

Document C

Wimbledon Team - Template of which items must be covered in the governance rules of each church

Notes:

- 1- Each of the 4 churches can have different governance rules.
- 2- Each of the 4 churches can build on the document it already has, using the format it is familiar with.
- 3- Wimbledon Team has historically had church committees. The terminology under the church representation rules is 'District Church councils' (DCC) and therefore in future the terminology will be council meetings, not committee meetings.
- 4- Wimbledon Team has Parish wardens responsible for the Parish and church wardens responsible for their local church. This terminology will still be used (though in dealings with the Diocese it should be remembered that the Diocese refers to churchwarden in relation to the parish and deputy warden in relation to individual churches.)

A – Governance document must include the following items, but how they are covered can vary:

1. How long someone is a member of the DCC. And what length of gap after the end of their term before eligible to stand again.
2. How many make up a quorum for a valid meeting.
3. Who chairs the DCC. (M35(2)(b) of the Church Representation Rules (Rules) requires this item.) It is customary for this to be the incumbent, but need not be. (Outside the Church of England normal practice in the not-for-profit sector is that the chief executive of a charity does not chair trustee meetings.)
4. Who would chair the DCC in the absence of the usual chair.
5. Who is a member by virtue of their office ('ex officio'): M35(2) (a) of the Rules requires this item. This is different from someone who gets the papers for each meeting as a matter of routine or someone who is regularly invited to attend. Remember someone who is paid should not be a member of the committee, therefore eg a Director of Music may regularly get papers and be invited to attend, but they should not be a council member
6. How much formality required in the election of council members. (Having a Proposer and Secunder can have powerful symbolism, but is not necessary).
7. How elect what are now referred to (in M35(7)(a) of the Rules) as deputy church wardens (previously referred to as church warden for the local church, as distinct from Parish Wardens). How many usually on the DCC. And any max/min.
8. How much notice must be given of a DCC meeting.
9. How 'put forward' Deanery synod reps for formal election at APCM

B - There are some items that must be covered in the governance document and cannot vary

- 1- all potential conflicts of interest must be disclosed and minuted at each DCC meeting
- 2- paid member of staff cannot be member of DCC
- 3- any proposed member of the DCC must give their consent in writing to their proposed election.