

CHURCH REPRESENTATION RULES SCHEME FOR A PARISH WITH MORE THAN ONE PLACE OF WORSHIP FOR THE BENEFICE OF WITNEY

1. The Benefice of Witney (hereinafter called 'the Benefice') consists of two parishes. The Parish of Witney consists of four districts with churches, namely the district served by the Parish Church of Saint Mary the Virgin, Witney; those served by the Chapels-of-Ease of Holy Trinity, Witney; Saint John the Evangelist, Hailey; and Saint John the Baptist, Curbridge. Windrush church, a joint initiative by the Baptist Union and Church of England, serves the growing communities of Windrush Place and Colwell Green. The Parish of Minster Lovell is served by the Parish Church of Saint Kenelm, Minster Lovell.

2. The two churchwardens of both parishes are elected at each Annual Meeting of Parishioners by all those on the electoral roll of that parish and persons resident in the parish whose names are entered on a register of local government electors. They are ex officio members of their own Parochial Church Council. Nomination papers for churchwardens must be received by the Team Rector before the commencement of the meeting.

3. The Annual Parochial Church Meeting for the Parish of Witney may elect for each district a team of deputy churchwardens. Nomination papers for deputy churchwardens must be received by the Team Rector before the commencement of the Annual Parochial Church Meeting.

4. The Annual Parochial Church Meetings shall, as directed by the diocese, elect representatives from the laity to Deanery Synod. If there are more candidates than places there shall be an election. Following the election, a list shall be drawn up of the candidates in order of number of votes received, the candidate with most votes being highest on the list. The candidate highest on the list from each district is elected. The PCC will fill any places on the Deanery Synod remaining vacant from candidates on the list in order of precedence. Where two or more candidates have received an equal number of votes, their precedence on the list shall be decided by lot.

5. Any dispute as to the district in which a candidate for election to the Parochial Church Council worships, shall be decided by the Team Rector of the Benefice or by the senior Team Vicar during an interregnum.

6a. The Parochial Church Council for Witney shall consist of those serving as beneficed or licensed members of the Benefice Ministry Team; in addition, churchwardens and lay members of Synods of the Church are included.

Deputy churchwardens from each district shall be elected at the APCM. Those standing for election as deputy churchwardens should indicate in advance of the Annual Parochial Church Meeting whether or not they wish to serve on the Parochial Church Council. If there are not at least two deputy churchwardens from a district church who wish to serve on the Parochial Church Council, at the behest of the Team Rector, a member of the laity from the district church shall be elected. If no one from the district stands, the place remains unfilled.

A representative from Windrush church shall be elected to the Witney PCC at the Annual Parochial Church Meeting.

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The Parochial Church Council may co-opt up to two additional voting members, being either Clerks in Holy Orders or lay communicants of sixteen years of age or upwards; their term of office shall run until the next Annual Parochial Church Meeting, without prejudice to their co-option on subsequent occasions for a similar term.

6b. The Parochial Church Council for Minster Lovell shall consist of the team rector and house for duty minister for Minster Lovell, alongside the Churchwardens and lay members of Synods of the Church. In addition, there shall be members of the laity, the number being in accordance with Church Representation Rules. The Parochial Church Council may co-opt up to two additional voting members, being either Clerks in Holy Orders or lay communicants of sixteen years of age or upwards; their term of office shall run until the next Annual Parochial Church Meeting, without prejudice to their co-option on subsequent occasions for a similar term.

7. The Parochial Church Councils shall operate in accordance with the Church Representation Rules from time to time in force.

8. Any ordained member of the Benefice Ministry Team may attend and vote at any District Church Council meeting or Parish Church Council meeting. The two Witney Churchwardens may attend and vote at District Church Council meetings.

9. Each Parish Church Council and District Church Council shall be chaired by the Rector (or by a Team Vicar or other member of the Council, at the Rector's request) and shall elect from among its lay members a Vice-Chair. Each Parish Church Council and District Council shall elect a Secretary and Treasurer.

Sections 10 – 16 apply to The Parish of Witney only

10. The Standing Committee shall consist of the Team Rector, Team Vicar(s), churchwardens, Parochial Church Council Treasurer, Parochial Church Council Secretary and lay representatives from the Parochial Church Council voted by the Parochial Church Council. The number of lay representatives will be determined by the Team Rector, with due consideration to the representation from the different churches. The Parochial Church Council Treasurer and the Parochial Church Council Secretary are eligible to vote on the Standing Committee, only if they are members of the Parochial Church Council. The Standing Committee will transact the business of the Parochial Church Council between meetings and carry out the routine business of the Parochial Church Council, subject to any directions given.

11. Each District shall hold an Annual District Church Meeting not later than four weeks after the Annual Parochial Church Meeting. Those entitled to attend this annual meeting are all those who normally worship at the District Church and are entitled to attend the Annual Parochial Church Meeting, together with any ordained member of the Benefice Ministry Team.

12. For each District Church there shall be a District Church Council. At the Annual District Church Meeting, or at a special District Church meeting, a motion may be proposed, subject to the Team Rector's agreement and provided that the motion is circulated at least fourteen

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days in advance of the meeting to all those on the electoral roll and belonging to the District, that a District Church Council not be formed. Such a motion may be passed by a simple majority of those present and eligible to vote at the Annual District Church Meeting or special District Church meeting. If a District Church Council cannot be formed for any District, the District Church Council of the Parish Church shall act as the District Church Council for that District.

13. The members of the District Church Council shall be: any churchwarden who worships at the District Church, the deputy churchwardens of that church, any worshippers at each District Church who have been elected as members of the Parochial Church Council, such additional lay persons as shall be elected by the Annual District Church Meeting, provided always that the number of members of each District Church Council shall not exceed any upper limit as may from time to time be laid down in writing by the Parochial Church Council.

14. Subject to the provision in 13, each District Council may co-opt up to two additional voting members, being either Clerks in Holy Orders or actual lay communicants of sixteen years of age or upwards; their term of office shall run until the next Annual District Church Meeting, without prejudice to their co-option on subsequent occasions for a similar term.

15. Each District Church Council shall be responsible, by delegation of the Parochial Church Council, for the day-to-day life and running of its particular church, save that it may not determine any matter by law reserved to the Parochial Church Council.

16. Each District Church Council shall operate in accordance with such functions as are formally delegated or revoked by resolution of each PCC from time to time (other than those functions specifically reserved to the PCC under the Church Representation Rules).

Adopted by Witney PCC 10 May 2026

Adopted by Minster Lovell PCC 13 July 2026

Signed *Hester Jones*

Counter-signed *Kate Banks* Witney PCC

Counter-signed *Judith Warwick* Minster Lovell PCC

Review date: 5 years