

Annual Parochial Church Meeting (APCM) and Election of Churchwardens

TIMETABLE and summary of actions

Use this form to help you plan your APCM

Time before the APCM	Date	Action	Form
PCC meeting prior to APCM		Agree reports and accounts for submission to APCM Recommend appointment of Independent Examiner or Auditor	
29 - 42 days (no fewer than 14 days before commencement of revision)		Exhibit notice of proposed revision of Electoral Roll	E1
15 - 28 days before		Revision of Electoral Roll takes place	
At least 14 days before		Publish revised Electoral Roll	
Must include at least 2 Sundays before day of meeting		Display notice of APCM	M1
Must include at least 2 Sundays before day of meeting		Display notice of parishioners' meeting if to be held at the same time as the APCM	
At least 7 days before		Publish signed financial statements	
Prior to parishioners' meeting (sometimes referred to as Vestry meeting)		Receive nominations for churchwarden	C2
Not later than 31 May		ANNUAL PAROCHIAL CHURCH MEETING	
Time after the APCM	Date	Action	Form
As soon as practicable after the meetings		Display results of churchwardens' elections for 14 days (Note: Archdeacons' Area Offices are responsible for collecting this data in order for them to be legally sworn in). This will come as a separate communication from your area office. Display notice of PCC election results for 14 days.	Annual Declaration Form and Form M6
Within 28 days of APCM		Copies of annual report and accounts to be sent to Diocesan Secretary (via the finance office email). Send to finance@oxford.anglican.org and one-page financial return to be entered online. Please contact the Finance Office for details of how to do this or refer to the diocesan website Parish returns	
By 1 st July 2022		Email confirmation of number on Church Electoral Roll to Diocesan Secretary at dero@oxford.anglican.org Please enter your ER figure online at: https://parishreturns.churchofengland.org/ , If you are unable to do this please send a copy of the form to: Church House Oxford, Langford Locks, Kidlington, OX5 1GF, but ideally as a scanned copy by e-mail to dero@oxford.anglican.org <i>The diocese does not need this form if you have entered your figures online but you should still send to your deanery.</i>	E3