**REPRESENTATIVE BODY OF THE CHURCH IN WALES**

**GUIDANCE ON VESTRY MEETINGS, PCC MEETINGS AND ELECTORAL ROLLS**

**UPDATED FEBRUARY 2022**

This guidance (February 2022) supersedes the previous guidance, dated September 2020.

**VESTRY MEETINGS AND COVID-19 RESTRICTIONS[[1]](#footnote-1)**

In accordance with the Constitution of the Church in Wales all Vestry Meetings should be held on or before 30 April 2022.

At the date of writing (11 February 2022) we are in Alert Level Zero and there is nothing in law stopping Vestry Meetings taking place in person. However, as we are all aware, the Covid situation can change very quickly. Additionally, there may be certain parishes where, for various reasons, it may be inadvisable to meet together in large numbers at the present time (perhaps because of a large number of cases in the immediate locality).

To provide certainty in planning therefore, as last year, the Bench of Bishops has agreed that the current Covid situation is an exceptional circumstance as envisaged by the Constitution. This means that a Vestry meeting for 2022 may be held as an online meeting providing that the following conditions are met:

* 1. The PCC/MAC is satisfied that a majority of those entitled to attend such a meeting have the technological means to do so;
	2. The PCC/MAC is satisfied that reasonable provision has been made to distinguish between those persons entitled to vote at the meeting and those persons entitled to attend the meeting but not vote;
	3. In addition to the constitutional requirements for notices on the principal door of the church[es], at least two weeks’ prior notice of the date and time of the meeting is published on the church website (if there is one) and any church newsletters/emails. All notices shall include instructions for how to access the online meeting.

**ELECTORAL ROLL REVISION**

Clergy and PCC/MACs are reminded that 2022 is a year where the church electoral roll is fully revised. As a result of changes relating to GDPR the revision process is different than when the Rolls were last fully revised in 2015. Full guidance (including template notices, forms and privacy notices) is published on the Church in Wales website at <http://churchinwales.org.uk/electoralroll>. The relevant forms are available for download in English and in Welsh. In terms of timing, the key points to note are that the first notice must be displayed for 15 days prior to revising the Roll, and then the second notice (confirming that the Roll revision process has been completed) must be displayed for at least 15 days prior to the Vestry Meeting.

**Matthew Chinery**

**Head of Legal Services**

**Representative Body of the Church in Wales**

1. The same consideration applies to Congregational Meetings in churches which have them in addition to a Vestry Meeting. [↑](#footnote-ref-1)