

# Chanctonbury Churches Governance Structure after Unification

## ***Introduction***

This is a summary of how the Governance Structure will work after Unification. The Wardens and PCCs have considered how best to set things up so that we can get through all the church business as needed. Our aim is to work as a united church as much as possible, whilst at the same time enabling local ministry leaders to make day to day decisions as needed.

We recognise that the first three years need to be treated as a transitional period. As we work things through in practice, inevitably there will need to be changes, and our structures need to be sufficiently flexible to accommodate that. The United PCC may therefore amend the structure from time to time. But this is our best current thinking on how things will work in the initial period following becoming a United Parish.

For information, provided no objections are received the Commissioners propose to make the Order creating the new Parish of Chanctonbury in March, which means that by law it comes into effect on 1<sup>st</sup> April 2019. The April APCM will therefore be the APCM of the new parish and will be held under these new rules.

The final details are subject to approval by all the PCCs on 18<sup>th</sup> March.

## ***Structure Summary***

- **United PCC:** There will be one united PCC covering Chanctonbury Churches, instead of three separate PCCs for each Parish Church as now.
- **Wardens:** the standing orders of the Church of England provide for up to 3 Wardens. At the point of Unification and for the initial transitional period of 3 years we will however retain 6 Wardens, two for each local historic parish. The PCC will consider whether at the end of the transitional period it would be appropriate to move to a standard structure of 3 Wardens.
- **Standing Committees:** the standing orders for Church of England PCCs provide for a Parish Standing Committee. We will set up *Local Standing Committees* for each local parish (we currently have these in place for Ashington and Washington), and also a *United Standing Committee*. Their main purpose is to discuss items in advance of the PCC meetings, make proposals to the PCC, and to make local decisions (within their delegated authority).
- **Joint Buildings Committee:** We will also establish a Joint Buildings Committee to review all building related items for all the church buildings.

- **Electoral Roll:** There will need to be a reconstitution of the Electoral Roll as a single roll prior to the APCM. This coincides with a renewal of electoral rolls within the Diocese in any event. While there will not be separate electoral rolls for the local churches, at the time of the renewal members will be asked to indicate which local place and congregation they most closely identify with. We will also continue to keep church services attendance records. There will be one Electoral Roll Officer overseeing Chanctonbury Churches.

## **United PCC**

As a PCC it will be responsible for the financial affairs of the united Chanctonbury Churches, and the care and maintenance of all the churches' fabric and contents, as well as having general governance oversight. The PCC is a registered charity, and so its members are also Trustees. The standing orders of the Church of England for PCCs will automatically apply to the PCC. PCC Members will recognise that they have an obligation to the whole parish and all locations and congregations, and not just to their own home congregation.

The United PCC will be made up of The Rector and Associate Vicars, the Church Wardens from each Parish Church, and elected representatives, ensuring we have representation from each local Parish Church. Where appropriate the PCC may also co-opt additional members, if specific expertise is required more regularly. Voting for the Initial PCC will be for one member for every 50 members on the electoral roll identifying with a location at the time. Where less than 50 members identify with a location the members connected with the location will appoint one member of the PCC. Appointees would normally hold office for three years. The appointment process for elected PCC Members may be reconsidered by the PCC prior to the end of the Transitional Period.

## **Standing Committees**

Standing Committees are sub-committees of the United PCC, and so they will report to the PCC, and take their delegated authority from the PCC.

### **a) Individual Church Standing Committees:**

The membership will be determined by the individual Standing Committee, with agreement from the PCC. The aim is to keep the number to a maximum of 5 members (made up from a Warden, elected PCC reps, a staff liaison person, and other co-opted members as appropriate), but with the option to invite others as needed for specific input from time to time.

The Rector will have an open invitation to each Individual Standing Committee but the expectation is that usually he will not be present.

The responsibilities will be similar to the current Standing Committees, and will be:

- To meet four times a year, a little before the PCC meetings.
- To consider and discuss matters relating to their local parish church, making decisions where these fall within their delegated authority, or making proposals to the United PCC for their consideration and approval.

- To propose agenda items for the next United PCC meeting.
- To assist, where appropriate, with implementation of decisions from the PCC or Joint Buildings Committee.

#### **b) United PCC Standing Committee:**

In addition to the Individual Church Standing Committees, there will be a United PCC Standing Committee. It will meet four times a year and will approve expenditure or make other decisions within delegated authority levels, or make proposals to the PCC for consideration and approval. Its membership will be determined by the PCC. Initially we anticipate this will consist of the Rector and/or an Associate Vicar, one Warden from each local church, and the Treasurer.

#### **Joint Buildings Committee**

This is also a sub-committee of the PCC, and will work in a similar way to the Standing Committees, but will focus on the church buildings, churchyards and fabric. Its membership will be determined by the PCC, with an aim of pooling knowledge and where necessary prioritising resources across the churches.

### ***Other matters:***

#### **a) Safeguarding**

We aim to appoint a Safeguarding Officer with a remit to oversee all Chanctonbury Churches.

#### **b) Finance**

We want our financial structure to reflect the united PCC structure. So we intend to move to one bank account and encourage people to give to “Chanctonbury Churches”, once the unification is complete, rather than to each individual Church. However, people will be able to earmark their giving to a specific church if they wish.

We will move to a unified giving system, and one accounting system, across the churches.

There will be one Chanctonbury Treasurer for the United PCC, with Assistant Treasurers within each church. The Treasurer will oversee the finances of Chanctonbury Churches, focusing on, Planning and Budgeting, Statutory Reporting – annual accounts etc, overall accounting systems, and ensuring proper financial controls are in place. Assistant Treasurers for each church will process the day to day accounting transactions, including payments, receipts, donations, bankings etc.

#### **c) Charity Registration**

We will keep Ashington’s Charity Registration and will rename it Chanctonbury. All the parish churches will come under this registration.