CHURCH REPRESENTATION RULES

Schedule 3 to Synodical Government Measure 1969
substituted by Schedule 1 to Church Representation and Ministers Measure 2019
amended by CRR (Amendment) (Isle of Man) Resolutions 2020 (SD 2020/555), 2021 (SD 2021/235), 2025 (SD 2025/250) and 2026 (SD 2026/163), Church Property Measure (Isle of Man) 2021 and Church (Miscellaneous Provisions) Measure (Isle of Man) 2025 (Text as at 1 October 2026)

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PART 1

Church electoral roll

1. Compilation of the roll

(1) In every parish there must be a church electoral roll (referred to in these Rules as "the roll") on which the names of lay persons are entered in accordance with this Part of these Rules.

(2) A lay person is entitled to have his or her name on the roll of a parish if he or she—

(a) is baptised,

(b) is aged 16 or over (but see paragraph (7)),

(c) has made either of the following declarations, and

(d) has duly applied for enrolment on Form 1.

(3) The first declaration is a declaration that the person—

(a) is a member of the Church of England or of a Church in communion with it, and

(b) is resident in the parish.

(4) The second declaration is a declaration that the person—

(a) is a member of the Church of England or of a Church in communion with it,

(b) is not resident in the parish, but

(c) has habitually attended public worship in the parish during the preceding six months.

(5) A person who is a member of a Church which is not in communion with the Church of England but which subscribes to the doctrine of the Holy Trinity may make the second declaration if the person is also a member of the Church of England.

(6) A person who is entitled under this Rule to have his or her name on the roll of more than one parish is entitled to have his or her name on the roll of each of those parishes; but the following provisions specify purposes for which the person is required to choose one of those parishes—

(b) Rule 33(6) (additional members of diocesan synod nominated by bishop);

(d) Rule 50(8) (eligibility for election by diocesan electors);

(e) Rule M8(2) (eligibility for election as parochial representative of laity);

(f) Rule M15(6) or (7) (membership of PCC).

(7) Where a lay person, who is going to become 16 after a revision of the roll or the preparation of a new roll is complete but before the date of the annual parochial church meeting, duly applies for enrolment on Form 1, the enrolment may take effect on the person's 16th birthday.

(8) The roll of a parish must be kept and revised —

(a) by the PCC, or

(b) by the electoral roll officer under the direction of the PCC.

(9) Where a new parish is created by a pastoral scheme by the union of two or more former parishes, the roll of the new parish is in the first instance to consist of the rolls of the former parishes combined to form a single roll.

(10) In any other case where a new parish is created by a pastoral scheme, the roll of the new parish is in the first instance to consist of the name of every person who—

(a) on the date when the new parish comes into existence, has his or her name on the roll of a parish the whole or part of which forms part of the new parish, and

(b) is resident in the new parish or has habitually attended public worship there.

(11) The roll of a parish must, where practicable, specify the address of every person whose name is on it; but a failure to specify an address does not affect the validity of the entry.

(12) Where a person has provided an email address on Form 1, the roll must specify that email address.

(13) A copy of the roll of a parish must be made available for inspection, on a reasonable request being made to the PCC; and the copy made available for inspection must include every name entered on the roll but no other personal data.

2. Additions to the roll

(1) The name of a person who is entitled to have his or her name on the roll of a parish must, subject to these Rules, be added to the roll.

(2) If additions are made to the roll, the electoral roll officer must report them at the next meeting of the PCC.

(3) A list of the names added, but no other personal data, must be made available for inspection, on a reasonable request being made to the PCC.

3. Revision of the roll: notice

(1) The roll of a parish must be revised annually, except in a year in which a new roll is prepared (as to which, see Rules 6 and 7).

(2) Notice of the proposed revision must be given on Form 2 and displayed by or under the direction of the minister—

(a) in the case of the parish church or, where there is more than one church in the parish, each of those churches, on or near the principal door, and

(b) in the case of each building in the parish licensed for public worship, in a location readily visible to members of the congregation.

(3) The notice under paragraph (2) must remain on display for at least 14 days before the proposed revision begins.

(4) In a case where the minister is absent or incapacitated by illness or for some other reason or where there is nobody who is the minister within the meaning of these Rules (see Rule 83(1)), the minister's function under this Rule is to be carried out by—

(a) the vice-chair of the PCC, or

(b) if there is not a vice-chair or the vice-chair is unable or unwilling to act, the secretary of the PCC or some other person appointed by the PCC.

4. Revision of the roll: preparation

(1) On each revision of the roll of a parish—

(a) every addition to the roll since the previous revision (or, if there has not yet been a revision of the roll, since the formation of the roll) must be reviewed and any further additions must be made as necessary, and

(b) a person's name must be removed from the roll in each of the following cases.

(2) The first case is where the person has died.

(3) The second case is where the person has become a clerk in Holy Orders.

(4) The third case is where the person has stated in writing the wish to have his or her name removed.

(5) The fourth case is where the person was not entitled to have his or her name entered on the roll at the time it was entered.

(6) The fifth case is where the person—

(a) has ceased to reside in the parish,

(b) has not continued to habitually attend public worship in the parish during any period of six months, and

(c) has not been prevented from doing so by illness or other sufficient cause.

(7) The sixth case is where the person—

(a) is not resident in the parish,

(b) has not habitually attended public worship in the parish during the preceding six months, and

(c) has not been prevented from doing so by illness or other sufficient cause.

(8) The name of a person must not be removed from the roll in the fourth, fifth or sixth case unless the PCC has taken reasonable steps to establish the relevant facts.

(9) The removal of a person's name from the roll under these Rules does not affect any right the person may have, or may acquire, to have his or her name entered again.

(10) The revision of the roll of a parish must be completed at least 15 days, but no more than 28 days, before the annual parochial church meeting.

5. Publication of revised roll

(1) After the completion of a revision of the roll of a parish under Rule 4, the PCC must—

(a) publish the roll in such form (whether electronic or otherwise) as it decides, and

(b) make a copy of the roll available for inspection, on a reasonable request being made.

(2) The period for which the revised roll is published under paragraph (1)(a) must be at least 14 days before the annual parochial church meeting.

(3) The roll as published, and the copy made available for inspection, must include every name entered on the roll but no other personal data.

(4) A name may not be added to or removed from the roll between the completion of the revision of the roll and the conclusion of the annual parochial church meeting, except in so far as is necessary—

(a) to correct an omission or other error, or

(b) for complying with Rule 1(2)(b) and (7) (persons becoming 16).

6. Preparation of new roll: notice

(1) Notice that a new roll for a parish is to be prepared must be given on Form 3 and displayed by or under the direction of the minister—

(a) in the case of the parish church or, where there is more than one church in the parish, each of those churches, on or near the principal door, and

(b) in the case of a building in the parish licensed for public worship, in a location readily visible to members of the congregation.

(2) The notice under paragraph (1)—

(a) must be put on display at least two months before the annual parochial church meeting in every sixth year beginning with 2025, and

(b) must remain on display for at least 14 days.

(3) The preparation of a new roll for a parish—

(a) must not begin before the date on which the notice is displayed under paragraph (1), and

(b) must be completed at least 15 days, but no more than 28 days, before the annual parochial church meeting.

(4) At every service held on each of the two Sundays in the period of 14 days beginning with the date on which the notice is displayed under paragraph (1), the person conducting the service must inform the congregation of the preparation of the new roll.

(5) In the case of a church in which no service is held on either of the two Sundays in that period, at every service held on the first Sunday after the date on which the notice is displayed under paragraph (1), the person conducting the service must inform the congregation of the preparation of the new roll.

(6) In a case where the minister is absent or incapacitated by illness or for some other reason or where there is nobody who is the minister within the meaning of these Rules (see Rule 83(1)), the minister's function under this Rule is to be carried out by—

(a) the vice-chair of the PCC, or

(b) if there is not a vice-chair or the vice-chair is unable or unwilling to act, the secretary of the PCC or some other person appointed by the PCC.

7. Preparation of new roll: process

(1) The PCC of each parish must take reasonable steps to inform every person whose name is on the roll of the parish—

(a) that a new roll is being prepared, and

(b) that, if the person wishes to have his or her name entered on the new roll, the person must apply for enrolment.

(2) The duty under paragraph (1) does not apply in the case of a person whose name would be removed under Rule 4 if the roll were being revised; but before deciding that a person comes within the fourth, fifth or sixth case under that Rule, the PCC must take reasonable steps to establish the relevant facts.

(3) On the preparation of a new roll, the name of each person who is entitled to have his or her name entered under Rule 1 must be entered on the roll; and a fresh application on Form 1 is required from each person whose name is already on the roll.

(4) A person whose name is already on the roll is not disqualified from having his or her name on the new roll merely because he or she has not complied with the condition in Rule 1(4)(c) (habitual attendance at public worship), if the person was prevented from doing so by illness or other sufficient cause.

(5) In a case where paragraph (4) applies, the application on Form 1 must briefly state why the person did not comply with the condition in question.

8. Publication of new roll

(1) After the completion of a new roll under Rule 7, the PCC must—

(a) publish the roll in such form (whether electronic or otherwise) as it decides, and

(b) make a copy of the roll available for inspection, on a reasonable request being made.

(2) The period for which the new roll is published under paragraph (1)(a) must be at least 14 days before the annual parochial church meeting.

(3) The roll as published, and the copy made available for inspection, must include every name entered on the roll but no other personal data.

(4) A name may not be added to or removed from the roll between the day on which the roll is comleted and the conclusion of the annual parochial church meeting except in so far as is necessary—

(a) to correct an omission or other error, or

(b) for complying with Rule 1(2)(b) and (7) (persons becoming 16).

(5) The new roll takes effect on its publication under this Rule (at which point the previous roll ceases to have effect).

9. Boundary changes

(1) On an alteration of the boundaries of parishes, the PCC of each parish from which an area is transferred must ask each person resident in that area whose name is on the roll of the parish whether the person wishes to have his or her name transferred to the roll of the other parish.

(2) Where a person answers in the affirmative—

(a) the PCC must remove the person's name from the roll for its parish and inform the PCC of the parish in which the person now resides, and

(b) the PCC of that parish must enter the person's name on its roll without requiring him or her to apply for enrolment.

PART 2

Parish governance

11. Model Rules

The Rules in Part 9 apply to each parish.

PART 4

Diocesan synods

Membership

29. Composition

(1) A diocesan synod consists of—

(a) a house of bishops,

(b) a house of clergy, and

(c) a house of laity.

(2) The bishop of the diocese is the president of the diocesan synod.

30. House of bishops

The members of the house of bishops of a diocesan synod are—

(a) the bishop of the diocese, and

(c) such other persons in episcopal orders who work in the diocese as the bishop of the diocese may nominate with the agreement of the archbishop of the province.

31. House of clergy

(1) The ex officio members of the house of clergy of the diocesan synod are—

(a) the Archdeacon of Man,

(b) the Vicar General of the diocese (if in Holy Orders),

(c) the canons of the cathedral church of St German,

(d) the proctor elected from the diocese to the Lower House of Convocation of the province,

(e) the chair of the diocesan advisory committee (if in Holy Orders).

(2) The other members of the house of clergy of the diocesan synod are every clerk in Holy Orders —

(a) who is benefices or licensed to officiate in the diocese,

(b) who is nominated by the bishop under Rule 33,

(c) who holds permission to officiate in the diocese and is elected in accordance with Rule 33A, or

(d) who is made a member by virtue of a scheme under Rule 33C.

32. House of laity

(1) The ex officio members of the house of laity of the diocesan synod are—

(a) the Vicar General of the diocese (if not in Holy Orders),

(b) each person elected from the diocese as a member of the House of Laity of the General Synod, and

(c) the chair of the diocesan advisory committee (if not in Holy Orders).

(2) The other members of the house of laity of a diocesan synod are—

(a) any lay person nominated by the bishop under Rule 33,

(b) the parochial representatives of the laity elected to the synod in accordance with Rule 33B,

(c) every deaconess and full-time lay worker who is licensed by the bishop to work in the diocese, and

(d) any lay person who is made a member by virtue of a scheme under Rule 33C.

33. Power of bishop to nominate members

(1) The bishop of a diocese may nominate up to ten additional members of the diocesan synod.

(2) A clerk in Holy Orders who is nominated under this Rule becomes a member of the house of clergy of the diocesan synod.

(3) A lay person who is nominated under this Rule becomes a member of the house of laity of the diocesan synod.

(4) A person who becomes a member of a diocesan synod under this Rule has the same rights, and is subject to the same requirements, as an elected member.

(6) Where a person nominated under this Rule is a lay person who is on the roll of more than one parish, the person must choose the PCC of which he or she is to be a member.

33A. Election of certain members of the house of clergy

(1) A clerk referred to in Rule 31(2)(c) is elected, by and from the clerks in Holy Orders holding permission to officiate in the diocese, in such manner as the bishop may approve.

(2) One clerk of that description is to be so elected for every ten (or part of ten) clerks of that description.

(3) A clerk referred to in Rule 31(2)(c) —

(a) is elected in 2021 and every third year thereafter, and

(b) holds office for a term of three years beginning with 1 September following the date when the election takes place.

33B. Election of parochial representatives of the laity

(1) The parochial representatives of the laity on the diocesan synod—

(a) are elected in 2021 and every third year thereafter by the annual meeting of each parish in the diocese, and

(b) hold office for a term of three years beginning with 1 September following the date of their election.

(2) The diocesan synod must by resolution determine the numbers to be so elected from the several parishes, and those numbers must be related to the number of names on the roll of each parish as at the date of the annual meeting at which the election takes place.

(3) A resolution under paragraph (2) does not have effect in relation to an election unless it is passed before 1 January in the year in which the election takes place.

(4) The secretary of the diocesan synod must notify the secretary of each PCC of a resolution under paragraph (2) as soon as may be after it is passed.

33C. Scheme for representation of mission initiatives

(1) Where a bishop's mission order is in force, the standing committee may make a scheme to provide for the representation on the diocesan synod of such of the persons to whom the order relates as are specified in or under the scheme.

(2) The standing committee, in making a scheme under this rule, must have regard to—

(a) the need to make due provision for the representation of the worshipping community involved in the mission initiative, and

(b) the governance of the initiative (which may, for example, take the form of a charitable body of some kind).

(3) A scheme under this rule does not have effect unless it is approved by the diocesan synod.]

44. Procedure

(1) A diocesan synod must make standing orders.

(2) The standing orders must include provision—

(a) for the bishop of the diocese not to be required to chair meetings where the standing orders make other provision in that respect;

(b) for a member of the house of clergy to be elected as chair of that house and a member of the house of laity to be elected as chair of that house;

(c) for there to be a secretary;

(d) for a specified number of meetings to be held each year, with the minimum being two;

(e) for a meeting to be held if at least a specified number of members request that;

(f) for the bishop of the diocese to have a second, casting vote where there is an equality of votes in the house of bishops;

(g) for enabling the bishop of the diocese to require his or her opinion on a matter to be recorded in the minutes;

(h) for there to be a standing committee of the synod which has such membership as the standing orders may provide and—

(i) the functions exercisable by it under section 4(4) of this Measure, and

(ii) such other functions as may be conferred by the standing orders or by or under this or any other Measure or by or under Canon.

(3) The standing orders must also include provision—

(a) that, subject as follows, the assent of the synod is given only if each of the three houses gives its assent;

(b) that if the bishop of the diocese so directs on a question other than one on an Article 8 matter referred to the synod, the assent of the house of bishops is given only if the majority of the members who give assent includes the bishop;

(c) that a question relating only to the conduct of business is to be decided by the votes of the members present and voting;

(d) that any other question is to be decided by the votes of the members present and voting (with the assent of each of the three houses presumed), unless the bishop of the diocese or any ten members require there to be a separate vote by each house;

(e) that if the house of clergy and the house of laity are in favour of an Article 8 matter referred to the synod, it is deemed to be approved for the purposes of Article 8 of the Constitution.

(4) The standing orders may include provision for such other matters consistent with the provision required under paragraphs (2) and (3) as the diocesan synod decides.

(5) The provision which may be made under paragraph (4) includes provision to enable the chair of the house of clergy and the chair of the house of laity of the diocesan synod each to continue to hold office as such until the election of his or her successor as chair.

(7) The registrar of the diocese is the registrar of the diocesan synod.

(7A) The secretary of the diocesan synod is the diocesan electoral registration officer.

(8) A reference in this Rule to an Article 8 matter referred to a diocesan synod is a reference to a matter referred by the General Synod to that diocesan synod under Article 8 of the Constitution.

45. Casual vacancies

(1) A casual vacancy among the parochial representatives elected to the diocesan synod must be filled as soon as practicable after the vacancy occurs.

(2) Where the annual meeting is not due to be held within the two months following the occurrence of the vacancy, the vacancy must be filled by the election by the PCC of a person who is qualified to be elected as a parochial representative.

(3) The secretary of the PCC must notify the secretary of the diocesan synod of —

(a) the election of a parochial representative of the laity to fill a casual vacancy on the synod, and

(b) the name, address and email address (if any) of the representative so elected.

PART 5

House of Laity of the General Synod

46. Membership

(1) The members of the House of Laity of the General Synod are—

(a) each person elected by the diocesan electors of each diocese (see Rule 54),

(b) each representative elected under the Channel Islands (Representation) Measure 1931,

(c) two lay persons elected or chosen by and from the members of religious communities in either province, with the election or choice being made in such manner as the rules under Rule 56 provide,

(d) each person who is an ex officio member under Rule 47,

(e) each person who is co-opted under Rule 48, and

(f) at least three but no more than four other persons, each of whom is an actual communicant and who is elected or chosen as soon as practicable after a dissolution of the Synod in such manner as the Armed Forces Synod may decide or, in so far as provision is not made in that manner, in such manner as the rules under Rule 56 provide.

(2) The term of office of a member of the House of Laity under paragraph (1)(a), (b), (c) or (f) is (subject to termination or resignation) for the lifetime of the Synod for which the member is elected or chosen; but that does not prevent the person from doing either of the following during a dissolution of the Synod—

(a) acting under Article 3(4) of the Constitution (under which a person may continue to act as a member of a body of the Synod);

(b) continuing to be an ex officio member of a body constituted under these Rules.

(3) The deadline for qualifying as a member of a religious community for the purposes of paragraph (1)(c) is 6.00 a.m. on—

(a) the date of the dissolution of the Synod, or

(b) where there is a casual vacancy, the date on which nomination papers are issued.

(4) The total number of persons elected or chosen under the following provisions taken together must not exceed seven—

(a) paragraph (1)(f) of this Rule,

(b) in Canon H2 (representation of the clergy in the Lower House of the Convocations), paragraph 1(d) in the form which it takes in relation to the Province of Canterbury, and

(c) in Canon H3 (constitution of the Upper Houses of the Convocations), paragraph 1(bb).

(5) For the purposes of this Part of these Rules, the diocese in Europe is to be treated as a diocese in the province of Canterbury.

47. Ex officio members

(1) Each of the following, if not in Holy Orders, is an ex officio member of the House of Laity—

(a) the Dean of the Arches and Auditor;

(b) the Vicar-General of the Province of Canterbury;

(c) the Vicar-General of the Province of York;

(d) each of the three Church Estates Commissioners;

(e)the Chair of the Church of England Pensions Board;

(f) each member of the Archbishops' Council who is an actual communicant;

(g) the Chair of the Dioceses Commission.

(2) An ex officio member has the same rights and is subject to the same requirements as an elected member.

48. Co-option

(1) The House of Laity may co-opt a lay person aged 18 or over who is an actual communicant; but the number of co-opted members may not at any time exceed five.

(2) A person may be co-opted only if at least two-thirds of the Standing Committee of the House of Laity have consented, either at a meeting or in writing.

(3) A co-opted member has the same rights and is subject to the same requirements as an elected member.

(4) A co-opted member serves until the next dissolution of the Synod, subject to paragraph (5); but that does not prevent the member from doing either of the following during a dissolution of the Synod—

(a) acting under Article 3(4) of the Constitution (under which a person may continue to act as a member of a body of the Synod);

(b) continuing to be an ex officio member of a body constituted under these Rules.

(5) The House of Laity may impose a shorter term of membership on a co-opted member than would otherwise be the case.

(6) Paragraphs (4) and (5) do not prevent a person from being co-opted on one or more subsequent occasions.

(7) The House of Laity may by standing orders make provision to regulate the procedure for the appointment of co-opted members and provision which is incidental to such appointments or which otherwise gives effect to this Rule.

49. Numbers

One member of the House of Laity shall be elected by the diocesan electors of the diocese of Sodor and Man.

50. Qualifications for election

(1) A lay person is qualified for election for a diocese by the diocesan electors of that diocese if he or she meets—

(a) each of the first, second and third conditions, and

(b) either the fourth or the fifth condition.

(2) The first condition is that the person has received Communion according to the use of the Church of England, or a Church in communion with it, at least three times in the twelve months preceding the relevant day.

(3) The second condition is that the person—

(a) is confirmed or ready and desirous of being confirmed, or

(b) comes within paragraph 1(b) of Canon B 15A (communicant member of Church which subscribes to doctrine of Holy Trinity).

(4) The third condition is that the person is aged 18 or over on the relevant day.

(5) The fourth condition is that the person's name is, as at 6.00 a.m. on the relevant day on the roll of a parish in the diocese.

(7) The fifth condition is that the person has, at any time in the period of two months beginning one month before the relevant day, been declared by the leader of a mission initiative in the diocese to be part of the worshipping community involved in the initiative.

(8) A person who is on the roll of more than one parish must choose one of those parishes for the purposes of this Rule.

(10) The "relevant day" means—

(a) the date of the dissolution of the Synod, or

(b) in the case of an election to fill a casual vacancy, the date on which nomination papers are issued.

51. Electoral areas

The diocese of Sodor and Man is an electoral area for the purposes of elections to the House of Laity.

52. Timing

(1) The elections to the House of Laity are to be carried out in the period of 100 days beginning with the day on which the General Synod is dissolved.

(2) The elections are to be carried out in each diocese in accordance with the timetable provided by rules under Rule 56; and a reference in these Rules to a date given in the timetable for the stage of an election is a reference to the date given for that stage of the election in accordance with that timetable.

(3) This Rule has effect subject to any directions given by the General Synod or the Presidents.

53. Presiding officer

(1) For an election to the House of Laity, the presiding officer in each diocese is—

(a) the registrar of the diocese or a person appointed by him or her with the approval of the registrar of the province, or

(b) if the registrar of the diocese is a candidate in the election, a person appointed by the registrar of the province.

(2) The Business Committee must nominate an independent body which it is satisfied would be able to assist each presiding officer with the conduct of an election in the diocese to the House of Laity (including the issue of invitations to nominate and the lodging of nominations), in so far as the election involves a system of electronic voting.

(3) The presiding officer of each diocese must appoint the body nominated under paragraph (2) and may not appoint any other body or any individual for that purpose.

(4) The provincial registrars must jointly make rules imposing duties on the presiding officer in each diocese in connection with elections to the House of Laity held in that diocese.

(5) Rules under paragraph (4) are of no effect unless the Business Committee has approved them.

(6) The presiding officer must, in accordance with rules under Rule 56, give each person entitled to vote in an election to the House of Laity in a diocese a letter which contains the matters specified in those rules.

(7) In relation to an election of a representative of the diocese of Sodor and Man the rules have effect subject to whatever modifications are necessary.

54. Entitlement to vote

(1) A person is entitled to vote in an election to the House of Laity held in a diocese if, at the close of nominations, the person is a diocesan elector in that diocese.

(2) In the diocese of Sodor and Man, the diocesan electors are the members of the house of laity of the diocesan synod, apart from a lay member of a religious community with separate representation in the General Synod under rule 46(1)(c).

(2A) The diocesan electoral registration officer must record in a register (the "register of lay electors") the name and address of each of the members of the house of laity of the diocesan synod referred to in paragraph (1).

(2B) Where the diocesan electoral registration officer has been provided with an email address for a member of the house of laity, the address recorded for that member in the register must include that email address.

(4) The deadline for qualifying as a diocesan elector in an election to the House of Laity is 6.00 a.m. on—

(a) the date of the dissolution of the Synod, or

(b) in the case of an election to fill a casual vacancy, the date on which invitations to nominate are issued.

(8) The diocesan electoral registration officer must, no later than the date given in the timetable (which must be at least 14 days before the date given in the timetable for the issue of invitations to nominate under Rule 55), give a copy of the names and addresses (with any corrections required having been made) to the presiding officer in the election.

55. Nomination

(1) A candidate for election in a diocese to the House of Laity must be nominated by two persons, each of whom is a diocesan elector in the diocese.

(2) The presiding officer in each diocese, having taken into account the replies received to the letter sent by virtue of Rule 53(6), must ensure that, on the date given in the timetable, each diocesan elector in the diocese is issued with an invitation to nominate.

(3) If a person who is qualified for election but is not a diocesan elector requests a nomination paper, the presiding officer must ensure that the person is issued with a nomination paper.

(4) The period for making nominations begins with the date given in the timetable and ends with the date given in the timetable; and that period must be at least 21 days beginning with the day after that on which the invitations to nominate are issued.

(5) The presiding officer must ensure that, when an invitation to nominate is issued to a person, the person is also given written notification of when nominations close.

(6) The invitation to nominate must state that, if an election is held in which there are sufficient candidates to require a poll to be held and invitations to vote to be issued, the name of each person who has nominated a candidate will be published alongside the name of the candidate.

(7) Rules under Rule 56 must include provision for the inspection of the register of lay electors during the period within which nominations may be made.

56. Election rules

(1) The General Synod must make rules relating to the conduct of an election to the House of Laity (including an election to fill a casual vacancy).

(2) The rules may, in particular, make provision as to—

(a) the system by which, and the manner in which, the election is to be conducted;

(b) the process for issuing invitations to nominate and for the lodging and scrutiny of nominations;

(c) the conditions for the validity of a nomination;

(d) the preparation, circulation and distribution of election addresses and other election papers;

(e) the conditions for the validity of a vote in the election;

(f) the functions which the presiding officer is required or authorised to carry out in connection with the election;

(g) the assistance which the body nominated under Rule 53(2) may provide to a presiding officer;

(h) the entitlement of a presiding officer to a fee for the exercise of a function in connection with the election and the entitlement of the body nominated under Rule 53(2) to a fee for the assistance it provides to a presiding officer;

(i) the liability to pay the expenses of the election.

(3) The rules may, in so far as they provide for an election to the House of Laity to involve a system of electronic voting, modify the application of any provision of these Rules.

(4) The rules may—

(a) make different provision for different cases;

(b) make provision which applies generally or for specified cases or subject to specified exceptions;

(c) make supplementary, transitional or saving provision;

(d) make provision which confers a discretion on a person.

(5) The rules are to be made in accordance with the Standing Orders of the General Synod.

(6) In relation to an election of a representative of the diocese of Sodor and Man the rules have effect subject to whatever modifications are necessary.

PART 6

Appeals

57. Enrolment appeals

(1) A person who is refused enrolment on the roll of a parish may appeal against the refusal.

(2) A person whose name is removed from the roll of a parish may appeal against the removal.

(3) A person whose name is entered on the roll of a parish and who objects to the enrolment of another person on, or to the removal of another person's name from, the roll may appeal against the enrolment or removal.

(4) Notice of an appeal under this Rule—

(a) must be in writing,

(b) must give brief particulars of the grounds of the appeal, and

(c) be given to the secretary of the diocesan synod.

(5) Notice of an appeal under this Rule must be given no later than 14 days after—

(a) the date of the notification of the refusal, removal or enrolment concerned, or

(b) if the appeal arises from a revision of the roll of a parish or the creation of a new roll for a parish, the day on which the revised or new roll is published under Rule 5 or 8.

58. Election appeals

(1) An appeal may be made against the allowance or disallowance of a vote in—

(a) an election held under these Rules, or

(b) an election to a body constituted in accordance with these Rules.

(2) An appeal may be made against the result of —

(a) an election or choice held or made (or purporting to be held or made) under these Rules, or

(b) an election to a body constituted in accordance with these Rules.

(3) An error in the roll of a parish is not a ground of appeal against the result of an election unless —

(a) it has been determined on an appeal under Rule 57 that an error was made in the roll or the question is awaiting determination on an appeal under that Rule, and

(b) the error would or might be material to the result of the election in question.

(4) The allowance or disallowance of a vote is not a ground of appeal against the result of an election unless the allowance or disallowance would or might be material to the result of the election.

(5) An appeal under this Rule may be brought by —

(a) a candidate in the election,

(b) an elector in the election, or

(c) the chair of the house of laity of the diocesan synod (where the appeal relates to laity) or the chair of the house of clergy (where the appeal relates to clergy).

(6) On an appeal under this Rule arising out of an election to the diocesan synod, a person who was declared elected but whose election is or may be affected by the appeal is to be regarded for all purposes as a member of the synod pending the determination of the appeal.

(7) Notice of an appeal under this Rule—

(a) must be in writing,

(b) must give brief particulars of the grounds of the appeal, and

(c) be given to the secretary of the diocesan synod.

(8) Notice of an appeal under paragraph (1) must be given no later than 14 days after—

(a) the vote in question was allowed or disallowed, or

(b) if the appeal is being brought on the ground referred to in paragraph (3) but an appeal under Rule 57 has yet to be determined, the determination of that appeal.

(9) Notice of an appeal under paragraph (2) must be given no later than 14 days after—

(a) the result of the election or choice is declared, or

(b) if the appeal is being brought on the ground referred to in paragraph (3) but an appeal under Rule 57 has yet to be determined, the determination of that appeal.

(10) Paragraphs (1) and (2) do not apply in the case of an election to the House of Laity of the General Synod, as to which see Rule 59.

(11) For provision as to appeals relating to the election of a churchwarden, see section 7A of the Churchwardens Measure (Isle of Man) 2013.

59. Election appeals: House of Laity of General Synod

The rules made by the General Synod providing for a right of appeal against —

(a) a determination whether a nomination of a candidate for election to the House of Laity of the General Synod is valid, and

(b) result of an election to that House,

and having effect in England apply, subject to whatever modifications are necessary, to an appeal relating to an election to that House of a representative of the diocese of Sodor and Man.

60. Referral of appeal to Vicar General

(1) Where a notice of an appeal under Rule 57 or 58 is given, the secretary of the diocesan synod must, within 14 days of receiving the notice, refer the appeal to the Vicar General (unless the appellant has in the meantime given written notice to withdraw the appeal).

(2) If a purported notice of appeal under Rule 57 or 58 is given out of time, the secretary of the diocesan synod must, within 14 days of receiving the notice, refer the notice to the Vicar General (unless the person giving the notice has in the meantime given written notice to withdraw it).

(3) On receiving a referral under paragraph (2), the Vicar General must decide whether, even though the purported notice of appeal was given out of time, he or she will nonetheless hear the appeal.

(4) Where the Vicar General decides under paragraph (4) to hear the appeal—

(a) the period under Rule 57(5) or 58(8) or (9) for giving notice of appeal in that case is to be treated as having been extended so far as necessary, and

(b) the appeal is to be treated as having been brought under Rule 57 or 58 (as the case may be) and referred to the Vicar General for decision.

(5) Once an appeal is referred under paragraph (1) or a notice is referred under paragraph (2), the appellant may withdraw it only with the consent of the Vicar General.

61. Determination of appeal

(1) Where an appeal is referred under Rule 60 the Vicar General must, in deciding the matter at issue, consider all relevant circumstances; and for that purpose—

(a) may inspect any documents and papers relating to the subject-matter of the appeal, and

(b) is entitled to be provided with such information relating to the appeal as the Vicar General may require.

(2) The Vicar General must give the parties to the appeal an opportunity to appear before him or her in person or by a legal or other representative.

(3) On an appeal under Rule 57, the Vicar General must decide whether the grounds of appeal are established to his or her satisfaction.

(4) On an appeal under Rule 58, the Vicar General must come to one of the following decisions—

(a) that a person whose election is the subject of the appeal was duly elected;

(b) that the matter at issue amounts to a minor infringement which did not affect the outcome of the election and that the appeal should accordingly be dismissed;

(c) that the matter at issue amounts to a procedural irregularity in the conduct of the election but that the appeal should nonetheless in all the circumstances be dismissed;

(d) that the election is void.

(5) A decision under paragraph (3) or (4) is final as to the matter at issue.

(6) Where the Vicar General allows an appeal under paragraph (3), he or she —

(a) must direct that the roll of the parish is to be revised as he or she specifies, and

(b) may give whatever further directions he or she thinks necessary.

(7) Where the Vicar General makes the decision under paragraph (4)(d), he or she—

(a) must direct that a fresh election is to be held, and

(b) may give whatever further directions he or she thinks necessary.

(8) The Vicar General on an appeal may direct that a party to the appeal must pay the whole or part of the Vicar General's reasonable expenses; and if the Vicar General does so direct, he or she must specify the amount which that party must pay.

(9) The diocesan board of finance must pay the Vicar General's reasonable expenses, in so far as they are not paid under paragraph (6).

PART 7

Disqualification etc.

62. Disqualifications

(1) A person is disqualified from being nominated or elected or from serving as a member of the General Synod if the person holds or takes a paid office or employment the appointment to which is, or may be, made or confirmed by—

(a) the General Synod,

(b) the Convocations,

(c) the Archbishops' Council,

(d) the Church Commissioners,

(e) the Church of England Pensions Board, or

(f) the Corporation of the Church House.

(2) A person is not disqualified under paragraph (1)(d) merely because the person is appointed as a Church Commissioner in receipt of a salary or other emoluments.

(4) A person is disqualified for being a member of a PCC if he or she is disqualified for being a charity trustee under section 25 of the Charities Registration and Regulation Act 2019, unless the disqualification is the subject of a waiver which permits him or her to be a member of a PCC or a trustee of an ecclesiastical charity (within the meaning of Schedule 3 to the Church Act 1992).

(5) For further provision as to disqualification, see Rule 68 (safeguarding).

(6) For provision as to disqualification from being elected as a churchwarden, see section 5 of the Churchwardens Measure (Isle of Man) 2013.

64. Vacation of seat on diocesan synod

(1) The seat of a clerical member of the diocesan synod who is a member under sub-paragraph (a), (b), (c) or (d) of Rule 31(2) is vacated if the member ceases to be eligible for membership under that sub-paragraph and is not eligible for membership under another sub-paragraph of Rule 31(2).

(3) The seat of a lay member of a diocesan synod is vacated in each of the following three cases.

(4) The first case is where the member—

(a) was elected as a parochial representative of the laity, but

(b) ceases to have his or her name on the roll of the parish by which he or she was elected.

(7) The second case is where the member—

(a) became a representative under a scheme under Rule 33C (mission initiative), but

(b) ceases to be declared by the leader of the mission initiative concerned to be part of the worshipping community involved in the initiative.

(8) The third case is where the member becomes a clerk in Holy Orders.

(9) A lay member's seat is not vacated under paragraph (4) if—

(a) the member's name is entered on the roll of a parish in the diocese, or the leader of a mission initiative in the diocese declares the member to be part of the worshipping community involved in the initiative, and

(b) before the vacancy arises, the lay members of the standing committee resolve that the member’s seat is not to be vacated.

(10)If a lay member of a diocesan synod is also an elected member of the House of Laity of the General Synod, the member's seat on the diocesan synod is not vacated under this Rule if the standing committee make the decision referred to in Rule 65(7) (member willing and able to serve) in that member's case.

(11) A member's seat on a diocesan synod is vacated if it is decided on an appeal under Rule 58 that the member's election is void.

(12) For further cases where a member's seat on a diocesan synod is vacated, see Rule 68 (safeguarding etc.).

65. Vacation of seat in House of Laity of General Synod

(1) The seat of an elected member of the House of Laity of the General Synod is vacated in each of the following three cases.

(2) The first case is where the member—

(a) qualified for election under Rule 50(5) (parish roll), but

(b) ceases to have his or her name on the roll of a parish in the diocese concerned.

(5) The second case is where the member—

(a) became a representative under a scheme under Rule 33C (mission initiative), but

(b) ceases to be declared by the leader of the mission initiative concerned to be part of the worshipping community involved in the initiative.

(6) The third case is where the member becomes a clerk in Holy Orders.

(7) But a member's seat is not vacated under paragraphs (2) to (5) if, before the vacancy arises, the lay members of the standing committee decide that the member is willing and able to discharge to their satisfaction the duties of a member of the House of Laity of the General Synod elected for that diocese.

(8) Where a decision under paragraph (7) is made, the lay members of the standing committee must, no later than one year after making the decision and annually after that—

(a) review the member's membership of the House of Laity of the General Synod, and

(b) decide whether he or she is still willing and able as mentioned in paragraph (7).

(9) The seat of an elected member of the House of Laity of the General Synod is vacated if the member is disqualified under Rule 62(1).

(10) The seat of an elected member of the House of Laity of the General Synod is vacated if it is decided on an appeal under rules under Rule 59 that the member's election is void.

(11) For further cases where a member's seat in the House of Laity of the General Synod is vacated, see Rule 68 (safeguarding etc.).

66. Ex officio membership

(1) A person is not disqualified from being elected or chosen as a member of a body under these Rules merely because the person is also a member of that body ex officio.

(2) A person elected or chosen as a member of a body under these Rules does not vacate his or her seat merely because the person has become a member of that body ex officio.

67. Resignation

(1) A person holding office under these Rules or who is a member of a body constituted by or under these Rules may resign the office or membership by giving notice in writing to the secretary of the body of which the person is an officer or member.

(2) A resignation under this Rule takes effect—

(a) on the date specified in the notice, or

(b) if no date is specified in the notice, on the date on which the secretary receives the notice.

68. Safeguarding cases: disqualification and vacation of seat

(1) If a person is included in a barred list, the person is disqualified—

(a) from being nominated, chosen or elected as, or from serving as, a member of a PCC, a diocesan synod or the General Synod;

(b) from being appointed to act as, or from acting as, secretary or treasurer of a PCC.

(2) If a person is convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1966 (an Act of Tynwald), the person is disqualified—

(a) from being nominated, chosen or elected as, or from serving as, a member of a PCC, a diocesan synod or the General Synod;

(b) from being appointed to act as, or from acting as, secretary or treasurer of a PCC.

(3) If a person disqualified under paragraph (1) or (2) is a member of a PCC, a diocesan synod or

the House of Laity of the General Synod, the member's seat is vacated.

(4) A person's disqualification under paragraph (2) may be waived by the bishop of the diocese in question giving the person notice in writing; and the notice must specify the bishop's reasons for giving the waiver.

(5) Where a person whose seat has been vacated under paragraph (3) has his or her disqualification waived under paragraph (4), the person may resume his or her seat if it has remained vacant.

(6) A waiver under paragraph (4)—

(a) is of unlimited duration, and

(b) has effect in every diocese.

(7) Before deciding whether to give a waiver under paragraph (4), the bishop must consult—

(a) the diocesan safeguarding advisor, and

(b) such other persons as the bishop considers appropriate.

(8) On giving a notice under paragraph (4), the bishop must give a copy of the notice to the registrar of the diocese; and the registrar must file the copy in the diocesan registry.

69. Safeguarding cases: suspension

(1) This Rule applies where a member of a PCC or the secretary or treasurer of a PCC or a member of a diocesan synod or the General Synod—

(a) is arrested on suspicion of committing an offence mentioned in Schedule 1 to the Children and Young Persons Act 1966 (an Act of Tynwald), or

(b) is charged with an offence mentioned in that Schedule without being arrested.

(2) This Rule also applies where the bishop of a diocese is satisfied, on the basis of information provided by a Department or the Chief Constable, that a person of a description given in paragraph (1) presents a significant risk of harm.

(3) The bishop may suspend the person from the position in question by giving the person notice in writing; and the notice must specify the bishop's reasons for imposing the suspension.

(4) The bishop may at any time revoke the suspension by giving the person notice in writing.

(5) For the purposes of paragraph (2), a person presents a significant risk of harm if there is a significant risk that the person may—

(a) harm a child or vulnerable adult,

(b) cause a child or vulnerable adult to be harmed,

(c) put a child or vulnerable adult at risk of harm,

(d) attempt to harm a child or vulnerable adult, or

(e) incite another person to harm a child or vulnerable adult.

(6) Before deciding whether to suspend a person under paragraph (3), or to revoke a suspension made under that paragraph, the bishop must consult—

(a) the diocesan safeguarding advisor, and

(b) such other persons as the bishop considers appropriate.

(7) A suspension in a case within paragraph (1) continues (unless revoked under paragraph (4)) until the earlier of—

(a) the expiry of three months beginning with the day on which the notice is given, and

(b) the conclusion of the matter.

(8) Where a person is suspended in a case within paragraph (1) and the matter is not concluded before the expiry of the three-month period referred to in paragraph (7)(a), a further notice of suspension may be given under paragraph (3); and paragraph (7) and this paragraph apply to the further suspension as they applied to the earlier suspension or suspensions.

(9) A suspension in a case within paragraph (2) continues (unless revoked under paragraph (4)) until the expiry of three months beginning with the day on which the notice is given.

(10) Where a person is suspended in a case within paragraph (2), a further notice of suspension may be given under paragraph (3); and paragraph (9) and this paragraph apply to the further suspension as they applied to the earlier suspension or suspensions.

(11) Having given a notice of suspension or revocation under this Rule, the bishop must give each of the following written notification—

(a) the clergy who hold office in the parish,

(b) the churchwardens of the parish,

(c) the registrar of the diocese,

(d) the diocesan safeguarding advisor, and

(e) such other persons as the bishop considers appropriate.

(12) The registrar must file a notification given under paragraph (11)(c) in the diocesan registry.

(13) For the purposes of this Rule, a matter is concluded when—

(a) a decision is taken not to charge the person with the offence in question, or

(b) where the person is charged with the offence, the proceedings for the offence are concluded.

70. Safeguarding cases: appeal against suspension

(1) A person who is given a notice of suspension under Rule 69(3) may appeal against the suspension in accordance with rules for the time being in force under section 83 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018.

(2) An appeal under this Rule must be made to the Vicar General.

(3) On an appeal under this Rule, the Vicar General may, within 28 days following the lodging of the appeal, either confirm or revoke the suspension.

71. Safeguarding cases: interpretation

(1) In this Part of these Rules—

"barred list" has the same meaning as in the Safeguarding Vulnerable Groups Act 2006;

"the Chief Constable" means the Chief Constable of the Isle of Man;

"child" means a person aged under 18;

"Department" means a Department of the Isle of Man Government;

"diocesan safeguarding advisor" means the person appointed as such under Canon C 30 for the diocese in question;

"vulnerable adult" has the same meaning as in the Safeguarding and Clergy Discipline Measure 2016.

(2) A reference in this Part of these Rules to an offence mentioned in Schedule 1 to the Children and Young Persons Act 1966 (an Act of Tynwald) is a reference to an offence which is—

(a) mentioned in that Schedule as amended, extended or applied from time to time, or

(b) treated by an enactment (whenever passed or made) as if it were mentioned in that Schedule.

PART 8

Miscellaneous

72. Personal data handling

A person who holds personal data about one or more other persons for the purposes of these Rules—

(a) must ensure that the personal data is held securely, and

(b) for that purpose, must have regard to such guidance as the Archbishops' Council may from time to time issue (so far as applicable to the Isle of Man).

73. Casual vacancies

(1) An election to fill a casual vacancy under these Rules is to be conducted in the same manner as an ordinary election (unless the election takes place at a meeting held in accordance with Rule 45).

(2) The provisions of these Rules relating to casual vacancies—

(a) apply to the election of a member of a body constituted by or under these Rules;

(b) apply in relation to the choice of a person, with a reference to an election to fill a casual vacancy accordingly being read instead as a reference to a choice to fill one.

(3) A person elected or chosen to fill a casual vacancy holds office only for the unexpired portion of the term of office to be served in the case of that vacancy.

74. Irregularities

(1) Where irregularities are found during an election such that the presiding officer forms the opinion that the proceedings on the election should be declared null and void, the officer—

(a) must declare that the proceedings are null and void,

(b) must give notice to all electors of that declaration, and

(c) must cause a fresh election to be held.

(2) Where a notice is given under paragraph (1)(b), the election under paragraph (1)(c) must be completed within three months of the date of the notice.

(3) Where, in the case of an election to a diocesan synod, it is decided on an appeal that the election was not valid and a direction is goven that a fresh election be held, the election must be completed within three months of the direction being given.

75. Constraints in elections

(1) Where there is a requirement in an election conducted under these Rules or under rules made under Rule 42 or 56 for a given number, or at least a given number, of the places available to be filled by candidates of a defined category, the presiding officer must examine the valid nominations to ascertain the number of candidates of that category.

(2) If the number of candidates of that category who are nominated is less than or equal to the required given number—

(a) those candidates are declared elected and their names are not included on the voting paper, and

(b) the requirement for a given number is disregarded and the election proceeds with the number of seats to be filled being reduced by the number of persons declared elected.

(3) The presiding officer must circulate with the voting papers a separate notice giving the name of each person who has been declared elected under paragraph (2).

(4) In the application of this Rule to an election which involves a system of electronic voting, a reference to something included on or circulated with a voting paper is to be read as including a reference to it being provided as part of the procedure provided for by the system being used in the election for electronic voting.

76. Communicating by email or post

(1) If a person has provided an email address—

(a) any communication required or authorised to be given to that person by or under these Rules may be sent to that email address, and

(b) any disclosure of the person's name and address required or authorised by or under these Rules must include that email address.

(2) A communication sent by email is to be treated as being in writing if it is received in a form which is legible and capable of being used for subsequent reference.

(3) Where a communication is sent to a person by email at the most recent address provided by that person, it is to be treated as having been given to the person at the time at which it is sent.

(4) Where a communication is sent to a person by post and addressed to that person at his or her last known address, it is to be treated as having been given to the person by the time at which it would be delivered in the ordinary course of post.

77. Implied power to vary or revoke

(1) A power conferred by these Rules to make, approve or pass a rule, order, resolution, determination, decision, appointment or scheme includes a power to vary or revoke it.

(2) A power conferred by these Rules to give a consent includes a power to vary or revoke the consent.

(3) A power conferred by these Rules to specify something includes a power to vary or revoke the specification.

(4) A power to vary or revoke is exercisable in the same manner and subject to the same conditions as the power to which it relates.

(5) This Rule does not apply to the power to give a waiver under Rule 68(4) (safeguarding: disqualification).

78. Power of bishop to make supplementary provision etc.

(1) In carrying out the provisions of these Rules in a diocese, the bishop of the diocese may exercise the following powers.

(2) The bishop may make provision for any matter not provided for in these Rules.

(3) The bishop may appoint a person to do something in respect of which there has been neglect or default by the person required by these Rules to do it.

(4) Where a PCC has no members or not enough members to be able to form the quorum for a meeting (see Rule M27), the bishop may appoint a person to do something which the PCC or an officer of the PCC is required to do by or under these Rules.

(5) The bishop may, so far as necessary for giving effect to the intention of a provision of these Rules—

(a) extend or alter the time for holding a meeting;

(b) modify the procedure for a meeting;

(c) extend or alter the time for holding an election;

(d) modify the procedure for an election.

(6) Paragraph (5)(c) and (d) does not apply to—

(a) an election to fill a casual vacancy,

(b) an election to the House of Laity of the General Synod, or

(c) an election to be held under Rule 74(1)(c) (fresh election following finding of irregularities).

(7) Where difficulties arise, the bishop may (subject to paragraphs (5) and (6)) give whatever directions he or she considers appropriate for removing those difficulties.

(8) This Rule does not authorise a bishop—

(a) to validate anything that was invalid when it was done, or

(b) to give a direction that is contrary to a resolution of the General Synod.

79. Delegation by archbishop or bishop

(1) An archbishop or any other bishop of a diocese may appoint a commissary and delegate to that commissary some or all of the functions of the archbishop or other bishop under these Rules.

(2) But a bishop's functions as president of the diocesan synod may be delegated only to a person in episcopal orders.

(3) During a vacancy in an archbishopric, or where because of illness an archbishop is unable to exercise his or her functions as such under these Rules (including the power under paragraph (1)), the functions are exercisable by the other archbishop.

(4) During a vacancy in a diocesan bishopric, the functions of the bishop under these Rules (including those as president of the diocesan synod but not including the power under paragraph (1)) are exercisable by such person in episcopal orders as the archbishop of the province may appoint.

(5) Where because of illness, the bishop of a diocese is unable to exercise his or her functions as such under these Rules (including the power under paragraph (1)), the archbishop of the province may, if he or she thinks it necessary or appropriate, appoint a person in episcopal orders to exercise the functions.

(6) If a person appointed under paragraph (1), (4) or (5) is a member of the house of clergy of a diocesan synod, that membership is suspended for the duration of the appointment.

(7) If a person appointed under paragraph (4) or (5) becomes unable to act under the appointment because of illness, the archbishop may revoke the appointment and make a fresh one.

80. Validity of proceedings, etc.

(1) The proceedings of a body constituted under these Rules are not invalidated by a vacancy in the membership of the body or a defect in the qualification, election, choice or appointment of any of its members.

(2) Proceedings are not invalidated by the use of a form which differs from that specified by these Rules if the form used is to a substantially similar effect; and any question on that point is to be decided by the Vicar General.

(3) Where there is an omission in a parish to prepare or maintain the roll or to hold the annual parochial church meeting, the archdeacon must, on having the omission brought to his or her attention, ascertain the cause of the omission and report to the bishop of the diocese accordingly.

(4) In its application to the diocese in Europe, this Rule has effect as if the references to these Rules were a reference to such of the provisions of these Rules as apply to that diocese.

81. Power of Business Committee to specify matters

(1) A power conferred by these Rules on the Business Committee to specify something is exercisable by way of instrument.

(2) An instrument under this Rule—

(a) must be laid before the General Synod, and

(b) does not come into force unless it has been approved by the Synod, with or without amendment.

(3) If the Business Committee decides that an instrument under this Rule does not need to be debated by the Synod, it is to be treated as approved without amendment for the purposes of paragraph (2) unless a member of the Synod gives notice under its Standing Orders that the member—

(a) wishes the matter to be debated, or

(b) wishes to move an amendment to it.

82. Interpretation: references to parishes and other areas

(1) In these Rules, "parish" means an ecclesiastical parish.

(2) A reference in these Rules to residence in a parish includes a reference to residence in any extra-parochial place which abuts the parish; and any question on that point is to be decided by the standing committee.

(3) A reference in these Rules to residence does not include a reference to residence of a casual nature.

(4) A reference in these Rules to the area of a benefice is, where—

(a) two or more benefices are held in plurality,

(b) there is, or is to be, a team ministry for the area of one of those benefices, and

(c) a pastoral scheme provides for extending the operation of the team ministry, so long as the plurality continues, to the area of any other benefice so held,

a reference to the combined area of the benefices concerned.

83. Interpretation: references to Church offices, structures etc.

(1) In these Rules, "minister", in relation to a parish, means—

(a) the incumbent or priest in charge of the benefice to which the parish belongs or, in the case of a conventional district, the curate in charge, or

(b) a vicar in a team ministry to the extent that the duties of a minister are assigned to the vicar by a pastoral scheme or by the vicar's licence from the bishop.

(2) In these Rules, "actual communicant" means a person—

(a) who has received Communion according to the use of the Church of England or a Church in communion with it at least three times during the 12 months preceding the date of the person becoming a member of a body the eligibility for membership of which depends on a person being an actual communicant, and

(b) who either is confirmed or ready and desirous of being confirmed or is receiving Communion as referred to in paragraph 1(b) of Canon B 15A (communicant members of other Churches subscribing to doctrine of Holy Trinity).

(3) A question as to whether a Church is in communion with the Church of England is to be decided for the purposes of these Rules by the Archbishop of Canterbury and the Archbishop of York acting jointly.

(4) Where a question as to whether a Church is in communion with the Church of England has been determined under section 6(2) of the Overseas and Other Clergy (Ministry and Ordination) Measure 1967, that determination has effect for the purposes of these Rules (as well as for the purposes of that Measure).

(5) In these Rules, "public worship" means public worship according to the rites and ceremonies of the Church of England; and a reference in these Rules to a building licensed for public worship includes a reference to a building only part of which is so licensed.

(9) A reference in these Rules to the occurrence of a casual vacancy includes a reference to a case where there are not enough candidates nominated to fill the places available.

(10) A person who has executed a deed of relinquishment under the Clerical Disabilities Act 1870 is, for the purposes of these Rules, not to be treated as a clerk in Holy Orders (and is accordingly to be treated as a lay person) if—

(a) the deed has been enrolled in the High Court and recorded in the registry of a diocese under that Act, and

(b) no vacation of the enrolment of the deed is recorded in a diocesan registry under the Clerical Disabilities Act 1870 (Amendment) Measure 1934.

83A. Interpretation: remote meetings

(1) This Rule applies for the purposes of these Rules and for the purposes of any provision made by or under any other Measure or other instrument (whenever passed or made) about meetings of a body constituted by or under these Rules or about parochial church meetings.

(2) A reference to a meeting includes a reference to a meeting which persons may attend, speak at, vote in, or otherwise participate in without any, or without all, of the persons being together in the same place.

(3) A reference to a place where a meeting is held, or is to be held, includes a reference to more than one place, including electronic, digital or virtual locations, web addresses or conference call telephone numbers.

(4) A person is to be regarded as present at a meeting at any given time if the person is at that time able to hear and be heard by, and where practicable to see and be seen by, the other persons present.

(5) A reference to being present at a meeting includes a reference to being present by electronic means, including by telephone conference, video conference, live webcast or live interactive streaming.

(6) Relevant procedural rules are to be taken to provide, in so far as they do not already, for participation in meetings without any, or without all, of the persons being together in the same place; and for this purpose, "relevant procedural rules" are—

(b) in the case of a diocesan synod, standing orders under Rule 44;

(c) in the case of a parochial church meeting, rules of procedure under Rule M7.

84. Interpretation: minor definitions

(1) In these Rules—

"Business Committee" means the Business Committee of the General Synod;

"the Constitution" means the Constitution of the General Synod as set out in Schedule 2 to this Measure;

"lay chair", in relation to a deanery synod, has the meaning given in Rule 26(7);

"mission initiative" has the meaning given in Schedule 6A to the Mission and Pastoral Measure (Isle of Man) 2012 (and, where a mission initiative has more than one leader, a reference to the leader is to be read as a reference to any of them);

"PCC" means parochial church council;

"personal data" has the same meaning as in the Data Protection Act 2018;

"register of lay electors" has the meaning given in Rule 54(2A);

"religious community" means a religious community which comes within the meaning given in the Canons (see Canon DA 1) and is designated by the House of Bishops for the purposes of these Rules;

"the roll" has the meaning given in Rule 1(1);

"standing committee" (except in Rules M25 and M31) means the standing committee of the diocesan synod.

(2) A reference in these Rules to something being in writing is to be read with Rule 76(2) (which makes provision about emails).

(3) A reference in these Rules to a numbered Form is a reference to the Form numbered as such in Part 10.

(4) A reference in these Rules to a Rule, a Measure or a provision of a Measure is a reference to that Rule, Measure or provision as it has effect in the Isle of Man.

PART 9

Parish governance: Model Rules

Section A: Annual parochial church meeting

The annual meeting

M1 Timing and attendance

(1) In every parish, the annual parochial church meeting (referred to in this Part of these Rules as "the annual meeting") must be held in the period

which begins with 1 January and ends with 31 May.

(2) The following persons are entitled to attend the annual meeting and take part in its proceedings—

(a) every lay person whose name is on the roll of the parish,

(b) every clerk in Holy Orders to whom paragraph (3) applies,

(c) where the parish is in the area of a benefice for which there is a team ministry, every member of the team,

(d) where the parish is in the area of a group ministry, every incumbent and priest in charge in the group ministry, and

(e) where the parish is in the area of a group ministry which includes the area of a benefice for which there is a team ministry, every vicar in the team ministry.

(3) This paragraph applies to a clerk in Holy Orders if he or she—

(a) is beneficed in or licensed to the parish or to another parish in the area of the benefice to which the parish belongs,

(b) is resident in the parish and is not beneficed in or licensed to any other parish,

(c) does not come within sub-paragraph (a) or (b) but is declared by the PCC with the agreement of the minister to be a habitual worshipper in the parish, or

(d) is a co-opted member of the PCC under Rule M15(1)(k).

(4) A declaration under paragraph (3)(c) has effect until the earlier of—

(a) the conclusion of the annual meeting in the year in which a new roll is prepared under Rule 7, and

(b) the clerk in question ceasing to be a habitual worshipper in the parish.

M2 Convening meeting

(1) The minister must convene the annual meeting by displaying a notice in Form M1—

(a) in the case of the parish church or, where there is more than one church in the parish, each of those churches, on or near the principal door, and

(b) in the case of each building in the parish licensed for public worship, in a location readily visible to members of the congregation.

(2) The period for which a notice under paragraph (1) is on display must include the last two Sundays before the day of the meeting.

(3) The annual meeting must be held at a place in the parish unless the PCC decides otherwise.

(4) In a case where the minister is absent or incapacitated by illness or for some other reason or where there is nobody who is the minister within the meaning of these Rules (see Rule 83(1)), the minister's function under this Rule is to be carried out by—

(a) the vice-chair of the PCC, or

(b) if there is not a vice-chair or the vice-chair is unable or unwilling to act, the secretary of the PCC or some other person appointed by the PCC.

M3 New parish: special meeting

(1) Where the parish is a new parish created by a pastoral scheme, the minister of the new parish or, in the absence of a minister, a person appointed by the bishop of the diocese must, as soon as possible after the scheme comes into operation, convene a special parochial church meeting (referred to as "the special meeting").

(2) The special meeting is to be treated for the purposes of these Rules as the annual meeting for the year in which it is held.

(3) Subject to that, the provisions of these Rules relating to the convening or conduct of the annual meeting apply to the special meeting.

Proceedings and elections

M4 Chair

(1) The chair of the annual meeting is—

(a) the minister, or

(b) if the minister is absent or decides to vacate the chair or if there is nobody who is the minister within the meaning of these Rules (see Rule 83(1)), the vice-chair of the PCC, or

(c) if the vice-chair of the PCC is absent or decides not to take the chair—

(i) a person chosen by the annual meeting, or

(ii) if the parish belongs to a benefice for which there is a team ministry and paragraph (2) applies, the rector in the team ministry.

(2) This paragraph applies if—

(a) a vicar in the team ministry has the function of chairing the annual meeting (or a share in discharging that function) by virtue of a pastoral scheme or bishop's licence, and

(b) the vicar is absent but the rector in the team ministry is present.

(3) If there is an equality of votes, the chair of the meeting has a second, casting vote, except in the case of an election taking place at the annual meeting (as to which, see Rule M9(8)).

M5 Business: reports etc.

(1) The PCC must provide the annual meeting with each of the following, which the annual meeting may then discuss—

(a) a report on the changes to the roll since the last annual meeting or, in a year in which a new roll is prepared, a report on the numbers entered on the new roll,

(b) an annual report on the proceedings of the PCC and the activities of the parish generally,

(c) the accounts of the PCC, including the accounts of all trusts administered by it, for the year ending on 31 December preceding the meeting;

(ca) a statement of the funds and property, if any, remaining in the hands of the PCC at that date;

(cb) the accounts and statements referred to in section 6(1) of the Church Property Measure (Isle of Man) 2021;

(d) the annual fabric report under section 50 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, and

(e) a report of the proceedings of the diocesan synod.

(2) The PCC must ensure that a copy of the roll is available for inspection at the meeting.

(3) The annual report to be provided under paragraph (1)(b) must include a statement as to whether the PCC has complied with the requirements imposed by the code under section 5A of the Safeguarding and Clergy Discipline Measure 2016.

(4) The annual report to be provided under paragraph (1)(b) must be prepared in the form specified by the standing committee.

(5) The accounts and statements to be provided under paragraph (1)(c) and (ca) —

(a) if a form of accounts and statements is specified by the diocesan board of finance, must be prepared in that form;

(b) must be independently examined in accordance with section 8(2) of the Parochial Church Councils (Powers) Measure 1956; and

(c) must be published in accordance with section 8(3)(b) of that Measure.

(6) If the PCC approves the financial statements that have been examined or audited under paragraph (5)(b), the chair of the meeting at which they are approved must sign them.

(7) Once the financial statements have been signed under paragraph (6), the PCC must, for at least seven days before the annual meeting—

(a) publish the signed statements in such form (whether electronic or otherwise) as it decides, and

(b) make a copy of the signed statements available for inspection, on a reasonable request being made.

(8) The PCC must, before the end of 28 days beginning with the date of the annual meeting, send a copy of the examined accounts and statements provided under paragraph (1)(c) and (ca) to the diocesan board of finance in accordance with section 8(3) of the Parochial Church Councils (Powers) Measure 1956.

M6 Business: elections and appointments

(1) The annual meeting must, in the manner provided by Rule M9, do the following things in the following order—

(a) elect in every third year parochial representatives of the laity to the deanery synod;

(b) elect parochial representatives of the laity to the PCC;

(c) elect parochial representatives of the laity to the mission council.

(2) The annual meeting, having conducted the elections under paragraph (1), must appoint a person who is not a member of the PCC to be the independent examiner of the PCC for a term of office ending at the conclusion of the next annual meeting.

(3) It is for the PCC to pay the remuneration of a person appointed under paragraph (2).

(4) A person may be appointed as the independent examiner of the PCC only if that person is qualified under section 8(2) of the Parochial Church Councils (Powers) Measure 1956.

(6)The annual meeting may not appoint sidesmen; the duty to do so is imposed on the PCC by section 2(2)(f) of the Parochial Church Councils (Powers) Measure 1956.

(7) In the case of a new parish (see Rule M3), a special meeting must (in addition to its other business) decide on the number of members of the PCC who are to be elected representatives of the laity until the annual meeting held in the following year.

M7 Business: miscellaneous

(1) Any person who is entitled to attend the annual meeting may ask a question about parochial church matters or bring about a discussion of any matter of parochial or general church interest—

(a) by moving a general resolution, or

(b) by moving to make a particular recommendation to the council in relation to its duties.

(2) The annual meeting—

(a) may adjourn;

(b) may determine its own rules of procedure.

(3) The secretary of the PCC, or such other person as the meeting may appoint instead, acts as the clerk of the annual meeting and must record the minutes.

M8 Qualifications of persons to be elected

(1) A person is qualified for election as a parochial representative of the laity to the diocesan synod, PCC or mission council under Rule M6(1)(a), (b) or (c) if—

(a) the person is aged 16 or over,

(b) he or she is an actual communicant, and

(c) his or her name is on the roll of the parish and, unless he or she is aged under 18 at the date of the election, has been on the roll for at least the preceding six months.

(2) But if the person has his or her name on the roll of more than one parish, he or she must choose one of the parishes concerned for the purpose of qualifying for election as a parochial representative of the laity to the diocesan synod.

(2A) Where a person does not satisfy the condition in paragraph (1)(b), or the condition in paragraph (1)(c) for the person's name to have been on the roll for at least the previous six months, the bishop may waive the condition concerned so far as it applies to qualification for election to the PCC, if the bishop considers there are exceptional circumstances which justify waiving the condition.

(3) A person may not be nominated for election under Rule M6(1)(a), (b) or (c) unless—

(a) the person has indicated his or her consent to serve, or

(b) there is, in the opinion of the meeting, sufficient evidence of his or her willingness to serve.

(4) A person may not be nominated for election under Rule M6(1)(a) if the person is disqualified under Part 7 from membership of the diocesan synod.

(8) A person may not be nominated for election under Rule M6(1)(b) if—

(a) the person is disqualified under Part 7 from membership of the PCC, or

(b) the person is disqualified from being the trustee of a charity (and the disqualification is not subject to a waiver which permits membership of a PCC).

M9 Conduct of an election

(1) This Rule applies in the case of every election which is to take place at the annual meeting.

(2) A candidate must be nominated, either before the meeting in writing or at the meeting, by two persons each of whom—

(a) must be entitled to attend the meeting, and

(b) must have his or her name on the roll of a parish.

(3) If the number of candidates does not exceed the number of seats to be filled, each candidate is declared elected.

(4) If the number of candidates exceeds the number of seats to be filled, an election must take place in accordance with the following provisions.

(5) Every lay person whose name is on the roll of the parish is entitled to vote in the election.

(6) Each person entitled to vote has as many votes as there are seats to be filled, but may not give more than one vote to the same candidate.

(7) Votes may be given by a show of hands; but if one or more persons object to that, each vote is to be given on a voting paper signed on the back by the voter.

(8) If there is an equality of votes, the election is decided by the drawing of a lot by the presiding officer.

(9) On a recount of an election or a stage of an election, either on an appeal or at the request of the presiding officer or a candidate, if the original count and the recount are identical at the point when a lot must be drawn, the original lot must be used to decide.

(10) The presiding officer for an election at the annual meeting is the chair of the meeting.

M12 Result of an election

(1) The result of an election held at the annual meeting must be announced as soon as practicable by the presiding officer.

(2) A notice of the result must be displayed—

(a) in the case of the parish church or, where there is more than one church in the parish, each of those churches, on or near the principal door, and

(b) in the case of each building in the parish licensed for public worship, in a location readily visible to members of the congregation.

(3) A notice under paragraph (2) must remain on display for at least 14 days.

(4) The notice must specify the date on which the result was declared.

(5) After the end of the period for which the notice was on display under paragraph (3), the secretary of the PCC must keep a list of every member's name and address.

(6) The list under paragraph (5) must be made available for inspection, on reasonable notice being given to the secretary by a person who is resident in the parish or has his or her name on the roll; but the secretary need not provide a copy of the list.

(7) Where a member has provided the secretary with an email address, the address recorded for that member on the list must include that email address.

(8) The list in the form in which it is made available under paragraph (6) must include every name recorded on it but no other personal data.

(9) The secretary of the PCC must notify the secretary of the diocesan synod of —

(a) the name, address and email address (if any) of every person elected to the diocesan synod as a parochial representative of the laity; and

(b) the number of names on the roll of the parish as at the date of the annual meeting.

(10) The secretary of the PCC must notify the secretary of the mission council of the name, address and email address (if any) of every person elected to the mission council as a parochial representative of the laity.

Special and extraordinary meetings

M13 Special meeting

(1) The minister may convene a special parochial church meeting in addition to the annual meeting; and the minister must do so if at least one-third of the lay members of the PCC make a written representation to him or her for there to be such a meeting.

(2) The provisions of these Rules relating to the convening or conduct of the annual meeting apply, with whatever modifications are necessary, to a special parochial church meeting.

(3) The following persons are entitled to attend a special parochial church meeting—

(a) every lay person whose name is on the roll of the parish on the day which is 21 clear days

before the day on which the meeting is to be held, and

(b) every clerk in Holy Orders who would be entitled to attend the annual meeting if it were to be held on the day on which the special meeting is to be held.

(4) In a case where the minister is absent or incapacitated by illness or for some other reason or where there is nobody who is the minister within the meaning of these Rules (see Rule 83(1)), the minister's function under this Rule is to be carried out by—

(a) the vice-chair of the PCC, or

(b) if there is not a vice-chair or the vice-chair is unable or unwilling to act, the secretary of the PCC or some other person appointed by the PCC.

M14 Extraordinary meeting

(1) The archdeacon must, subject to paragraphs (2) and (3), convene an extraordinary parochial church meeting if—

(a) at least one-third of the lay members of the PCC or one-tenth of the persons whose names are on the roll of the parish make a written representation to the archdeacon to that effect, and

(b) the archdeacon considers that the representation is made with sufficient cause.

(2) Where the archdeacon is the minister, the bishop of the diocese or a person appointed by the bishop must, subject to paragraph (3), convene an extraordinary parochial church meeting if—

(a) at least one-third of the lay members of the PCC or one-tenth of the persons whose names are on the roll of the parish make a representation to the bishop for there to be such a meeting, and

(b) the bishop or a person appointed by the bishop considers that the representation is made with sufficient cause.

(3) The duty under paragraph (1) or (2) does not arise if, in response to the representation, an extraordinary meeting of the PCC is convened under Rule M33.

(4) At a meeting convened under this Rule, the person who convened the meeting must either take the chair or appoint someone else to do so.

(5) If the chair of the meeting would not otherwise be entitled to attend, he or she may not vote on any resolution before the meeting.

(6) The following persons are entitled to attend an extraordinary parochial church meeting—

(a) every lay person whose name is on the roll of the parish on the day which is 21 clear days before the day on which the meeting is to be held, and

(b) every clerk in Holy Orders who would be entitled to attend the annual meeting if it were to be held on the day on which the extraordinary meeting is to be held.

Section B: Parochial church council

Membership

M15 Members

(1) The members of the PCC are—

(a) every clerk in Holy Orders who is beneficed in or licensed to the parish,

(b) any clerk in Holy Orders who is authorised to chair meetings of the PCC under Rule M26,

(c) any deaconess or lay worker licensed to the parish,

(d) if the parish is in the area of a benefice for which there is a team ministry, every member of the team,

(e) the churchwardens of the parish,

(h) if the annual meeting decides that one or more of the readers licensed to the parish or to an area including the parish whose names are on the roll of the parish should be members, the reader or readers in question,

(i) every person whose name is on the roll of the parish and who is a lay member of a diocesan synod or the General Synod,

(j) the elected representatives of the laity, with the number being determined under paragraphs (8) and (9), and

(k) any clerk in Holy Orders, or any actual communicant aged 16 or over, whom the PCC decides to co-opt as a member, with the number being determined under paragraph (10).

(2) A clerk in Holy Orders (other than the minister) is not eligible for membership under paragraph (1)(a) or (d) if, were he or she to become a member, the number of clerical members would equal or exceed the number of lay members.

(3) Where there are two or more clerks in Holy Orders who (but for this paragraph) would become eligible under paragraph (1)(a) or (d) on the same day, paragraph (2) applies to each of those clerks taken together; and, accordingly, in a case within paragraph (2), none of them are eligible for membership under paragraph (1)(a) or (d) (as the case may be).

(4) A person is eligible for membership under paragraph (1)(e), (f) or (g) only if the person is an actual communicant whose name is on the roll of the parish.

(5) For the purposes of paragraph (1)(i), a lay member of a deanery synod who is a parochial representative elected by the annual meeting of the parish is eligible only for membership of the PCC for the parish, even if the person's name is on the roll of one or more other parishes.

(6) For the purposes of paragraph (1)(i), a lay member of a deanery synod who is a member of the synod otherwise than by virtue of election as a parochial representative and whose name is on the roll of the parish and on the roll of one or more other parishes—

(a) must choose one of the parishes concerned, and

(b) is accordingly eligible only for membership of the PCC for the parish if it is the parish which he or she chooses.

(7) For the purposes of paragraph (1)(i), a lay member of a diocesan synod or a member of the House of Laity of the General Synod whose name is on the roll of the parish and on the roll of one or more other parishes—

(a) must choose one of the parishes concerned, and

(b) is accordingly eligible only for membership of the PCC for the parish if it is the parish which he or she chooses.

(8) The number of representatives of the laity for the purposes of paragraph (1)(j) is—

(a) if there are no more than 50 names on the roll, six;

(b) if there are more than 50 but no more than 100, nine;

(c) if there are more than 100, a further three per hundred names and, where the number of names on the roll is not divisible by 100 without fraction or remainder, for the fraction or remainder, up to a maximum of 15.

(9) The annual meeting may by resolution vary the number of representatives there would otherwise be for the parish under paragraph (8); but a resolution under this paragraph does not take effect before the next annual meeting.

(10) The number of members under paragraph (1)(k) is either two or any greater number which does not exceed one-fifth of the number of members under paragraph (1)(j).

(11) A person whose name is removed from the roll of the parish on a revision under Rule 4 ceases to be a member of the PCC on the date on which the revised roll is completed.

(12) A person who does not make a fresh application for enrolment when a new roll of the parish is being prepared ceases to be a member of the PCC on the date on which the new roll is completed.

(13) A person who is or becomes disqualified as a member of the PCC (whether under Part 7 or otherwise) ceases to be a member on the date on which the disqualification takes effect.

(14) In a case within paragraph (11) or (12), the PCC may nonetheless co-opt the person concerned as a member under paragraph (1)(k).

M16 Term of office: representatives of the laity

(1) A person who is a member of the PCC under Rule M15(1)(j) (representatives of laity) holds office as such for a period which—

(a) begins with the conclusion of the annual meeting at which the person was elected as a representative of the laity, and

(b) ends with the conclusion of the third subsequent annual meeting.

(2) But the annual meeting may, despite paragraph (1)(b), decide that the members under

Rule M15(1)(j) are to retire at the conclusion of the annual meeting following their election.

(3) A decision under paragraph (2) does not affect the term of office of a member due to retire from the PCC at the conclusion of the annual meeting held after the one at which the decision was taken.

(4) A decision under paragraph (2) must be reviewed by the annual meeting at least once every six years; and if, on the review, the annual meeting revokes the decision, paragraph (1) applies unless and until a further decision is taken under paragraph (2).

(5) Where a decision is not taken under paragraph (2), one-third of the members under Rule M15(1)(j) are to retire and be elected each year; but at an annual meeting at which more than one-third of the members under Rule M15(1)(j) are elected, lots are drawn to decide which third is to retire in the first year after that meeting, which third in the second year and which third in the third year.

(6) A member under Rule M15(1)(j) is, subject to paragraphs (7) and (8), eligible on retirement for re-election.

(7) The annual meeting may decide that nobody who is a member under Rule M15(1)(j) may hold office as such after the date of the meeting for a continuous period which exceeds whatever number of years the annual meeting decides.

(8) The annual meeting may also decide that a person who, as a result of a decision under paragraph (7), has ceased to be eligible to be a member under Rule M15(1)(j) may, after such interval as the annual meeting decides, again stand for election as a representative of the laity.

(9) Where a member under Rule M15(1)(j) resigns or otherwise fails to serve the full term of office, the casual vacancy is to be filled for the remainder of the term in accordance with Rule M18.

M17 Term of office: other cases

(2) A person who is a member of the PCC under Rule M15(1)(h) (readers) holds office as such for the period which—

(a) begins with the conclusion of the annual meeting at which it was decided that the person should be a member, and

(b) ends with the conclusion of the next annual meeting, unless it is decided at that meeting that the person should continue to be a member.

(3) A person who is a member of the PCC under Rule M15(1)(i) as an elected lay member of a diocesan synod holds office as a member of the PCC for the period which—

(a) begins with the date of election, and

(b) ends with the next 31 August following the annual meeting at which elections of parochial representatives of the laity to the diocesan synod are required to be held under Rule M6(1)(a).

(4) A person who is a member of the PCC under Rule M15(1)(k) (co-opted members) holds office as such for the period which—

(a) begins when the decision to co-opt the person as a member takes effect, and

(b) ends with the conclusion of the next annual meeting.

(5) Paragraph (4)(b) does not prevent the person being co-opted on subsequent occasions for a similar term.

M18 Casual vacancies

(1) A casual vacancy among the parochial representatives elected to a PCC must be filled as soon as practicable after the vacancy occurs.

(1A) A casual vacancy among the parochial representatives elected to the mission council must be filled as soon as practicable after the vacancy occurs.

(2) Where the annual meeting is not due to be held within the two months following the occurrence of the vacancy, the vacancy may be filled by the election by the PCC of a person qualified to be elected as a parochial representative.

(3) The secretary of the PCC must notify the secretary of the mission council of the name, address and email address (if any) of every person elected to the mission council as a parochial representative of the laity.

Officers

M19 Chair and vice-chair

(1) The minister is the chair of the PCC.

(2) The PCC must elect a lay member as vice-chair; and the vice-chair acts as chair and accordingly has the powers vested in the chair—

(a) where there is no minister,

(b) where the minister is absent or unable to act for some other reason, or

(c) where the minister invites the vice-chair to act as chair.

(3) Where a special cure of souls in respect of the parish has been assigned to a vicar in a team ministry or a special responsibility for pastoral care in respect of the parish has been assigned to a member of the team under section 10(8) of the Mission and Pastoral Measure (Isle of Man 2012—

(a) the vicar or team member in question is to be treated as the minister for the purposes of this Rule, or

(b) if the vicar or team member is absent or incapacitated by illness or for some other reason, the rector in the team ministry is to be treated as the minister for those purposes.

M20 Secretary and treasurer

(1) The PCC may appoint one of its members as secretary; but if it does not, it must appoint some other fit person.

(2) The secretary has the following functions—

(a) to have charge of all the documents relating to the current business of the PCC other than the roll of the parish (unless the secretary is also the electoral roll officer);

(b) to keep the minutes;

(c) to record all resolutions passed;

(d) to notify his or her name and address to the secretary of the diocesan synod.

(3) The PCC may appoint one of its members as treasurer or two or more of its members as joint treasurers; but if it does not, it must—

(a) arrange for the office of treasurer to be discharged by such of the churchwardens as are members of the PCC or, if only one of them is a member, by that one solely, or

(b) appoint some other fit person.

(4) Where the person appointed as secretary or treasurer is not a member of the PCC, he or she does not become a member merely as a result of holding the office in question but may be co-opted under Rule M15(1)(k).

M21 Electoral roll officer

(1) The PCC must appoint a person as electoral roll officer to act under its direction for the purpose of carrying out its functions with regard to the roll of the parish.

(2) The electoral roll officer accordingly has charge of the roll of the parish and must keep it up to date in accordance with these Rules.

(3) The person appointed under paragraph (1) need not be a member of the PCC and may also be the secretary.

M22 Independent examiner or auditor

(1) If the annual meeting does not appoint an independent examiner to the PCC, or the person appointed is unable or unwilling to act, the PCC must appoint some other fit person.

(2) A person appointed under paragraph (1) must not be a member of the PCC.

(3) Rule M6(4) (eligibility for appointment as independent examiner) applies to an appointment under paragraph (1) as it applies to an appointment under Rule M6(2).

(4) The term of office of a person appointed under paragraph (1) ends at the conclusion of the next annual meeting.

(5) It is for the PCC to pay the remuneration of a person appointed under paragraph (1).

Business

M23 Meetings: time and place

(1) The PCC must hold not less than four meetings in each year.

(2) The chair must convene each of those meetings.

(3) The chair may at any other time convene a meeting of the PCC; but if the chair does not do so within seven days of receiving a demand for such a meeting signed by at least one-third of the members of the PCC, those members may themselves immediately convene a meeting.

(4) A meeting of the PCC is to be held at such place as the PCC directs or, in the absence of such a direction, as the chair directs.

M24 Meetings: attendance

(1) A person is entitled to attend a meeting of the PCC only if—

(a) the person is a member of the PCC, or

(b) where the parish is in the area of a group ministry, the person is entitled to do so under paragraph (2).

(2) Where the parish is in the area of a group ministry, each of the following persons is entitled to attend a meeting of the PCC—

(a) every incumbent of a benefice in the group,

(b) every priest in charge of a benefice in the group, and

(c) if the area of the group ministry includes the area of a benefice for which there is a team ministry, every vicar in the team ministry.

(3) A person who is entitled under paragraph (2) to attend a meeting of the PCC—

(a) is entitled to receive documents circulated to the members of the PCC, and

(b) is entitled to speak at the meeting, but

(c) is not entitled to vote at the meeting.

(4)The PCC may invite such other persons to attend its meetings as it wishes.

M25 Meetings: notice

(1) At least ten clear days before a meeting of the PCC (other than one convened under paragraph (8)), notice of the meeting must be displayed—

(a) in the case of the parish church or, where there is more than one church in the parish, each of those churches, on or near the principal door, and

(b) in the case of each building in the parish licensed for public worship, in a location readily visible to members of the congregation.

(2) A notice under paragraph (1) must—

(a) specify the time and place of the meeting, and

(b) be signed by or on behalf of the chair or other persons convening the meeting.

(3) At least seven clear days before a meeting of the PCC (other than one convened under paragraph (8)), notice of the meeting must be given to—

(a) each member of the PCC,

(b) where the parish is in the area of a group ministry, each person entitled to attend the meeting under Rule M24(2), and

(c) each person whom the PCC has invited to the meeting under Rule M24(4).

(4) A notice under paragraph (3) must—

(a) specify the time and place of the meeting,

(b) be signed by or on behalf of the secretary, and

(c) contain the agenda of the meeting, including any motions or other business proposed by members of which the secretary has received notice.

(5) But in the case of a meeting of the PCC which immediately follows the annual meeting and which has been called only for the purpose of appointing or electing officers of the PCC or the members of the standing committee, notice is not required under paragraph (3) if it has been given under paragraph (1).

(6) If the chair, vice-chair and secretary, or any two of them, consider for some good and sufficient reason that a meeting of the PCC which has been convened should be postponed, each member of the PCC and each person specified in Rule M24(2) must be given—

(a) notice that the meeting has been postponed, and

(b) notice specifying the time and place of the reconvened meeting.

(7) A notice under paragraph (6)(b) must be given before the end of 14 days beginning with the date for which the meeting had been convened.

(8) In the event of a sudden emergency or other special circumstances requiring immediate action by the PCC, the chair may convene a meeting by giving every member whatever written notice is practicable.

M26 Meetings: chair

(1) The chair at a meeting of the PCC (other than an extraordinary meeting under Rule M33) is—

(a) the chair of the PCC, or

(b) if the chair is not present, the vice-chair of the PCC, or

(c) if nobody is available under sub-paragraph (a) or (b) (whether to chair the whole meeting or particular items on the agenda), a person chosen by and from the members of the PCC.

(2) Where a clerk in Holy Orders who is licensed to officiate in the parish or has permission to do so is authorised by the bishop to act as the chair of the PCC—

(a) that clerk is to be the chair of the PCC for the meeting if the chair of the PCC is absent, and

(b) the references in paragraph (1) to the chair are accordingly to be read as references to that clerk.

(3) An authorisation of the kind mentioned in paragraph (2) may be given only if—

(a) the clerk in question agrees, and

(b) an application is made by the minister and PCC jointly or, where the benefice is vacant, by the PCC alone.

(4) The chair at a meeting of the PCC must vacate the chair, either generally or for the purposes of any business in which he or she has a personal interest or any other particular business, if—

(a) the chair thinks it appropriate to do so, or

(b) the meeting so resolves with the agreement of the archdeacon.

M27 Meetings: procedure

(1) The quorum for a meeting of the PCC is (subject to paragraph (2))—

(a) one-third of its members, or

(b) in the case of a meeting convened under Rule M25(8) (emergency etc.), a majority of its members.

(2) A meeting of the PCC is quorate only if the majority of the members present are lay persons.

(3) Business which is not specified in the agenda for a meeting of the PCC may not be transacted at the meeting except with the consent of at least three-quarters of the members present; and at a meeting convened under Rule M25(8), the only business which may be transacted is that specified in the notice convening the meeting.

(4) Business at a meeting of the PCC is decided by a majority of the members present and voting.

(5) In the case of an equality of votes at a meeting of the PCC, the chair has a second, casting vote.

(6) A meeting of the PCC may adjourn its proceedings to such time and place as the meeting may decide.

M28 Meetings: minutes

(1) The minutes of each meeting of the PCC must record the name of each member present at the meeting and any other person attending.

(2) If one-fifth of the members of the PCC present and voting on a resolution so require, the minutes must record the name of each member voting for the resolution and the name of each member voting against.

(3) A member of the PCC may require the minutes to record how he or she voted on a particular resolution.

(4) Each member of the PCC, and any person entitled to attend meetings of the PCC under Rule M24(2), is entitled to have access to the minutes of the meetings of the PCC.

(5) Each of the following persons is entitled to have access to the approved minutes of meetings of the PCC without the authority of the PCC—

(a) the independent examiner of the PCC's financial statements,

(b) the bishop,

(c) the archdeacon, and

(d) any person authorised in writing by a person mentioned in sub-paragraph (a), (b) or (c).

(6) Any other person whose name is on the roll of the parish is entitled to have access to the approved minutes of meetings of the PCC held after the annual meeting in 1995, except any minutes which the PCC regards as confidential.

(7) Other persons may have access to the minutes of the meetings of the PCC only in accordance with a specific authorisation from the PCC; but, where minutes have been deposited in the diocesan record office under the Church Records Measure (Isle of Man) 2000, the need for that authorisation may be dispensed with by the chief officer of that office.

M29 Business by correspondence

(1) The chair of the PCC may, if he or she considers that any business can properly be conducted by correspondence, instruct the secretary of the PCC to send proposals requiring the approval of members to—

(a) each member of the PCC, and

(b) any person entitled to attend the meetings of the PCC under Rule M24(2).

(2) If, within the period specified by the chair of the PCC beginning with the date on which the proposals are sent, at least one-third of the members of the PCC approve in writing and no member objects in writing, the proposals are to be treated at the end of that period as if they had been approved at a duly convened meeting.

(3) Where proposals are circulated under this Rule for approval, the secretary must report to the next meeting of the PCC—

(a) whether the proposals were approved, and

(b) if objections to the proposals were received, the number of members from whom they were received.

M30 Audit of financial statements

(1) The independent examiner of the PCC's financial statements—

(a) is entitled to have access to books, documents or other records (however kept) which relate to the financial statements;

(b) may require information and explanations from past or present treasurers or members of the PCC.

M31 Standing committee

(1) The PCC has a standing committee constituted in accordance with this Rule.

(2) If there are more than 50 names on the roll of the parish on the date on which the annual meeting is held, the standing committee is to consist of—

(a) the minister,

(b) each churchwarden who is a member of the PCC or, if there are more than two, such two or more of them as are appointed by the PCC by resolution, and

(c) at least two other members of the PCC appointed by the PCC by resolution, the number of whom must be at least equal to the number of churchwardens who are members of the committee under sub-paragraph (b).

(3) If there are no more than 50 names on the roll of the parish on the date on which the annual meeting is held, the standing committee is to consist of—

(a) the minister, and

(b) at least two other members of the PCC (each of whom may, but need not, be a churchwarden) appointed by the PCC by resolution.

(4) The PCC may by resolution remove a person appointed under paragraph (2)(b) or (c) or (3)(b).

(5) A member appointed under paragraph (2)(b) or (c) or (3)(b) holds office for a period which begins with the date of appointment and ends with the conclusion of the next annual meeting (subject to the possibility of the member's removal under paragraph (4)).

(6) The standing committee may transact the PCC's business between meetings of the PCC; but the standing committee—

(a) may not discharge a duty of the PCC, and

(b) may not exercise a power of the PCC which is subject to the passing of a resolution by the PCC or compliance by the PCC with some other requirement.

(7) If the PCC gives the standing committee any directions as to the exercise of its power under paragraph (6), the committee must exercise the power in accordance with those directions.

M32 Other committees

(1) The PCC may appoint committees for the various branches of church work in the parish; and the members of a committee appointed under this Rule may include persons who are not members of the PCC.

(2) The minister is entitled to be an ex officio member of each committee appointed under this Rule.

M33 Extraordinary meetings

(1) Where a written representation is made for the purposes of Rule M14, the archdeacon or bishop must, if he or she does not convene an extraordinary parochial church meeting under that

Rule, convene an extraordinary meeting of the PCC under this Rule.

(2) At a meeting convened under this Rule, the archdeacon or bishop must either take the chair or appoint a person to do so.

(3) If the chair of the meeting would not otherwise be entitled to attend, he or she may not vote on any resolution before it.

Schemes

M34 Parish with more than one place of worship: election of representatives of laity

(1) If there are in the parish two or more churches or buildings licensed for public worship, the annual meeting may make a scheme for the election of representatives of the laity to the PCC in a way that is intended to make due provision for the representation of the congregation of each church or building.

(4) A scheme under this Rule comes into operation on the day specified in the scheme.

(5) Where a scheme is made under this Rule, a copy of the scheme—

(a) must be filed in the diocesan registry, and

(b) must be sent to the secretary of the standing committee.

Section C: Joint councils

M37 Power to make scheme

(1) A meeting of the parish and meetings of one or more connected parishes may jointly make a scheme for the establishment of a joint council comprising—

(a) the minister of each parish to which the scheme applies, and

(b) representatives of the laity elected, chosen or appointed in the manner and in the numbers specified in the scheme from among the persons each of whom has his or her name on the roll of a parish to which the scheme applies.

(2) The provision which may be made in reliance on Rule 77 (implied power to vary) includes provision for enabling a joint council to include the minister and representatives of one or more other parishes.

(3) A reference in this Section of this Part of these Rules to a meeting of a parish is a reference to the annual meeting or a special parochial church meeting of that parish.

(4) A parish is connected to another parish if—

(a) they each belong to the same benefice,

(b) the benefice to which one belongs is held in plurality with the benefice to which the other belongs (whether or not they are held in plurality with one or more other benefices), or

(c) they are in the area of the same group ministry.

M38 Status, property and functions of joint council

(1) A joint council established by a scheme under Rule M37 is a body corporate; and section 3 of the Parochial Church Councils (Powers) Measure 1956 applies to the joint council as if it were a PCC.

(2) A scheme under Rule M37 for the establishment of a joint council must include provision for the transfer from the PCC of each parish to which the scheme applies to the joint council of—

(a) all property, rights, liabilities and functions, or

(b) only such property, rights, liabilities and functions as are specified in the scheme.

(3) A scheme under Rule M37 may (in reliance on Rule 77) vary a scheme for the establishment of a joint council by providing for the transfer of specified property, rights, liabilities or functions from the joint council to the PCC of a specified parish to which that scheme applies.

(4) A scheme under Rule M37 may (in reliance on Rule 77) vary a scheme for the establishment of a joint council by providing for that scheme to cease to apply to a specified parish; and the scheme making the variation must include provision for the transfer from the joint council to the PCC for that parish of the property, rights, liabilities and functions concerned.

(5) A scheme under Rule M37 may (in reliance on Rule 77) revoke a scheme for the establishment of a joint council; and the scheme making the revocation must include provision for the transfer from the joint council to the PCC for each parish of the property, rights, liabilities and functions concerned.

(6) A scheme under Rule M37 may make different provision for different purposes and may, in particular, provide for—

(a) transfers of different property, rights, liabilities or functions to take place on different days;

(b) transfers of property, rights, liabilities or functions to take place on different days for different parishes.

(7) Any gift which is expressed as a gift to the PCC of a parish to which a scheme under Rule M37 applies, and which takes effect on or after the relevant transfer date, takes effect as a gift to the joint council, unless all the purposes for which the gift was made relate to functions which continue to be exercisable by the PCC.

(8) In paragraph (7), the "relevant transfer date" means—

(a) where all the PCC's functions are transferred to the joint council on the same date, that date, or

(b) in any other case, the date or the first date on which one or more of the PCC's functions are transferred to the joint council.

(9) Where a scheme under Rule M37 provides for the transfer of land, the land is, by virtue of the scheme itself and without any further deed or other document, to vest subject to and with the benefit of any tenancies, covenants, conditions, agreements, easements or rights to which the land was subject, and of which it had the benefit, immediately before the transfer took effect.

(10) Where any question arises as to the allocation of property, rights, liabilities or functions to a PCC on a transfer made by virtue of paragraph (3), (4) or (5), the question is to be resolved by the diocesan board of finance for the diocese in which that PCC's parish is situated.

(11) A scheme under Rule M37 does not affect the status of any parish to which the scheme applies or any right which a person has by virtue of being a parishioner or having his or her name on the roll of the parish.

M39 Officers, business etc. of joint council

(1)A scheme under Rule M37 for the establishment of a joint council must include provision for—

(a) the chairing of the joint council,

(b) the meetings of the joint council, and

(c) the procedure of the joint council.

(2) Provision made under paragraph (1)(b) which entitles the representatives of a parish to which the scheme applies to attend a meeting of the joint council and take part in its proceedings does not prevent the holding of a meeting of the parish.

(3) A scheme under Rule M37 may include provision for the membership of a joint council to include persons other than those mentioned in paragraph (1) of that Rule.

(4) A scheme under Rule M37 may include supplementary, transitional or saving provision.

(5) Provision under paragraph (4) may, in particular, apply (with or without modifications) provisions of these Rules or of the Parochial Church Councils (Powers) Measure 1956 or any other provision made by or under a Measure.

M40 Parish ceasing to be connected or being dissolved

(1) This Rule applies where a parish to which a scheme under Rule M37 applies ceases, by virtue of a pastoral scheme or the termination of provisions of a pastoral scheme under section 8(3) of the Mission and Pastoral Measure (Isle of Man) 2012, to be connected to the other parish or parishes to which the scheme applies.

(2) This Rule also applies where a parish to which a scheme under Rule M37 applies is dissolved by a pastoral scheme which makes provision under section 7(1)(b) of the Mission and Pastoral Measure (Isle of Man) 2012.

(3) The bishop may by written instrument under his or her hand—

(a) provide for the scheme to cease to apply to the parish which has ceased to be connected to the other parish or parishes or (as the case may be) has been dissolved, or

(b) provide for the scheme to be revoked.

(4) An instrument under this Rule which makes provision under paragraph (3)(a) must also provide for the transfer from the joint council to the PCC for the parish concerned of the property, rights, liabilities and functions concerned.

(5) An instrument under this Rule which makes provision under paragraph (3)(b) must also

provide for the transfer from the joint council to the PCC for each of the parishes concerned of the property, rights, liabilities and functions concerned.

(6) Where any question arises as to the allocation of property, rights, liabilities or functions to a PCC on a transfer made by virtue of paragraph (4) or (5), the question is to be resolved by the diocesan board of finance.

M41 Disqualification

(1) The provisions of these Rules on disqualification from being nominated, chosen or elected as, or from serving as, a member of the PCC apply also in relation to membership of a joint council established by a scheme under Rule M37 to which the parish belongs.

(2) Any enactment providing for the disqualification of a person from being a trustee of a charity and, accordingly, from being a member of the PCC also has the effect of disqualifying the person from being a member of the joint council.

M42 Procedure for making scheme

(1) A scheme under Rule M37 is valid only if it is approved by at least two-thirds of the persons present and voting at a meeting of each parish to which the scheme applies.

(2) A scheme approved under paragraph (1) by each parish to which it applies must be referred to the standing committee; and the scheme must be accompanied by—

(a) a copy of the resolution of each meeting at which the scheme was approved, and

(b) a statement of the number of persons attending each meeting, the number at each meeting voting for approval of the scheme and the number voting against.

(3) The standing committee, having had a scheme referred to it under paragraph (2), may—

(a) approve the scheme without amendment,

(b) approve the scheme subject to proposed amendments, or

(c) decline to approve the scheme.

(4) The standing committee may approve a scheme only if it is satisfied that the scheme makes due provision for the representation on the joint council of the laity of each parish to which the scheme applies.

(5) The provision made in the scheme for the purposes of paragraph (4) must, in particular, include provision for ensuring that the number of clerical members of the joint council does not equal or exceed the number of lay members.

(6) An amendment to a scheme proposed under paragraph (3)(b) is made only if it is approved by at least two-thirds of the persons present and voting at a meeting of each parish to which the scheme applies.

(7) A scheme under Rule M37 comes into operation on the day specified in the scheme.

(8) Where a scheme under Rule M37 is approved under this Rule, a copy of the scheme—

(a) must be filed in the diocesan registry, and

(b) must be sent to the secretary of the diocesan synod.

PART 10

Forms

Enrolment (see Rules 1(2), (7) and (12) and 7(3) and (5)

FORM 1

[omitted]

Revision of roll (see Rule 3(2))

FORM 2

[omitted]

Preparation of new roll (see Rule 6(1))

FORM 3

[omitted]

Election to diocesan synd (see Rule 40(3))

FORM 4

[omitted]

Nomination for election to diocesan synod (see Rule 40(3))

FORM 5

[omitted]

Voting paper for election to diocesan synod (see Rule 42(1) and (8))

FORM 6

[omitted]

Alternative voting paper for election to diocesan synod (see Rule 42(1) and (9))

FORM 7

[omitted]

Annual meeting (see Rule M2(1))

FORM M1

[omitted]

Postal vote (see Rule M11(1) and (5))

FORM M2

[omitted]

PART 11

Index

Each of the following expressions is defined or otherwise glossed or explained in the provision specified in the following Table—

Expression	*Provision*
actual communicant	Rule 83(2)
annual meeting (in Part 9)	Rule M1(1)
barred list (in Part 7)	Rule 71(1)
benefice, area of	Rule 82(4)
building licensed for public worship	Rule 83(5)
Business Committee	Rule 84(1)
casual vacancy, occurrence of	Rule 83(9)
child (in Part 7)	Rule 71(1)
clerk in Holy Orders	Rule 83(10)
communion, with Church of England in	Rule 83(3) and (4)
Constitution	Rule 84(1)
date given in the timetable	Rule 52(2)
diocesan elector	Rule 54(2) and (3)
diocesan electoral registration officer	Rule 27(1)
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Form, numbered	Rule 84(3)
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offence mentioned in Schedule 1 to the Children and Young Persons Act 1966 (in Part 7)	Rule 71(2)
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roll	Rule 1(1)
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