



The Diocese of

**Southwark**

**Diocesan Secretary**

**Ruth Martin**

Trinity House  
4 Chapel Court  
Borough High Street  
London SE1 1HW

s 020 7939 9400

f 020 7939 9434

[ruth.martin@southwark.anglican.org](mailto:ruth.martin@southwark.anglican.org)

[www.southwark.anglican.org](http://www.southwark.anglican.org)

To: Honorary Secretaries of

Parochial Church Councils,  
District Church Councils  
(Copied to Incumbents and Deanery Synod  
Secretaries)

11 February 2020

Dear Colleagues,

I do hope you and your loved ones are keeping well in these challenging times. I imagine, like me, you have new vocabulary including “Zoom” to grapple with!

In advance of this annual request for information and briefing on the Annual Parochial Church Meeting (APCM) and Electoral Roll and other important aspects of parish life, I would like to take the opportunity of thanking you for all the work that you do for your church, which is greatly appreciated. Especially in this difficult time. Please remember that the Diocesan Office is here to help parishes in their work and mission, so if you have any enquiries please do not hesitate to contact us.

### **PCC Secretaries & Parish Administrators Zoom Conference: Thursday 25 February**

The Diocese will be running a Zoom information event on Thursday 25 February at 6pm. There will be contributions by Bishop Christopher, the Diocesan Secretary and the Archdeacon of Lewisham & Greenwich, who will be able to answer any of your queries regarding APCMs, Parishioners’ Meetings and Churchwarden admissions. There will be additional speakers covering a range of topics from HR, wellbeing to finance. A separate email invitation will be sent to you from Charles Hudson-Beddows shortly.

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

You will have received a letter from the Archdeacons detailing the rules governing this, and last year’s delayed, APCMs. I attach these as an Appendix to this letter. You will see that there is no extension to the timetable for this year’s APCMs which will, as per the [Church Representation Rules](#), will need to have been completed by 31 May.

Many parishes were able to hold their APCM in 2020 (or at the beginning of this year) to which we would like to thank you. For those who intend to hold their 2020 APCM this year, either at the same time as the 2021 meeting or before, you will need to make sure that there is a clear distinction between the agendas of these two meetings. For example, presentation of the 2020 Finance Report must be taken on the 2020 Agenda, and the 2021 Annual Report taken on the 2021 Agenda.

You are reminded that under the Charities Act 2011, members of the PCC and those elected to Deanery Synods by PCCs are “Charity Trustees” in law, (except those under the age of 18 who will have usual rights except voting). This means that *anyone disqualified under section 178 of the Charities Act 2011 because of bankruptcy or conviction for an*

*offence of dishonesty or deception is not eligible.* This is clearly a sensitive issue and we would advise that when you are seeking nominations, you should print the statement in italics above on all nomination forms and read this statement out at the APCM when the item is taken.

The Bishop's Instrument (attached) allows for meeting to take place in person (if possible), virtually, or in mixed mode. Please see the attached FAQs for more information.

To help you plan your APCMs, we have developed an [APCM Date Tool](#) available on the website which will give the dates of various tasks that are undertaken once you know the date of your APCM. We hope this is helpful.

The screenshot shows a web form titled "APCM Timetable" with the subtitle "Annual Parochial Church Meeting Timetable Calculator for a year in which an existing Electoral Roll is being revised". It features a date input field labeled "Enter APCM date" with a placeholder "dd / mm / yyyy". Below this, there are three rows of instructions, each with two input fields. The first row states: "Revision of roll notice posted by must be at least 14 days before revision starts" and "and not later than". The second row states: "Notice of APCM posted on or by the OUTSIDE of the church door" and "notice must be in place for two Sundays before APCM". The third row states: "Complete revised roll and post on or by the church door by" and "but not before". At the bottom, there is a small note: "New roll remains posted for at least 14 days. During this period errors & omissions may be corrected (but not new names added if no form had been completed before posting). Additional names may not be added until after the APCM". The footer of the form reads "Diocese of Southwark".

## Electoral Roll Return

I enclose three copies of the Annual Return. On two of these you are required to give the names of as well as a form of contact for your Deanery Synod representatives following the 2021 elections.

- |               |   |   |
|---------------|---|---|
| Parish copy   | - | for display on your Church Noticeboard  |
| Deanery copy  | - | to send to your Deanery Synod Secretary |
| Diocesan copy | - | to return to the Diocesan Office        |

For those parishes who were not able to undertake a revision of the Electoral Roll in 2020, we will not be asking you do this now, but we are grateful for those who were able to. Instead, we will require the 2021 forms to returned to us as usual.

It is vital that this information is kept up to date as the Deanery representatives are the electors for various bodies including both General Synod and Diocesan Synod. We would be grateful if you could help us in this process by ensuring that these forms are returned as soon as possible after the APCM and no later than the **1<sup>st</sup> of July 2021**, as outlined in the Church Representation Rules 2020. Copies of the documents are available on the website.

## Deanery Synod Elections

These take place every three years and were due to take place at the APCMs in 2020. As previously indicated last year, those parishes who were not able to undertake these

elections will be required to do so this year at your delayed 2020 APCM. Any casual vacancies that remain may also be filled. Any elected this year will be in post for the remaining two years of the current Deanery Synod term.

When conducting the elections at your APCMs please refer to the scheme table below, as agreed at Diocesan Synod in November 2019, for how many Deanery Synod representatives you can elect:

Total Electoral Roll Numbers for a parish or individual church electoral roll numbers for multi-church parish <b>at the Annual Parochial Church Meeting 2019</b>	Number of lay representatives to Deanery Synod
25 or fewer	1
26 - 75	2
76 - 125	3
126 - 200	4
201 - 300	5
301 - 400	6
401 - 600	7
601 upwards	8
NB: The Church Representation Rules require that you use the electoral roll number from 2019 not 2020.	

### Diocesan Synod Elections

This year, Deanery Synods will be electing representatives to the Diocesan Synod in time for the new Triennium in beginning in November 2021. Further details will be sent to Deanery Secretaries nearer the time on the processes and rules for these elections.

### General Synod Elections

Deanery Synod members will, this year, be electing General Synod members as the General Synod quinquennium was extended due to the pandemic.

General Synod is the national assembly of the Church of England. It considers and approves legislation affecting the whole of the Church of England, formulates new forms of worship, debates matters of national and international importance, and approves the annual budget for the work of the Church at national level. It is therefore a bit like the Church's Parliament and elections to it are for the next five-year term. Further details of this will be sent to Deanery Secretaries nearer the time.

### Online Parish Returns

The Church of England's online parish return system which we use for capturing church membership data (also known as 'Statistics for Mission' or 'congregational count') and parish finance information, is still open for you to put in your information. Given the difficult times we are all going through, this year's data collection aims to celebrate and capture the amazing creativity and resilience that our churches have displayed in continuing to offer worship and pastoral support to their congregations and parishioners while many of our church buildings were closed for a large part of 2020. This means the

data asked for through the Statistics for Mission 2020 form is a bit different this year, and there will be sections that are harder than usual to answer.

We are still keen to find out anything you can tell us and your best approximation is fine. If you don't have precise numbers, please don't worry about anything you don't feel able to answer. Attendance at services held in church buildings will be impacted by lockdown followed by social distancing and complex cleaning arrangements, so please be reassured that the data for 2020 will be viewed in this context. Thank you for taking the time to help us understand the picture of our churches in this extraordinary year.

I'd like to encourage you to enter your 2020 data before the end of March as the online system will close at Easter for mission statistics and at the end of May for your financial information. The on-line system can be accessed here

<https://parishreturns.churchofengland.org/> and please do contact us at [data@southwark.anglican.org](mailto:data@southwark.anglican.org) if you have any queries.

### **Church Buildings; the DAC; Quinquennial Inspections**

Along with Incumbents, Churchwardens and others, PCC Secretaries may find themselves involved in tasks of caring for their church buildings and applying for faculties, whether in response to the Coronavirus pandemic (such as installing fixed livestreaming equipment in the building) or other initiatives like as reducing the carbon emissions of church buildings. Please do remember that your Archdeacon and the Church Buildings & DAC team in the Secretariat (Luke Tatam, DAC Secretary; and Duncan Gregory, Church Buildings Officer) are here to help advise on these matters.

- You can contact Duncan regarding: Quinquennial Inspections; sources of grants for maintenance/repairs and alterations of church buildings; guidance on making church buildings more environmentally sustainable; advice on care and maintenance of church buildings.
- Get in touch with Luke for help with applying to the DAC for either initial pre-application advice (which may include input from specialist advisers as appropriate and or arranging 'DAC site visits') or formal advice as part of the faculty application process.

Depending on your query, your Archdeacon may suggest contacting the DAC office and/or others who can assist you in care of church buildings and issues which arise around their use, for example: the Diocesan Registry; the PCC's insurance company; the church's appointed Quinquennial Inspector (usually an Architect).

Each year, approximately one-fifth of the church buildings in the diocese are surveyed by a professional (usually an Architect) under the Quinquennial Inspections system. The Church Buildings Officer is writing to parishes whose church buildings are due for inspection this year, with full details (such as costs and how to go about commissioning the Inspection). If a Risk Assessment has been carried out, Church of England Coronavirus guidance allows for the Inspection to go ahead even in lockdown, as part of work which professionals cannot undertake from home. Please consult the guidance document 'Opening church buildings for works to the building and interior' (which can be accessed here: <https://www.churchofengland.org/resources/coronavirus-covid-19-guidance-churches>).

## Parish Support

As always you are more than welcome to contact my Executive Assistant, Charlie Hudson-Beddows ([Charles.hudson-beddows@southwark.anglican.org](mailto:Charles.hudson-beddows@southwark.anglican.org)), on any matter that you need help with. He will be able to forward your query onto the right people even if it's not something he can answer himself.

## Area Offices

Please do not hesitate to get in touch with your Area Office; they are there to assist and advise parishes in their mission work:

Croydon Episcopal Area Office	6 St Peter's Road, Croydon CR0 1HD	Tel: 020 8256 9630
Kingston Episcopal Area Office	620 Kingston Road, Raynes Park, London SW20 8DN	Tel: 020 8545 2440
Woolwich Episcopal Area Office	Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW	Tel: 020 7939 9413

Please refer to the Southwark Diocesan Directory 2020 for contact details of Diocesan officers.

## General Enquiries on Legislation and Churches

There is an organisation called *Churches Legislation Advisory Service* and they have a website with a number of useful publications. I suggest that you make occasional visits to the site. [www.churcheslegislation.org.uk/home](http://www.churcheslegislation.org.uk/home)

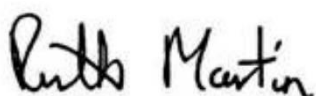
### Enc:

3x Forms SG7

On behalf of the whole of the Secretariat, including Charlie with whom you are most in contact, I would like to wish you and the PCCs you serve a fulfilling year as we journey along together as disciples of Christ in challenging times. We hope to see many of you at our PCC Secretaries & Parish Administrators Conference on Zoom on 25 February.

Thank you very much for all that you do.

Best wishes,



Ruth Martin (Lay Canon)  
Diocesan Secretary



**The Diocese of  
Southwark**

The Venerable Simon Gates  
Archdeacon of Lambeth

The Venerable Moira Astin  
Archdeacon of Reigate

The Venerable John Kiddle  
Archdeacon of Wandsworth

The Venerable Dr Jane Steen  
Archdeacon of Southwark

The Venerable Dr Rosemarie Mallett  
Archdeacon of Croydon

The Venerable Alastair Cutting  
Archdeacon of Lewisham &  
Greenwich

9<sup>th</sup> February 2021

Dear Sisters and Brothers in Christ,

### **Annual Meetings and APCMs**

Thank you for your patience while we waited for the definitive answer to your questions about Annual Meetings of Parishioners and Annual Parochial Church Meetings. Thank you too for all that you continue to do in sustaining the Church through these hard, and undoubtedly longer, pandemic times than any of us either expected or wanted. Please do know that you are very much in our prayers and thoughts.

The next paragraphs set out the way forward on Annual Meetings and APCMs.

You will remember that Bishop Christopher gave permission last year for Annual Meetings and APCMs from 2020 to be completed by 31<sup>st</sup> May 2021. Many of you took the opportunity of eased lockdowns in the warmer months to complete your meetings. Many others will still have those meetings outstanding.

The position on 2020 meetings remains unchanged: these must be completed by 31<sup>st</sup> May 2021. The 2021 meetings must also be completed by this date. You may choose to have both meetings on the same day. If you do, please ensure the minutes clearly reflect which meetings are the 2020 meetings and which the 2021.

The Bishop has now additionally signed an instrument setting out expectations and approval for in-person, electronic and mixed mode meetings for parish meetings, deanery synods and the admission of churchwardens. The instrument includes publicising these meetings. We send the instrument and an additional sheet of FAQs.

Once again, thank you for all the ministry you offer to your parishes and congregations and the wider Church and world during these difficult times. You are much in our hearts and we commend you to the Lord's grace.

*John Kiddle*      *Simon Gates*      *Moira Astin*  
*[Signature]*      *Jane Steen*      *Alastair Cutting*

**The Archdeacons of the Diocese**



## THE DIOCESE OF SOUTHWARK Annual Parochial Church Meetings and Meetings of Parishioners for 2020 & 2021

### FREQUENTLY ASKED QUESTIONS

#### ***1. Our parish has already held its parish meetings for 2020. What does this mean for our parish?***

If you have already held your meeting, that's great. You have only to complete the administration if you have not already done so: submit your annual report, financial statements, election results and electoral roll numbers to the Diocesan Secretary.

People chosen to be Deanery Synod reps took up their positions on 1 December 2020 if you'd had your meeting by then. Those chosen after 1 December take up their positions immediately.

Persons chosen as Churchwardens will take up office when they are sworn in. If Churchwardens are waiting to be sworn in, please see Question 8 below. If you held an informal annual meeting at which churchwardens were chosen, see Question 11 below.

#### ***2. Our parish has planned to hold its 2020 and 2021 parish at the same time, is this possible?***

Yes. The meetings will still be parish meetings for the year 2020, even though they are held in early 2021. This means that parish meetings will need to cover the agenda items that would have been held in 2020, including the election of lay parochial representatives on Deanery Synods and the presentation of reports and financial statements that were due to be presented this year.

An electoral roll revision exercise must be carried out prior to the APCM. Because this needs to be completed no more than 28 days prior to the APCM. A new date calculator will be available on the Diocesan Website shortly that will help with this. Or you can speak to Charles Hudson-Beddows who can help you.

Your new lay parochial representatives for Deanery Synod must be reported to the Diocesan Secretary's office. They will be added to the database as quickly as possible, and usually within two weeks. They will take up office once they have been added to the database. Until this time, the term of office of your existing representatives will be extended.

The rules on postal voting have not changed and a resolution must have been made at a previous APCM to allow this. This does not affect electronic voting as members are considered to be present at the meeting.

The current Churchwardens will continue to serve until their successors are chosen and sworn in. Please see Question 8 below about the process for swearing in Churchwardens.

Any person who was due to retire from a Parochial Church Council at a parish meeting in 2020 will retire at the 2020 parish meeting held in early 2021.



#### ***4. Can we hold parish and deanery meetings electronically (via Zoom or similar)?***

Yes. Bishop Christopher has given permission for parish meetings to be held electronically. Where this is intended, parishes should make clear on the notice of the meeting how people may join electronically. Parishes need to plan electronic meetings carefully and be confident that the systems they propose to use will allow people to hear and be heard simultaneously and to allow those chairing the meeting to administer voting procedures rigorously.

Bishop Christopher has also given permission for Deanery Synod meetings to be held electronically.

#### ***5. Who should decide on when and how to hold meetings?***

It is usually for the minister to convene parish meetings. The ‘minister’ is the Incumbent or Priest-in-Charge, or a Team Vicar with special responsibility for parish meetings. If there is a vacancy and no Priest-in-Charge is yet appointed, the APCM is called by the vice-chair of the PCC and the meeting of parishioners is called by the Churchwardens. In any case, Bishop Christopher asks that decision-makers consult with colleagues on the Parochial Church Council wherever practicable.

The decision about whether to hold a Deanery Synod meeting by electronic means rests with the joint chairs of the Deanery Synod.

#### ***6. What happens to lay parochial representatives on Deanery Synods?***

Bishop Christopher’s first Instrument in March 2020 provided that new lay parochial representatives on Deanery Synods, chosen in 2020, would take up their office on 1 December 2020.

If a parish has already held its APCM and reported the election results by 17 November 2020, its lay parochial representatives will have taken up office on 1 December 2020.

Otherwise, the existing lay parochial representatives will remain in post until the new representatives have been registered by the Diocesan Secretary’s office. Parishes should report election results to the Diocesan Secretary’s office as soon as possible after APCMs. The Diocesan Secretary’s office will endeavour to register new representatives within two weeks of notification.

Parishes holding their APCMs towards the end of the extended period (i.e. in May 2021) should take extra care to return their results to the Diocesan Secretary’s office as soon as possible after the APCM. It is very important that all elections for 2020 are notified to the Diocesan Secretary’s office by 14 June 2021 as Deanery Synods will very shortly thereafter take part in the elections for Diocesan Synod and General Synod.

#### ***7. What happens to elected representatives of the laity on PCCs?***

At each APCM, at least some of the elected representatives of the laity on each PCC retire. These retirements will take place when the 2020 APCM is held, even if this is delayed to early 2021. Until that time, the elected representatives of the laity remain in office.



## ***8. What happens to Churchwardens?***

Churchwardens will hold office until their successors are admitted to office.

Normally, Churchwardens are admitted to office by Archdeacons in ceremonies known as 'visitations'. These are large services and sadly were not possible in 2020.

Bishop Christopher has therefore devolved authority to admit Churchwardens appointed in 2020 (or in early 2021 but as part of a rescheduled 2020 meeting of parishioners) to the Incumbent or Priests-in-Charge of the parish concerned, or if they are unavailable the Area Dean. Churchwardens should be admitted as soon as possible after they are chosen. The Archdeacons (through the Archdeacons' PAs) will advise on the procedure for Churchwarden admission. The Archdeacons hope that for Churchwardens elected at the Annual Meeting of Parishioners 2021, visitation services will be held, but of course we cannot yet confirm this.

The admission of Churchwardens, by the Archdeacons or delegated incumbent/Area Dean must still happen face to face and cannot be done virtually. The appointment of a Churchwarden, however, happens when they are elected, and if otherwise qualified, they can sit on the Parish Council at that point even if not formally admitted to that office.

If you held an informal annual meeting in 2020, please see Question 11 below.

## ***9. Can our parish hold its 2020 parish meetings and its 2021 parish meetings on the same day?***

Yes. The 2020 parish meetings must be held by 31 May 2021. A parish which defers its 2020 parish meetings into the year 2021 may, if it wishes, hold its 2021 parish meetings on the same date.

However, there must still be a 2020 meeting dealing with the agenda items required for the 2020 meeting. The circumstances should be carefully explained to parishioners to avoid confusion.

Election as a Churchwarden in the rescheduled 2020 meeting will count as a 'period of office' even though the 2021 Churchwardens will be chosen immediately afterwards. The meeting of parishioners may wish to consider whether or not Section 3 of the Churchwardens Measure 2001 (which limits the number of periods of office that a person may serve successively) should apply to the parish in these circumstances.

Similarly, a representative of the laity elected to a PCC in the 2020 APCM will immediately be deemed to have served a year in office at the conclusion of the 2021 APCM, even if that is later the same day. The APCM may wish to consider whether or not to make decisions under rule M16(7) and (8) of the Church Representation Rules relating to maximum terms.

## ***10. What about our Charity Commission requirements?***

Financial statements and annual reports are primarily the responsibility of the PCC. The view of the Diocese is that parishes should not delay making any filings with the Charity Commission in order to await the APCM. Parishes should keep records of decisions taken using the flexibility provided by Bishop Christopher's decision.

### ***11. What if we held an informal annual meeting?***

We realise that some parishes held informal annual meetings in 2020 at which new, acting, churchwardens were chosen as a temporary measure. These must now be formally elected at the Annual Meeting of Parishioners. We know that many of you explained this to your acting churchwardens at the time and so we hope it will not come as surprise to them that they must be elected a second time. You will understand that the reason for this is that the Annual Meeting of Parishioners belongs to a wider group of people than the Annual Parochial Church meeting which is, as it says, primarily a church, not a [geographical] parish meeting.

# THE DIOCESE OF SOUTHWARK

## PARISH AND DEANERY MEETINGS (ELECTRONIC PARTICIPATION) AND ADMISSION OF CHURCHWARDENS INSTRUMENT 2021

The Bishop of Southwark, in exercise of the powers conferred on him by Section 10 of the Churchwardens Measure 2001 and Rule 78 of the Church Representation Rules, makes the following provision:

### Application

1. The provision made by this instrument applies to each parish in the Diocese of Southwark. It applies with necessary modifications to the parish of Southwark St Saviour with All Hallows.
2. My instrument of 9 September 2020<sup>1</sup> remains in effect insofar as it regulates meetings for the year 2020 or the admission of Churchwardens for that year.

### Interpretation

3. In this instrument:
  - a. **“meeting of parishioners”** means the meeting required to be held by Section 5 of the Churchwardens Measure 2001 for the purpose of choosing Churchwardens;
  - b. **“APCM”** means the Annual Parochial Church Meeting required to be held by rule M1 of the Church Representation Rules;
  - c. **“convenor”** means the minister of the parish or, if the minister is absent or incapacitated, the person(s) required to convene the meeting of parishioners or APCM by the Church Representation Rules;
  - d. **“electronic means”** means electronic means of communication which allow the person to hear and be heard by other persons participating in the meeting and, where practicable, to see and be seen by those other persons;
  - e. **“minister”**, in relation to a parish, has the same meaning as in Rule 83 of the Church Representation Rules; and
  - f. **“CRR”** means the Church Representation Rules.

---

<sup>1</sup> Parish Meetings (Deferral and Electronic Participation) and Admission of Churchwardens Instrument 2020

## **Electronic participation: meetings of parishioners and APCMs**

4. When giving notice of a meeting of parishioners or APCM for the year 2021, the convenor of the meeting may state in that notice that persons may attend the meeting by electronic means.
5. If the convenor of a meeting decides to permit attendance by electronic means:
  - a. the notice of the meeting shall set out full details of how a person may participate in the meeting, or provide a link to a website on which such details are set out;
  - b. the notice of the meeting shall set out whether persons attending the meeting by electronic means may vote at the meeting;
  - c. if the meeting is a meeting of parishioners, the notice of the meeting shall set out how nominations of candidates for the office of Churchwarden may be sent to the minister prior to the commencement of the meeting by those not physically present with the minister;
  - d. the mechanisms by which those attending the meeting by electronic means are to be called to speak or, if relevant, have their votes recorded shall be determined by the chairperson of the meeting;
  - e. any reference in the Churchwardens Measure 2001 or the Church Representation Rules to a “meeting” includes a meeting at which persons may attend by electronic means, and references to the “place” of a meeting or whether a person is “present” at that meeting shall be interpreted accordingly; and
  - f. when giving notice, form M1 may be amended to give effect to any requirement of this instrument.
6. It is for the convenor of the meeting to determine whether that meeting should be held:
  - a. solely by electronic means;
  - b. solely by physical attendance; or
  - c. with the option of electronic means or physical attendance,but subject always to any legal requirement and Government guidance from time to time regulating gatherings of persons or the use of buildings.
7. When making a determination under paragraph 6 above, the convenor of a meeting shall have regard to the importance of securing that meetings are safe and accessible.

## **Electronic participation: Deanery Synods**

8. The joint chairs of a Deanery Synod may jointly decide that a meeting of a Deanery Synod to be held in the calendar year 2021 may be held by electronic means.

9. If they so decide:

- a. the notice of the meeting shall set out full details of how a person may participate in the meeting, or provide a link to a website on which such details are set out;
- b. the notice of the meeting shall set out whether persons attending the meeting by electronic means may vote at the meeting;
- c. the mechanisms by which those attending the meeting by electronic means are to be called to speak or, if relevant, have their votes recorded shall be determined by the chairperson of the meeting;
- d. any reference in the Church Representation Rules or the Model Rules and Constitution for Deaneries and Deanery Synods to a “meeting” includes a meeting at which persons may attend by electronic means, and references to the “place” of a meeting or whether a person is “present” at that meeting shall be interpreted accordingly.

10. It is for the joint chairs of the Deanery Synod to determine whether a meeting of a Deanery Synod should be held:

- a. solely by electronic means;
- b. solely by physical attendance; or
- c. with the option of electronic means or physical attendance,

but subject always to any legal requirement and Government guidance from time to time regulating gatherings of persons or the use of buildings.

11. When making a determination under paragraph 10 above, the joint chairs shall have regard to the importance of securing that meetings are safe and accessible.

12. Where notice of a meeting has been given specifying a physical place for the meeting and the joint chairs later agree that the meeting should be held by electronic means (or also by electronic means), the joint chairs may arrange for reasonable notice of that decision to be given pursuant to paragraph 9 above to those entitled to attend the meeting and this shall not itself invalidate the previous notice for the purpose of calculating the minimum notice period required by any rule.

### **Admission of Churchwardens**

13. The minister of each parish in the Diocese of Southwark is appointed as my substitute for the purpose of the admission to office of persons chosen for the office of Churchwarden for that parish for the year 2021.

14. If a parish has no minister, or if the minister is unable to act, the reference to “minister” in paragraph 13 above shall take effect as including a reference to the Area Dean of the deanery and to the Archdeacon for the archdeaconry in which the parish is situated.

15. The appointments made by paragraphs 13 or 14 shall not affect my power to appoint further substitutes or the continuing appointment of any person previously appointed as my substitute.
16. A person admitting a Churchwarden to office pursuant to paragraphs 13 or 14 above shall use the form of appointment specified by the Archdeacon.
17. For the purpose of section 6(1) of the Churchwardens Measure 2011, my substitutes may, by providing reasonable notice to those persons chosen as Churchwarden, appoint an appropriate time and place for admission, at the substitute's discretion.

#### **Publicity for meetings during closures of church buildings**

18. If it appears to the convenor of a meeting that closures or restrictions affecting a church or licensed building by reason of the COVID-19 pandemic are likely to have a significant effect on the ability of persons to receive notice of the meeting, the convenor shall take reasonable additional steps to publicise the meeting and in particular shall, wherever practicable, arrange for notice of the meeting to be given on the website of the parish and/or on the parish's entry on [achurchnearyou.com](http://achurchnearyou.com).

#### **Consultation with PCC**

19. In deciding how to carry out his or her functions under this instrument, the convenor of a meeting shall, wherever practicable, first consult with the Parochial Church Council or its standing committee.

The Rt Revd Christopher Chessun  
Bishop of Southwark

Date: 09 February 2021