

Annual Parochial Church Meeting

2022

Sue Zajac – Governance and Projects Officer

APCM: Content



Why hold - What reports must be presented



Why hold - Who is elected/appointed



When & Where



Timeline of actions

APCMs: Why hold?

**Reports
to be
received
from
the PCC:**

Changes in the roll since the last APCM

The PCC and the activities of parish generally for the last year

Financial statements of the PCC for the year ending 31 December

The fabric, good and ornaments of the churches in the parish

The proceedings of the deanery synod

APCMs: Why hold?

Who is
elected/
appointed:

Parochial representatives of the laity to the PCC

Independent examiner or auditor to the PCC
until the next APCM

Parochial representatives of the laity to the
deanery synod (every third year from 2020)

APCM: Why hold – election process

- To be elected as lay representative on PCC or deanery synod:
 - *Name on electoral roll for at least six months (unless under 18 years old)*
 - *Actual communicant*
 - *At least 16 years old*
 - *Signified consent to serve*
 - *Must not be disqualified from serving*
- Candidates to be nominated and seconded by persons on electoral roll
- If no. of candidates not > no. of seats to be filled, automatic elected otherwise election needed
- No clerk in Holy Orders entitled to vote for lay representation
- Votes by show of hands or on voting papers

APCM: Why hold – Who can attend

Only lay persons on the electoral roll are entitled to attend & take part

Clerks in Holy Orders entitled to attend if licensed to parish or benefice

The minister is to be the chair of the meeting (or VC of PCC)

The PCC secretary to be clerk to meeting and take minutes

When & where



In every parish, every year, an APCM should be held between 1 January and 31 May



Distinct from the Annual Meeting of Parishioners



To be held at such place and time as the PCC decides – including virtual



Need to carry out necessary steps before this, work back from APCM date

APCM action timeline, APCM latest by 31st May 2022

Timeline & Deadline	-60+ days before	-42+ to -29 days before		-28 to -15 days before	-14+ days (at least 2 sun before)	-7+ days before	Day 0 Latest: 31/5
Election of churchwarden (CW)					Notice of meeting to elect CW (C1)	Received written nominations for CW (C2)	Annual Meeting with Parishioners
Meeting APCM notice					Display notice of APCM date [M1]		A P C M
Annual Report & auditors	Hold PCC meeting to: <ul style="list-style-type: none"> adopt AR & audited FS before APCM recommend appt of Ind Examiner or Auditor 					Publish signed Financial Statements	
Electoral roll revision <i>(or new every 6 yrs, next 2025)</i>	<i>(Display notice of preparation of electoral roll for at least 14 days)</i>	Display notice of revision of electoral roll for at least 14 days before revision [E1: Form 2]	Applns for enrolment on the church electoral roll [Form 1]	Complete revision of electoral roll	Publish revised/ <i>new</i> roll for at least 14 days		
Election of lay PCC members [& to deanery synod]					Be nominated at or before meeting		

Timeline & Deadline	Day 0 1/1 – 31/5	After	
Election of churchwarden (CW)	Meeting with Parishioners	<ul style="list-style-type: none"> Display results of CWs' elections for 14 days (Archdeacons' Area offices are responsible for collecting this data in order for them to be sworn in) 	
Audited Financial Statements & Annual Report	A	<ul style="list-style-type: none"> Send approved accounts to ODBF Finance team 28 days after APCM If a registered charity, file annual return and accounts with Charity Commission 	finance@oxford.anglican.org
Electoral roll revision <i>(or new every 6 yrs, next 2025)</i>	P	<ul style="list-style-type: none"> Complete Electoral roll certificate [E3] and display in church for at least 14 days Report information to Diocese Office via the National Database parish return by 1st July 	Online: http://parishreturns.churchofengland.org/
Election of lay PCC members <i>Election of lay Deanery Synod</i>	C	<ul style="list-style-type: none"> Complete & display M6 notice of election results for 14 days DO NOT need to send in to Diocese <i>except of deanery synod rep changes</i> <i>Inform secretary of deanery synod of any changes to lay representatives</i> 	dero@oxford.anglican.org
<i>At any point for other PCC officer changes:</i>	M	<ul style="list-style-type: none"> <i>Inform Diocesan Electoral Roll Officer of changes to PCC Secretary & Parish Safeguarding Officer</i> <i>Inform Finance Church House Oxford of changes to PCC Treasurer</i> 	dero@oxford.anglican.org finance@oxford.anglican.org

Please help us to help you:

- CMS audit in June this year, need your responses to our email request to get parish contact details correct
- Send in forms on change in personnel early to help us to process the information
- Material to be added on website for PCC support – let us know what would be helpful.
- Any queries or concerns on PCC matters contact: sue.zajac@oxford.anglican.org
- Please email me direct or complete the feedback form to be sent after this workshop

Q&A Panel