
Status: Point in time view as at 30/06/1999.

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to Synodical Government Measure 1969. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details)

SCHEDULES

SCHEDULE 3

CHURCH REPRESENTATION RULES

Modifications etc. (not altering text)

C1 Sch. 3 modified by Cathedrals Measure 1963 (No. 2), s. 12(3) (as substituted (1.6.1992) by Church of England (Miscellaneous Provisions) Measure 1992 (No. 1), s. 17(1), Sch. 3 para. 10; Instrument dated 27.5.1992 made by Archbishops of Canterbury and York.

Sch. 3 modified (30.6.1999) by 1999 No. 1, ss. 12(4), 38(2)(3) (with ss. 33, 37, 38(5)(6))

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APPENDIX I

SECTION 1

***F1* APPLICATION FOR ENROLMENT ON CHURCH ELECTORAL ROLE**

**APPLICATION FOR ENROLMENT ON THE CHURCH
ELECTORAL ROLL OF THE PARISH OF**

Full Name

Full Address

Post Code

I declare that

1 I am baptised and am aged 16 or over, (or, become 16* on)

†2

A I am a member of the Church of England (or of a Church in communion with the Church of England) and am resident in the parish.

OR

B I am a member of the Church of England (or of a Church in communion with the Church of England) and, not being resident in the parish, I have habitually attended public worship in the parish during the period of six months prior to enrolment.

OR

C I am a member in good standing of a Church (not in communion with the Church of England) which subscribes to the doctrine of the Holy Trinity and also declare myself to be a member of the Church of England and I have habitually attended public worship in the parish during the period of six months prior to enrolment.

I declare that the above answers are true and I apply for inclusion on the Church Electoral Roll of the parish.

Signed

Date

*Those who become 16 during the next 12 months may complete the form, and become eligible to be entered on the Roll on their sixteenth birthday.

†Tick one only of boxes 2A, B or C.

NOTES

1. The only Churches at present in communion with the Church of England are other Anglican Churches and certain foreign Churches.

2. Membership of the electoral roll is also open to members in good standing of a Church not in communion with the Church of England which subscribes to the doctrine of the Holy Trinity where those members are also prepared to declare themselves to be members of the Church of England.

3. Every six years a new roll is prepared and those on the previous roll are informed so that they can re-apply. If you are not resident in the parish but were on the roll as an habitual worshipper and have been prevented by sickness or absence or other essential reason from worshipping for the past six months, you may write 'would' before 'have habitually attended' in the form and add 'but was prevented from doing so because...' and then state the reason.

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Textual Amendments

F1 Sch. 3 Appendix 1 s. 1 substituted (1.1.1995) by virtue of [S.I. 1994/3118](#), [para. 52](#)

SECTION 2

FORM OF NOTICE OF REVISION OF CHURCH ELECTORAL ROLL

Diocese of

Parish of

*NOTE—The Revision must be completed not less than 15 days or more than 28 days before the Annual Parochial Church Meeting.

Notice is hereby given that the Church Electoral Roll of the above parish will be revised by the Parochial Church Council,* beginning on the day of 19 and ending on , the day of 19 After such Revision, a copy of the Roll will forthwith be exhibited [^{F2}for not less than 14 days] on, or near to, the principal door of the Parish Church for inspection.

Textual Amendments

F2 Words inserted by [S.I. 1989/2094](#), [para. 17\(1\)](#)

F3
...

Textual Amendments

F3 Sch. 3 Appendix I s. 2: Paragraph beginning “Under the Church Representation Rules” omitted (1.1.1995) by virtue of [S.I. 1994/3118](#), [para. 53](#).

[^{F4}Under the Church Representation Rules any persons are entitled to have their names entered on the roll, if they—

Textual Amendments

F4 Sch. 3 Appendix I s. 2: Paragraph beginning “Under the Church Representation Rules” inserted (1.1.1995) by [S.I. 1994/3118](#), [para. 53](#).

(i) are baptized and aged 16 or over;

(ii) have signed a form of application for enrolment;

and either

(iii) are members of the Church of England or of any Church in communion with the Church of England being resident in the parish or (not being resident in the parish) having habitually

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attended public worship in the parish during the six months prior to the application for enrolment; or;

(iv) are members in good standing of a Church (not in communion with the Church of England) which subscribes to the doctrine of the Holy Trinity declaring themselves to be also members of the Church of England and having habitually attended public worship in the parish during the period of six months prior to enrolment.]

... F5

Textual Amendments
F5 Words repealed by S.I. 1973/1865, para. 32(b)

[^{F6}Forms of application for enrolment can be obtained from the undersigned. In order to be entitled to attend the annual parochial church meeting and to take part in its proceedings, forms of application for enrolment must be returned by the date shown above for the ending of the revision of the Church Electoral Roll by the Parochial Church Council.]

Textual Amendments
F6 Words substituted by S.I. 1989/2094, para. 17(2)

Any error discovered in the Roll should at once be reported to the undersigned.

Not less than 14 days notice must be given. Dated this..... day
of..... 19.....
[^{F7}Church]Electoral Roll Officer
Address

Textual Amendments
F7 Word inserted by S.I. 1973/1865, para. 32(c)

[^{F8}In this Notice “parish” means an ecclesiastical parish.]

Textual Amendments
F8 Note inserted by S.I. 1984/1039, para. 29(2)

SECTION 3

FORM OF NOTICE OF PREPARATION OF NEW ROLL

Diocese of

Parish of

Status: Point in time view as at 30/06/1999.

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to Synodical Government Measure 1969. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details)

*NOTE—The new roll must be completed not less than 15 days or more than 28 days before the Annual Parochial Church Meeting.

Notice is hereby given that under the Church Representation Rules a new Church Electoral Roll is being prepared. All persons who wish to have their names entered on the new Roll, whether their names are entered on the present Roll or not, are requested to apply for enrolment . . .

^{F9}

not later than

The new roll will come into operation on

[^{F10}The new Roll shall be published for not less than 14 days. Forms of application for enrolment can be obtained from the undersigned. In order to be entitled to attend the annual parochial church meeting and to take part in its proceedings, forms of application for enrolment must be returned by the earlier of the dates given above.]

Textual Amendments

^{F9} Words repealed by S.I. 1989/2094, para. 17(3)

^{F10} Words substituted by S.I. 1989/2094, para. 17(4)

^{F11}
. . .

Textual Amendments

^{F11} Sch. 3 Appendix I s. 3: Paragraph beginning “Under the Church Representation Rules” omitted (1.1.1995) by virtue of S.I. 1994/3118, para. 53.

[^{F12}Under the Church Representation Rules any persons are entitled to have their names entered on the roll, if they—

Textual Amendments

^{F12} Sch. 3 Appendix I s. 3: Paragraph beginning “Under the Church Representation Rules” inserted (1.1.1995) by S.I. 1994/3118, para. 53.

(i) are baptized and aged 16 or over;

(ii) have signed a form of application for enrolment;

and either

(iii) are members of the Church of England or of any Church in communion with the Church of England being resident in the parish or (not being resident in the parish) having habitually attended public worship in the parish during the six months prior to the application for enrolment; or;

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(iv) are members in good standing of a Church (not in communion with the Church of England) which subscribes to the doctrine of the Holy Trinity declaring themselves to be also members of the Church of England and having habitually attended public worship in the parish during the period of six months prior to enrolment.]

... F13

Textual Amendments
F13 Words repealed by S.I. 1973/1865, para. 32(b)

Any error discovered on the Roll should at once be reported to the undersigned.

Dated this.....day of 19.....

[^{F14}Church]Electoral Roll Officer

Textual Amendments
F14 Word inserted by S.I. 1973/1865, para. 32(c)

Address

[^{F15}In this Notice “parish” means an ecclesiastical parish.]

Textual Amendments
F15 Note inserted by S.I. 1984/1039, para. 29(2)

Textual Amendments
F15 Note inserted by S.I. 1984/1039, para. 29(2)

SECTION 4

NOTICE OF ANNUAL PAROCHIAL CHURCH MEETING

Parish of

The Annual Parochial Church Meeting will be held in

on day of

at

For the election of Parochial representatives of the laity as follows:—

[^{F16*}To the Deanery Synod representatives.]

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Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to Synodical Government Measure 1969. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details)

Textual Amendments

F16 Entries transferred by [S.I. 1973/1865, para. 33\(2\)](#)

[^{F16}To the Parochial Church Council representatives.]

^{F17} . . . ^{F18} . . . [^{F19}For the appointment of Sidesmen and the Independent Examiner or Auditor].

Textual Amendments

F17 Sch. 3 Appendix I s. 4: Words omitted (1.1.1995) by virtue of [S.I. 1994/3118, para. 54](#).

F18 Sch. 3 Appendix I s. 4: Words “For the appointment of sidesmen and the Auditor” expressed to be omitted (1.5.1997) by virtue of [S.I. 1995/3243, para. 10](#).

F19 Sch. 3 Appendix I s. 4: Words inserted (1.1.1995) by virtue of [S.I. 1995/3243, para. 10](#).

For the consideration of:—

^{F20}(a). . .

[^{F21}(a) A report on changes in the Roll since the last annual parochial church meeting.]

^{F22}(b). . .

^{F22}(c). . .

^{F22}(d). . .

^{F22}(e). . .

[^{F23}(b) an Annual Report on the proceedings of the parochial church council and the activities of the parish generally;

^{F23}(c) The Financial Statements of the Council for the year ending on the 31st December immediately preceding the meeting audited or independently examined.]

[^{F24}(d)] A Report upon the fabric, goods and ornaments of the church or churches of the parish;

[^{F24}(e)] A Report on the proceedings of the Deanery Synod; and other matters of parochial or general Church interest.

Textual Amendments

F20 Sch. 3 Appendix I s. 4 para. (a) omitted (1.1.1995) by virtue of [S.I. 1994/3118, para. 55](#).

F21 Sch. 3 Appendix I s. 4 para. (a) inserted (1.1.1995) by [S.I. 1994/3118, para. 55](#).

F22 Sch. 3 Appendix I s. 4 paras. (b)-(e) omitted (1.5.1996) by virtue of [S.I. 1995/3243, para. 11](#).

F23 Sch. 3 Appendix I s. 4 paras. (b)(c) inserted (1.5.1996) by [S.I. 1995/3243, para. 11](#).

F24 Sch. 3 Appendix I s. 4 paras. (d)(e) (originally (f)(g)) renumbered (1.5.1996) of [S.I. 1995/3243, para. 11](#).

[^{F25}Notes]

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Textual Amendments

F25 Word in Sch. 3 Appendix 1 s. 4 inserted (1.1.1995) by [S.I. 1994/3118](#), [para. 55](#)

[^{F26}(1)]All persons whose names are entered upon the Church Electoral Roll of the parish (and such persons only) are entitled to vote at the election of parochial representatives of the laity.

Textual Amendments

F26 Sch. 3 Appendix 1 s. 4: paragraph beginning "All persons" renumbered (1.1.1995) as Note (1) by [S.I. 1994/3118](#), [para. 55](#)

F27

Textual Amendments

F27 Para. repealed by [S.I. 1973/1865](#), [para. 33\(3\)](#)

F28

Textual Amendments

F28 Sch. 3 Appendix 1 s. 4: Paragraphs beginning "Subject to" omitted (1.1.1995) by virtue of [S.I. 1994/3118](#), [para. 56](#).

F28

F29

Textual Amendments

F29 Sch. 3 Appendix 1 s. 4: Paragraph beginning "Any person" omitted (1.1.1995) by virtue of [S.I. 1994/3118](#), [para. 56](#).

[^{F30}(2) Subject to the provisions of rule 12(2)(c), a person is qualified to be a parochial representative of the laity if-

Textual Amendments

F30 Sch. 3 Appendix 1 s. 4 Notes (2)(3) inserted (1.1.1995) by [S.I. 1994/3118](#), [para. 56](#)

- (a) his name is entered on the church electoral roll of the parish;
- (b) he is an actual communicant which means that he has received Communion according to the use of the Church of England or of a Church in communion with the Church of England at least three times during the twelve months preceding the date of the election; and
- (c) he is of eighteen years or upwards (for election to the deanery synod) or of sixteen years or upwards (for election to the parochial church council).

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(3) Any person whose name is on the electoral roll may be appointed as a sidesman.]

[^{F31}[^{F32}(4)]]** A scheme is in operation in this parish which provides that any person entitled to vote in the elections of parochial representatives of the laity to the parochial church council or to the deanery synod or to both that council and that synod may make application on the appropriate form to the undersigned for a postal vote. The completed form must be received before the commencement of the Annual Parochial Church Meeting.

Textual Amendments

F31 Words inserted by [S.I. 1989/2094, para. 17\(5\)](#)

F32 [Sch. 3](#) Appendix I s. 4: Paragraph beginning “A scheme” numbered (1.1.1995) as (4) by [S.I. 1994/3118, para. 56](#).

** This paragraph should be deleted if no scheme for postal voting is in operation in the parish.

Signed

**Minister of the parish

**Include where applicable.

**Or “Vice-Chairman of the Parochial Church Council” as the case may be (see rule 6(3) of the Church Representation Rules).

[^{F33}In this Notice “parish” means an ecclesiastical parish.]

Textual Amendments

F33 Note inserted by [S.I. 1984/1039, para. 29\(2\)](#)

Textual Amendments

F33 Note inserted by [S.I. 1984/1039, para. 29\(2\)](#)

[^{F34}SECTION 4A

APPLICATION FOR A POSTAL VOTE

Textual Amendments

F34 Section 4A inserted by [S.I. 1989/2094, para. 17\(6\)](#)

Parish of

I (Full Christian name and surname)

of (Full postal address)

declare that my name is entered on the church electoral roll of the above parish and I hereby make application for a postal vote in any elections to which postal voting applies to be held

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at the forthcoming annual parochial church meeting for the parish. The voting paper should be sent or delivered to me at the above address OR *at the following address

Dated19

Signed

*delete as appropriate]

SECTION 5

NOTICE OF ELECTION TO HOUSE OF CLERGY OR HOUSE OF LAITY OF DIOCESAN SYNOD

Diocese of

Deanery of

1 An election of..... members of the House of Clergy/Laity of the Diocesan Synod will be held in the above Deanery on

2 Candidates must be nominated and seconded by qualified electors on forms to be obtained from

[^{F35}All members, other than co-opted members ^{F36}. . ., of the House of Clergy/Laity of the deanery synod are qualified electors.]

Textual Amendments

F35 Para. inserted by [S.I. 1973/1865, para. 34](#)

F36 Words in Sch. 3 Appendix I s. 5 para. 2 omitted (1.1.1995) by virtue of [S.I. 1994/3118, para. 51](#).

[^{F373} The election will be decided by simple majority/ [^{F38}the single transferable vote.]]

Textual Amendments

F37 S. 5(3) inserted by [S.I. 1980/178, para. 18\(4\)](#)

F38 Words substituted by [S.I. 1984/1039, para. 29\(3\)](#)

[^{F394}] Nominations must be received by no later than 12 o'clock (noon) on

Date

Presiding Officer.

Textual Amendments

F39 S. 5(4) (originally 5(3)) renumbered by [S.I. 1980/178, para. 18\(4\)](#)

Status: Point in time view as at 30/06/1999.

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to Synodical Government Measure 1969. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details)

SECTION 6

FORM OF NOMINATION TO THE HOUSE OF CLERGY OR HOUSE OF LAITY OF THE DIOCESAN SYNOD

Diocese of

Deanery of

Election of members of the House of Clergy/Laity of the Diocesan Synod

We the undersigned, being qualified electors, hereby nominate the following person as a candidate at the election in the above Deanery.

Surname	[^{F40} Christian Names]	Address . . . ^{F41}	[^{F42} Year for Birth]
---------	--------------------------------------	---------------------------------	----------------------------------

Textual Amendments

F40 Words substituted by [S.I. 1973/1865, para. 35](#)

F41 Words repealed by [S.I. 1989/2094, para. 17\(7\)](#)

F42 [Sch. 3 Appendix I s. 6](#): Column headed “Year for Birth” inserted (1.1.1995) by [S.I. 1994/3118, para. 58](#).

Proposer’s signature

Proposer’s full name

Address

Seconder’s signature

Seconder’s full name

Address

I, the above named hereby signify my willingness to serve as a member of the House of Clergy/Laity of the Diocesan Synod if elected.

Candidate’s signature

Note: This nomination must be sent to

so as to be received no later than 12 noon on

[^{F43}All members, other than co-opted members ^{F44}. . ., of the House of Clergy/Laity of the deanery synod are qualified electors]

Textual Amendments

F43 Para. inserted by [S.I. 1973/1865, para. 35](#)

F44 Words in [Sch. 3 Appendix I s. 6](#) omitted (1.1.1995) by virtue of [S.I. 1994/3118, para. 56](#).

Status: Point in time view as at 30/06/1999.

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to Synodical Government Measure 1969. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details)

SECTION 7

FORM OF VOTING PAPER FOR ELECTIONS TO THE HOUSE OF CLERGY OR THE HOUSE OF LAITY OF THE DIOCESAN SYNOD

Diocesan Synod

Election of members of the House of Clergy/Laity

Deanery of

members to be elected.

VOTING PAPER

Candidates' names, addresses [^{F45} and year of birth] . . .	Mark your vote in this column
<p>Textual Amendments ^{F45} Words in Sch. 3 Appendix I s. 7 inserted (1.1.1995) by S.I. 1994/3118, para. 59. ^{F46} Words repealed by S.I. 1989/2094, para. 17(8)</p>	
<p>[^{F47}Guidance to Voters]</p> <p>Textual Amendments ^{F47} Words substituted by S.I. 1984/1039, para. 29(4)</p>	
<p>1. This voting paper must be signed [^{F47}and the full name written on the reverse].</p> <p>2. You have as many votes as there are members to be elected.</p> <p>3. You may not give more than one vote to any one candidate.</p> <p>4. You vote by placing an “X” opposite the name(s) of the candidate(s) of your choice.</p> <p>5. If you inadvertently spoil your voting paper you may return it to the Presiding Officer who will give you another paper.</p> <p>6. This voting paper duly [^{F47}completed on the reverse thereof] must be delivered (by post or otherwise) to</p> <p>so as to arrive by no later than</p> <p>[^{F48}(To be printed on back of form)]</p>	
<p>Textual Amendments ^{F48} Words inserted by S.I. 1980/178, para. 18(5)</p>	
<p>Signature of Voter</p>	

^{F46}

Textual Amendments

^{F45} Words in Sch. 3 Appendix I s. 7 inserted (1.1.1995) by S.I. 1994/3118, **para. 59**.

^{F46} Words repealed by S.I. 1989/2094, **para. 17(8)**

[^{F47}Guidance to Voters]

Textual Amendments

^{F47} Words substituted by S.I. 1984/1039, **para. 29(4)**

1. This voting paper must be signed [^{F47}and the full name written on the reverse].
2. You have as many votes as there are members to be elected.
3. You may not give more than one vote to any one candidate.
4. You vote by placing an “X” opposite the name(s) of the candidate(s) of your choice.
5. If you inadvertently spoil your voting paper you may return it to the Presiding Officer who will give you another paper.
6. This voting paper duly [^{F47}completed on the reverse thereof] must be delivered (by post or otherwise) to

so as to arrive by no later than

[^{F48}(To be printed on back of form)]

Textual Amendments

^{F48} Words inserted by S.I. 1980/178, **para. 18(5)**

Signature of Voter

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Full name

Address

[^{F49}SECTION 8]

FORM OF VOTING PAPER FOR ELECTION TO THE HOUSE OF
CLERGY OR THE HOUSE OF LAITY OF THE DIOCESAN SYNOD

Textual Amendments

F49 Form inserted by [S.I. 1980/178](#), para. 18(6), [Sch.](#)

Diocesan Synod

Election of members of the House of Clergy/Laity

Deanery of

members to be elected.

VOTING PAPER

**Candidates' names, addresses [^{F50}and
year of birth] . . .**

^{F51}

Mark your vote in this column

Textual Amendments

F50 Words in Sch. 3 Appendix I s. 8 inserted (1.1.1995) by [S.I. 1994/3118](#), [para. 59](#).

F51 Words repealed by [S.I. 1989/2094](#), [para. 17\(8\)](#)

[^{F52}Guidance to Voters]

Textual Amendments

F52 Words substituted by [S.I. 1984/1039](#), [para. 29\(5\)](#)

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Textual Amendments

F52 Words substituted by [S.I. 1984/1039](#), [para. 29\(5\)](#)

1. This voting paper must be signed and the full name written on the reverse.
2. Use your single transferable vote by entering “1” against your first preference, and if desired, “2” against your second preference, “3” against your third preference, and so on as far as you wish. The sequence of your preferences is crucial. NO CROSS should be used.
3. You should continue to express preferences for as long as you are able to place successive candidates in order. A later preference is considered only if an earlier preference either has a surplus above the quota (the minimum number required to guarantee election) or has been excluded because of insufficient support.
4. The numbering of your preferences must be consecutive and given to different candidates. Remember that your making a second or subsequent preference cannot affect the chances of any earlier preference.
5. If you inadvertently spoil your voting paper you may return it to the Presiding Officer who will give you another paper.
6. The voting paper duly completed on the reverse thereof must be delivered (by post or otherwise) to

so as to arrive by no later than

(to be printed on back of form)

Signature of Voter

Full name

Address

Status:

Point in time view as at 30/06/1999.

Changes to legislation:

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