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### Duties and responsibilities under Church Law

- Assisting the PCC to discharge its duty to care, repair, insure and maintain the fabric of the church
- Annual report on the fabric of the church and all articles belonging to the church
- Church log book
- Represent the parish in faculty proceedings



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### Duties and responsibilities under Church Law

- Seating
- Communion
- Offerings and collections

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### Vacancy

- Together with the Area Dean (and any others appointed by the Bishop), have responsibility for maintaining the life, worship and mission of a benefice during a period of vacancy
  - Control of parsonage
  - Continuation of services
  - Maintenance of registers and files
  - Meetings



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## Faculties

- When is a faculty required?
- List A and List B works
- Alterations to listed buildings - test in Re St Alkmund, Duffield
- Harm to the significance of the church as a building of special architectural or historic interest, if so, how serious?
- Clear and convincing justification for proposals
- Will resulting benefit from proposals outweigh the harm?
- Importance of consultation and engagement




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## Churchyards – Diocesan Churchyard Regulations

- Legal nature of the regulations
- Faculties authorising matters not covered by regulations
- Extension of delegated authority
- Importance of publicising the regulations
- Further burials in existing graves
- Importance of consulting all family members




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## Churchyards

- Closed churchyards
  - Orders in Council
  - Rules regarding coffin burials and the interment of cremated remains
  - Liability for maintenance
- Gravespace reservations and PCC policies
- Exhumations
- Further burials in a 'full' churchyard




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## Governance aspects

- Ex-officio member of the PCC
- Charity trustee – duties and responsibilities of charity trustee under charity law
- Responsibilities under Church Representation Rules:
  - Member of Standing Committee (if more than 50 names on roll)
  - Treasurer
- Delegation of functions
- Ecclesiastical and parochial charities



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## Marriage in the Church of England

- Legal age of marriage raised to 18 in February 2023
- Can marry in Church either by Ecclesiastical or Civil preliminaries
- Ecclesiastical preliminaries:
  - Banns
  - Common licence
  - Archbishop's Special Licence
- Civil preliminaries
  - Marriage Schedule (previously known as "SRC" or Superintendent Registrar's Certificate")
- Qualifying connections



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## Marriage – ID checks

- Must see "specified evidence" before preliminaries are completed (Registration of Marriages Regulations 2015)
  - nationality
  - name, surname and date of birth
  - place of residence
  - ending of previous marriage(s)
- Must follow civil preliminaries if at least one party to the marriage is a "non Relevant National" (i.e. not British, Irish or does not have Settled or Pre-Settled Status under the EUSS)



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## Marriage Document and Marriage Schedule

- Replaces the marriage registers
- Church produces the Marriage Document
- Civil Registrar produces the Marriage Schedule
- Check the details are correct before the ceremony
- Corrections
  - Before marriage, if error does not effect the identity or status of the parties correction can be made
  - After marriage, only by the GRO or local registration office



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## Registration of Marriages in Church

- Dealt with by civil registrar, not the Church
- Marriage document
- Marriage Schedule
- After the service, send to Local Registration Services in Cheltenham
- Register of marriage services



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## Safeguarding

- Safeguarding and Clergy Discipline Measure 2016
- "due regard" to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults
- Duty imposed on churchwarden as well as the PCC (as a corporate body rather than individual members)
- Statement of compliance to be included in PCC's annual report
- Safeguarding (Code of Practice) Measure 2021
- The Code may impose requirements on relevant persons and may give guidance to relevant persons on compliance with those requirements
- The Charity Commission's position



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**Practical tips**

- Ask questions
- Take notes and other records for you and your successors
- Consider appointing a deputy
- Sign up to Charity Commission email alerts
- Attend training
- Parish resources

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