his or her own judgment on this, but it is important that the special procedure should be used only where the minister foresees that serious problems would arise, and not merely where, for example, there are differences of churchmanship or a lack of personal rapport.

55. Where the minister reaches the view set out in paragraph 53 above, he or she may *make a statement to the meeting*, before the election takes place, to the effect that only one churchwarden is to be elected by the meeting. The minister is not required to give any further details, and may decide that, for example, it would be undesirable for pastoral reasons to do so. Thus the minister may, but need not, name the person with whose election he or she thinks might give rise to serious difficulties and/or

indicate what those difficulties might be, but it is recommended that if the minister is minded to do this he or she should consult the diocesan registrar beforehand about any possible legal implications.

56. Where the minister has made the statement described in paragraph 55 above, s.5(5) of the Measure provides that:-
- (a) the *minister will choose one churchwarden from among those nominated* and the result will be announced; and
  - (b) the *meeting will then elect one churchwarden.*
57. The purpose of this special procedure is to ensure that *at least one of the churchwardens will be someone with whom the minister considers he or she will be able to work.* Where there is no minister, it does not apply (CM s.4(6)(b)). The minister has no power of veto over the person elected by the parishioners. If the minister anticipates that there will be only two candidates and that the election of both or even one of them might give rise to serious difficulties, it will be for the minister to decide whether to explore the possibility of encouraging other candidates who may be acceptable to the parishioners to stand for election.

#### **E. FILLING CASUAL VACANCIES**

58. *Casual vacancies* may be filled at any time (CM s.4(7)). A person is chosen to fill a casual vacancy in the same way as the churchwarden whose place is being filled was chosen, and this will normally involve a special meeting of the parishioners (CM s.4(8)) . The exception is that where that churchwarden was chosen by the minister under the special procedure set out in paragraphs 53-57 above, and the minister concerned has subsequently ceased to hold office, the new churchwarden will be elected by a meeting of the parishioners (CM s.4(8)).

### **V. SPECIAL CUSTOMS ETC**

59. The Measure provides that *where there is an “existing custom” in the parish which regulates the number of churchwardens or the manner in which they are chosen, that overrides the general provisions of the Measure* (CM s.11(2)). Subject to paragraph 60 below, “existing custom” means one which is existing on 1st January 2002, when the Measure comes into force, and which has continued since before 1st

January 1925. Such a custom may provide for more or less than the usual number of churchwardens – for example, for four churchwardens for a parish, even though it has only one parish church – or for someone else in addition to the meeting of parishioners and the minister – for example, a local dignitary – to be involved in the choice of the churchwardens.

60. In addition, in cases where there was a special custom in the parish before 1st January 1965 by which the churchwardens were chosen by the *vestry of the parish, alone or jointly with one or more other people*, s.12(2) of the Churchwardens (Appointment and Resignation) Measure 1964 provided that they were to be chosen by a meeting of the parishioners, alone or jointly with those others people. Under s.13(2) of the Measure, in a case falling under those provisions where the choice of the churchwardens was to be made under the 1964 Measure by a meeting of the parishioners *jointly* with one or more other people, that is to be treated as an “existing custom”.
61. The Measure makes it possible for a *meeting of the parishioners to pass a resolution abolishing an existing custom* (CM s.12(1)). If the custom involves someone other than the minister and the meeting of the parishioners in the choice of the churchwardens, the resolution requires his or her written consent (CM s.12(3)). The change will take effect at the next meeting of the parishioners at which churchwardens are to be elected (CM s.12(2)). However, it is not necessary to wait for a year until the abolition of the custom takes effect, as the resolution could be passed at a special meeting of the parishioners, held shortly before the annual meeting, and would then take effect at the annual meeting.
62. The Measure *does not override or alter anything in a local Act of Parliament or in a scheme made under an enactment* affecting the churchwardens of a particular parish (CM s11(1)) (The provision in s.9 of the Measure regarding guild churches in the City of London – see paragraph 77 below – are an exception to this.)

## VI. ADMISSION TO OFFICE

63. The legal requirements for giving public notice of the choice of churchwardens are explained in paragraph 51 above. However, it is also recommended that once the churchwardens elect have been chosen, they are *publicly affirmed in the context of the parish’s worship*, with the congregation praying for them and their work. during their term of office.

64. The Measure and Canon E1 require those chosen as churchwardens to ***attend before the bishop or his substitute not later than 31st July and be admitted to office*** (CM s.6(1); E1.2(a)). A person chosen as churchwarden ***does not take up office until he or she had been admitted*** under these provisions (CM s.6(1)), and a churchwarden must be admitted again each year if he or she is re-elected (CM s.6(2)). If a person chosen as churchwarden is ***not admitted by the end of July a casual vacancy results*** (CM s.6(3)). The reason for these requirements is the role and importance of admission to office in recognising and emphasising the churchwarden's position as the bishop's officer.
65. Before admission, the churchwarden elect must:-
- (a) ***make an oral declaration***, in the presence of the bishop or his substitute, that the he or she will faithfully discharge the duties of the office. There is no statutory form of declaration, but a recommended form is set out in Appendix 2; and
  - (b) ***sign a written declaration*** which contains the same promise as in (a) and also confirms that the churchwarden elect is not disqualified from holding office under s.2(1), (2) or (3) of the Measure – see paragraphs 28-32 above. The written declaration should be retained by the diocese; it provides evidence that the churchwarden was in fact admitted, and it is also important in showing that the Church has taken all reasonable steps to prevent anyone who is disqualified, for example because of a conviction for an offence against a child, from taking up office. Again there is no statutory form, but a suggested form is set out in Appendix 2. (That form also asks for contact details for the churchwarden, and covers the position under the Data Protection legislation where the diocese wishes to include at least some of those contact details in the diocesan year book. However, different requirements apply where any of this information is to be made available on the internet, and in that case it is essential to consult the diocesan registrar about the steps that need to be taken.)
66. Admission normally takes place at the ***archdeacon's annual visitation*** for the parishes within a deanery or other area. This stresses the diocesan dimension of the appointment, and the churchwarden elect should attend the visitation if at all possible. The legislation does not impose any standard pattern for a visitation where the admission of churchwardens takes place, apart from:-

- (a) the oral and written declarations (see paragraph 65 above); and
- (b) the formal admission to office.

However, it is recommended that the following should also be regarded as essential elements:-

- (c) the archdeacon's charge, which is an opportunity to instruct, inform and encourage both new churchwardens and those who have been re-elected;
  - (d) an act of worship;
  - (e) an opportunity to meet and talk to other churchwardens; and
  - (f) a genuine opportunity for personal contact with the archdeacon, and with the diocesan registrar if he or she is present.
67. If a churchwarden elect cannot attend the visitation, *special arrangements* can be made for him or her to be admitted on another occasion, by the archdeacon or some other person appointed by the bishop, such as the rural or area dean or the incumbent. The admission may be either public - for example, in the parish church - or private, but the requirements as regards the oral and written declarations still apply in all cases, and the written declaration should always be passed on to the archdeacon. A churchwarden elect who finds that he or she will not be able to attend the visitation should contact the archdeacon as soon as possible, so that alternative arrangements can be made to admit him or her to office by the end of July.
68. A churchwarden who is chosen to *fill a casual vacancy* must be admitted to office within three months or before the next annual meeting of the parishioners if sooner (CM s.6(4)).

## VII TENURE OF OFFICE

### A. TERM OF OFFICE

69. A churchwarden holds office for *one year at a time*. The rules laid down by the Measure (CM s.6(1), (2) and (3)) are that his or her term of office begins at the date of admission (see paragraph 64 above) and (subject to paragraphs 70-73 below) continues until:-

- (a) the date, not later than 31st July, when the person chosen for the following year (whether the original churchwarden or someone else) is admitted to office (CM s.6(2)(a)(i) and (b)(i)), or
- (b) 31st July, if no one is chosen to fill the same place as churchwarden concerned, or if the person chosen (whether the original churchwarden or someone else) is not admitted by then (in which case there will be a casual vacancy) (CM s.6(2)(a)(ii) and (b)(ii)). (The bishop has power to decide, if necessary, which of the churchwardens chosen for a particular year is to be treated as succeeding to the place of any given churchwarden for the previous year (CM s.6(2)). The reason for these provisions is that it is important not to leave a churchwarden to continue in office indefinitely if he or she has not been re-elected or indeed has not stood for re-election, or if he or she has been re-elected but has failed to be readmitted.

## **B. RESIGNATION**

- 70. A churchwarden may *resign by giving the bishop written notice of his or her intention to do so* (CM s.7(1)). This must be sent to the bishop by post (CM s.7(2)).
- 71. The notice takes effect *at the end of two months*, and the churchwarden then ceases to hold office, *unless the bishop*, after consulting the minister and the other churchwarden (if any), *fixes a date before then* when the resignation is to take effect (CM s.7(3)). Although there is no statutory provision for this, there is no objection to the minister and the other churchwarden informing the bishop at once that they consent to the resignation taking effect before the end of the two month period. Nevertheless, it is recommended that, wherever the bishop thinks it appropriate, he makes arrangements to establish whether there were any pastoral problems which led to the resignation and which still need to be addressed, and whether any special arrangements need to be put in place for the resigning churchwarden's pastoral care. He may need to consult the minister, the other churchwarden and possibly others in the parish about these matters even if he is not minded to allow the notice to take effect before the end of the two month period. However, the bishop should respect the confidentiality of the reasons for the resignation if the churchwarden asks him to do so, unless there is some legal reason to the contrary. Whether or not the resigning churchwarden has requested confidentiality, the bishop should always consult the diocesan registrar beforehand about any proposed disclosure of the reasons for the

resignation, the manner in which it should take place and what is to be said to the resigning churchwarden about it.

**C. DISQUALIFICATION DURING THE TERM OF OFFICE OR BEFORE ADMISSION**

72. A churchwarden automatically ceases to hold office if his or her name is *removed from the church electoral roll of the parish* under r.1 of the Church Representation Rules *or is not entered on the new roll* prepared every six years under r.2 of the Rules (CM s.8(1)(a) and (b)). Under the Church Representation Rules (CRR r.1(9)) a person's name will be removed from the roll if he or she:-
- (a) is ordained to Holy Orders;
  - (b) states in writing that he or she wishes it to be removed;
  - (c) ceases to be resident in the parish, unless he or she continues to attend public worship habitually in the parish during a six month period or is prevented from doing so by illness or other sufficient cause;
  - (d) was not originally resident in the parish and has not attended public worship habitually in the parish during the preceding six months, unless he or she was prevented from doing so by illness or other sufficient cause; or
  - (e) was not entitled to have his or her name on the roll when it was originally entered.
73. A churchwarden will automatically cease to hold office if he or she *becomes disqualified under section 2(1), (2) or (3)* of the Measure (see paragraphs 28-32 above) (CM s.8(1)(c)) This covers disqualification under section 72 of the Charities Act 1993 or under s.10 of the Incumbents (Vacation of Benefices) Measure 1977, or a conviction within Schedule 1 to the Children and Young Persons Act 1933. In the case of a disqualification under the Charities Act 1993 the person concerned may wish in an appropriate case to apply to the Charity Commission for a waiver of the disqualification (see paragraph 29 above), but whether the parish should delay filling the casual vacancy until the result of the application is known will depend, for example, on how long that is likely to take, the situation in the parish and how long the other churchwarden can reasonably be expected to continue alone.

74. The disqualifications set out in paragraphs 72-73 above apply if the event in question occurs either *during the churchwarden's term of office or after the person concerned has been chosen* as churchwarden but before he or she has been admitted to office (CM s.8(2)).

## VIII. SPECIAL POWERS OF THE BISHOP

75. The *bishop has wide powers to deal with difficulties*. Section 10(1) of the Measure gives him power, in carrying out the provisions of the Measure:-
- (a) to make provision for any matter not provided for by the Measure;
  - (b) to appoint a person to do anything in respect of which there has been a neglect or default by a person or body on whom the Measure imposes a duty;
  - (c) so far as may be necessary to give effect to the intention of the Measure, to extend or alter the time for holding a meeting or election or alter the procedure laid down by the Measure for a meeting or election;
  - (d) where there has been no valid election, to direct a fresh choice to be made, and to give any directions the bishop thinks necessary in connection with it; and
  - (e) in any case where a difficulty arises, to give whatever directions the bishop considers expedient to remove the difficulty.

However, these provisions do not give the bishop power to validate anything which was invalid when it was done (CM s. 10(2)).

76. The bishop has *similar powers under the Church Representation Rules* to deal with aspects of the choice of churchwardens covered by those Rules (see paragraph 51 above) (CRR r.53).

## IX SPECIAL CASES

77. Special rules apply to *churchwardens of guild churches in the City of London* (CM s.9(2)), and the diocesan registrar should be consulted about these where necessary. The only provisions in the Measure relating to guild churches are in section 9; they are taken from the Churchwardens



(Appointment and Resignation) Measure 1964 and provide that a churchwarden of a guild church must be an “actual communicant member of the Church of England” except where the bishop dispenses with that requirement (CM s.9(1) and (3)).

78. The Measure does not apply automatically to the Channel Islands or the Isle of Man, but can be applied there by the procedures applicable to the Island(s) concerned. The relevant diocesan registrar should be consulted about the *special rules relating to churchwardens in the Channel Islands, the Diocese of Sodor and Man and the Diocese in Europe*.

## APPENDIX 1

### GENERAL DISQUALIFICATIONS FROM HOLDING OFFICE AS A CHURCHWARDEN

#### A. DISQUALIFICATION AS A CHARITY TRUSTEE UNDER s.72 OF THE CHARITIES ACT 1993 (s.2(1) OF THE MEASURE)

A person is disqualified from being a churchwarden if he or she is disqualified from being a charity trustee or trustee for a charity under section 72 of the 1993 Act. The grounds for disqualification under s.72 are that the person concerned:-

- (i) has a conviction for an offence involving dishonesty or deception (other than one which is a “spent conviction” under the Rehabilitation of Offenders Act 1974);
- (ii) has been adjudged bankrupt or has had sequestration of his/her estate awarded, and has not been discharged;
- (iii) has made a composition or arrangement with or has granted a trust deed for his/her creditors, and has not been discharged;
- (iv) has been removed as a charity trustee by order of the Charity Commissioners or the High Court on grounds of misconduct or mismanagement in the administration of a charity for which he/she was responsible or to which he/she was privy, or which he/she contributed to or facilitated by his/her conduct;
- (v) has been removed from being concerned in the management or control of a body under s.7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990; or
- (vi) is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under the corresponding Northern Irish legislation, or an order under s.429(2)(b) of the Insolvency Act 1986 (dealing with failing to pay under a county court administration order);

**unless** one of the exceptions in s.72 applies or the Charity Commissioners have granted the person concerned a waiver from the effects of s.72 for all charities or all ecclesiastical charities whose purposes relate to the parish in question.

**B. CONVICTION FOR AN OFFENCE WITHIN SCHEDULE 1 TO THE CHILDREN AND YOUNG PERSONS ACT 1933 (s.2(2) OF THE MEASURE)**

These offences are as follows. –(Except where stated otherwise, "child or young person" covers those under the age of 18.)

- (i) murder or manslaughter of a child or young person;
- (ii) infanticide;
- (iii) aiding, abetting, counselling or procuring the suicide of a child or young person;
- (iv) common assault on or battery of a child or young person;
- (v) abandonment or exposure of a child under 2 so as to endanger the child's life or so as to injure the child's health permanently or be likely to do so;
- (vi) cruelty (covering assault, ill-treatment, neglect, abandonment or exposure in a manner likely to cause unnecessary suffering or injury to health) to a child or young person under 16;
- (vii) allowing a child or young person under 16 to be in a brothel;
- (viii) causing, procuring or allowing a child or young person under 16 to be used for begging;
- (ix) exposing a child under 7 to risk of burning;
- (x) allowing a child or young person under 16 to take part in a dangerous performance;
- (xi) procurement (or attempted procurement) of a girl aged under 18 by threats or intimidation;
- (xii) procurement of a girl under 18 by false pretences;
- (xiii) administering drugs to a girl under 18 to obtain or facilitate sexual intercourse;
- (xiv) sexual intercourse (or attempted sexual intercourse) with a girl aged under 13 or between 13 and 16 or with a mentally handicapped girl under 18;
- (xv) incest (or attempted incest) by a man where the female is under 18 or by a woman where the male is under 18;
- (xvi) inciting a girl under 16 to have incestuous sexual intercourse;
- (xvii) certain cases of buggery (or attempted buggery) or gross indecency between males involving a child or young person;
- (xviii) indecent assault on a child or young person;
- (xix) assault on a child or young person with intent to commit buggery;
- (xx) abduction of an unmarried girl under 18 from her parent or guardian with the intention that she is to have unlawful sexual intercourse;
- (xxi) abduction of an unmarried girl under 16 from her parent or guardian;
- (xxii) causing (or attempting to cause) prostitution of a girl under 18;

- (xxiii) procuration (or attempted procuration) of a girl under 18;
- (xxiv) detention of a girl under 18 in a brothel or on other premises with the intention that she is to have unlawful sexual intercourse;
- (xxv) permitting a girl under 13 or between 13 and 16 to use premises for sexual intercourse;
- (xxvi) causing or encouraging prostitution of, or sexual intercourse with, or indecent assault on, a girl under 16;
- (xxvii) indecent conduct toward a child under 14
- (xxviii) taking an indecent photograph of a child or young person under 16;
- (xxix) abduction of a child or young person under 16 out of the UK by a parent or guardian etc;
- (xxx) abduction of a child or young person under 16 by a person other than a parent, guardian etc;
- (xxxi) any other offence involving bodily injury to a child or young person.

**C. DISQUALIFICATION UNDER S.10(6) OF THE INCUMBENTS (VACATION OF BENEFICES) MEASURE 1977 (S.2(3) OF THE CHURCHWARDENS MEASURE)**

Where, following a hearing before a provincial tribunal under the 1977 Measure (as amended) in relation to a particular parish, the bishop disqualifies a person from holding the office of churchwarden in the parish concerned, or that and other parishes, for a period of up to five years, and that disqualification remains in force.

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**APPENDIX 2**

**DECLARATIONS ON ADMISSION TO OFFICE –  
SUGGESTED FORMS**

**ORAL DECLARATION (s.6(1)(a) OF THE MEASURE)**

I solemnly and sincerely declare before God and his people that I will faithfully and diligently discharge the duties of the office of churchwarden for the parish for which I have been chosen during the period of my appointment.

**p.t.o.**

**WRITTEN DECLARATION (s.6(1)(b) OF THE MEASURE)**

*The form below contemplates that a duplicate will be issued to the churchwarden, with a copy of Canon E1 and details of books giving further information about the duties of churchwardens – see Appendix 3 to this Guide – set out on the reverse of the duplicate.*

*The form also deals with permission to publish contact details in a diocesan yearbook. If it is intended that any information about a churchwarden should be published on the world wide web, it is essential to consult the diocesan registrar about the special requirements which apply to this under the data protection legislation.*

**DIOCESE .....ARCHDEACONRY .....**

**PARISH .....**

**DECLARATION BY CHURCHWARDEN**

Name .....

Address .....  
.....  
.....

**I declare** that I will faithfully and diligently discharge the duties of the office of churchwarden for the above parish during the period of my appointment, and that I am not disqualified from holding office as a churchwarden under section 2(1), (2) or (3) of the Churchwardens Measure 2001.

Signed .....

Date .....

**Notes:**

- (1) For further information about the duties of churchwardens, see overleaf on the duplicate form.
- (2) The disqualifications are (a) disqualification as a charity trustee under s.72 of the Charities Act 1993; (b) convictions within Schedule 1 to the

Children and Young Persons Act 1933; and (c) disqualification under section 10(6) of the Incumbents (Vacation of Benefices) Measure 1977. *If you are in any doubt as to whether you are disqualified*, please consult the diocesan registrar before signing this form.

- (3) This form, when completed, will be handed to the archdeacon or other person acting for the bishop on your admission to office, and will be retained by the archdeacon. Your name and address will be included in the diocesan records. It would also be helpful for the archdeacon and other diocesan officials and office-holders to have the following contact details, which you are invited to supply:-

Telephone (home) .....  
Telephone (work).....  
Fax .....  
E-mail.....

- (4) Under the Data Protection Act 1998, you will be taken as agreeing to your contact details as set out above being included in the diocesan yearbook. If you are not willing for all or any of them to be included in the yearbook, please tick the box below and state what information you do not wish to appear in the yearbook;-

I do not wish the following contact details to appear in the diocesan yearbook : all/ address/ telephone/ e-mail (*Please delete as appropriate*)

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### APPENDIX 3

#### SELECT BIBLIOGRAPHY

*The churchwardens' handbook – a practical guide*, by Ian Russell; published by Kevin Mayhew, Revised edition 2001.

*Handbook for Churchwardens and Parochial Church Councillors*, by Macmorran and Briden, Mowbrays, 2001 edition

*Practical Church Management*, by James Behrens, Gracewing, 1998

*So the Vicar's leaving*, by Alexander and Martineau, Arthur Rank Centre