

# TEAM INSTRUMENT 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. The Parish of Minster Lovell is served by the Church of Saint Kenelm, Minster Lovell.

2. The two churchwardens are elected at each Annual Meeting of Parishioners by all those on the electoral roll of the Parish. 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 deputy churchwardens, the number to be agreed by the Rector. 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. Any places on the Deanery Synod remaining vacant will be filled by candidates from 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 a candidate for election to the Parochial Church Council worships in shall be decided by the Team Rector of the Benefice or by the Team Vicar requested by the Bishop of Dorchester during an interregnum.

## 6. Parochial Church Councils

6a. The Parochial Church Council for Witney shall consist of those serving as licensed members of the Parish Ministry Team; the churchwardens and lay members of Synods of the Church. One deputy churchwarden from each district shall be a member of the Parochial Church Council *ex officio*. In addition there shall be a further member of the laity from each district. In each case being either (at the behest of the deputy churchwarden/s who is/are not a member/s *ex officio*) a deputy churchwarden or otherwise following the election of a lay member of the district. If no one from the district stands the place remains unfilled. 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. The Parochial Church 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 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 those serving as licensed members of the Benefice Ministry Team; 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 Regulations. The Parochial Church Council may co-opt up to two

# TEAM INSTRUMENT FOR THE BENEFICE OF WITNEY



---

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 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 General Provisions relating to Parochial Church Councils in Appendix II of the Church Representation Rules 2017, and subsequent amendments thereof.

8. Any Licensed member of the Ministry Team may attend and vote at any Parochial Church Council meeting or District Church Council meeting.

9. Each Parochial Church Council and District Church Council shall be chaired by the Rector (or by a Team Vicar at the Rector's request) and shall elect from among its lay members a Vice-Chairman. Each 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, Secretary and up to two more lay representatives from the Parochial Church Council voted by the Parochial Church Council, 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 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.

# TEAM INSTRUMENT FOR THE BENEFICE OF WITNEY



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 cooption 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. The District Church Council shall submit through its deputy churchwardens a written report on its activities to each Parochial Church Council meeting.

16. Each District Church Council shall operate in accordance with the Terms of Reference laid down by the Parochial Church Council.

## Accompanying Notes

### **1. Mission and Pastoral Measure 2011: The Benefice of Witney**

The Pastoral Scheme was made by the Church Commissioners on 23 November 2017 in pursuance of the mission and Pastoral Measure 2011, the Right Reverend Steven, Bishop of Oxford, having consented thereto.

The Benefice of Witney shall comprise the parish of Witney and the parish of Minster Lovell and shall belong to the archdeaconry of Dorchester and the deanery of Witney.

The Witney Team Ministry shall be established for the area of the Benefice of Witney.

The cure of souls shall be shared by the incumbent of the benefice, whose office shall be that of rector in the team ministry, and two other ministers, each of whom shall have the title of vicar and a status equal to that of an incumbent of the benefice.

#### **1.1 The Parish of Witney**

Within the Church of England the Pastoral Measure 1983 (replacing the Pastoral Measure 1968) provides the legal process for rearranging benefices and Parishes and deciding the future of church buildings closed for regular public worship so that the Church's limited resources of money and ministers can be deployed as effectively as possible.

##### 1.1.1 Pastoral Scheme

A Pastoral Scheme is a document as prescribed by the Pastoral Measure to be the means whereby the Church Commissioners undertake this process of rearrangement.

The Pastoral Scheme for Witney was made by the Church Commissioners on 4 November 1982 and confirmed by an Order in Council on 24 November 1982. It was then amended by a second Pastoral Scheme by the Commissioners on 2 September 1988 and confirmed by an Order in Council on 26 October 1988. The Pastoral Scheme was superseded by the Benefice of Witney Pastoral Scheme made by the Church Commissioners on 23 November 2017.

The Pastoral Scheme (I.2.1) states there is a single Parish Church.

The Pastoral Scheme established a Team Ministry (I.4). A Team Ministry is an arrangement whereby a team of clergy and sometimes lay people legally share the pastoral care of the Parish.

# TEAM INSTRUMENT FOR THE BENEFICE OF WITNEY



---

## 1.1.2 Instrument

The Pastoral Instrument states the Bishop may approve an Instrument (commonly termed the 'Team Instrument') which explains how this particular Team will work in practice. This Instrument exists by authority of the Bishop with the concurrence of the Team Rector. The Pastoral Scheme (I.8.1 and amended by Pastoral Scheme II.1.c) states:

'The Bishop may by Instrument under his hand, with the concurrence of the Team Rector, provide:

- a) for the election by the Annual Parochial Church Meeting of the new Parish of a District Church Council for any District in the Parish in which a church or place of worship is situated and of deputy churchwardens for the church or place of worship;
- b) for the assigning to the District Church Council and deputy churchwardens specified functions of the Parochial Church Council and churchwardens of the Parish, being functions relating to the said church or place of worship or District but not including their function as interested parties under Part I of the Pastoral Measure 1983;
- c) for the constitution, meetings and procedure of the District Church Council.'

This document is the Instrument for the Parish of Witney.

## 1.1.3 Scheme

In addition, the Pastoral Measure allows the Annual Parochial Church Meeting to authorise a Scheme (as set down in Church Representation Rules 18.1-6) in explanation of the Instrument. Any Scheme is subject to the Instrument which in turn is subject to the Pastoral Scheme and the Pastoral Measure 1983.

## 2. Churchwardens

The normal requirement is two churchwardens for each Parish (Churchwardens Measure 2001, 1.1). This happens at the Annual Meeting of Parishioners (Churchwardens Measure 2001) where all persons on the electoral roll of the Parish are entitled to attend, and, other than clergy, are entitled to nominate and vote. Churchwardens are appointed as the bishop's officers to the Parish Church and are churchwardens of the Parish Church; they have a duty of care across the whole Parish, not being confined to their particular church or place of worship.

## 3. Deputy Churchwardens

Pastoral Scheme I, 8.1.a, quoted above. The Churchwardens Measure 2001 guide states, 'Deputy churchwardens have a recognised legal status under the Church Representation Rules (or, in some cases of team ministries, under the Pastoral Measure 1983.) However, unlike churchwardens, under s.1(2) of the Measure, deputy churchwardens are not "churchwardens" in the strict legal sense and are not within the terms of the Measure, and their functions are confined to the particular church or place of worship. They are not the bishop's officers, but exercise functions delegated to them by the churchwardens (in some cases on a mandatory basis under the relevant legislation). For example, deputy churchwardens may have delegated authority to deal with some matters relating to the fabric of the church or place of worship concerned.'

In the case of the Parish of Witney the relevant legislation regarding mandatory functions is prescribed by the Pastoral Scheme and the Instrument, and any Scheme which may accompany this.

# TEAM INSTRUMENT FOR THE BENEFICE OF WITNEY



---

Only those on the roll of the Parish are eligible to vote for churchwardens, deputy churchwardens and any places up for election (Church Representation Rules 6.2 and 11.5).

## **6. Parochial Church Councils**

The Pastoral Measure authorises the bishop by Instrument to make provision for ensuring due representation of the congregation of each such church or place of worship on the Parochial Church Council of the Parish (Pastoral Measure Code of Practice Annex 4, 2009 Sch. 3.4.2 and 12.1. and Pastoral Measure 1983 Sch. 3.4.2-5).

The Pastoral Measure Code of Practice 2009, 5.22 states that this section of the Instrument is to be revisited by the Bishop and Team Rector every five years.

## **11-16 District Church Councils**

Pastoral Scheme I, 8.1.a authorises the Bishop by the Instrument to provide for the election by the Annual Parochial Church Meeting of a District Church Council for any district (Pastoral Measure Code of Practice Annex 4, 2009 Sch. 3, paras. 4.2) (Church Representation Rules 18.3) The Parochial Church Council may by resolution delegate to a District Church Council such of its functions as it shall see fit but not including:

- the production of the financial statement of the Parish;
- as an interested party under Part 1 of the Pastoral Measure 1983;
- under Part II of the Patronage (Benefices) Measure 1986;
- under section 3 of the Priests (Ordination of Women) Measure 1993.

Pastoral Scheme I.8.1.c states that the Instrument may provide, 'for the constitution, meetings and procedure of the District Church Council.'

Adopted by Witney PCC on 24 March 2019

Adopted by Minster Lovell PCC on 2 April 2019

Signed *Toby Wright*

Counter-signed *Jeremy Lasman* Witney PCC

Counter-signed *Judith Warwick* Minster Lovell PCC

Review date: 5 years from date of adoption