

Annual meetings: the basics

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## **Two meetings**

'Annual Parochial Church Meeting' (APCM) for election of lay members of PCC, approval of annual report etc.

'Meeting of parishioners' for election of churchwardens

Legal distinction between two meetings important though in practice both almost universally held on same occasion

## **Meeting of parishioners**

Arrangements for meeting governed by Churchwardens Measure 2001

Those who may attend and vote are

members of church electoral roll

registered local government electors resident in the ecclesiastical parish

Sole purpose of meeting is to elect churchwardens

## **Election of churchwardens: practicalities**

All churchwardens must be elected annually, not later than 30 April

Nominations, in writing, must be received by "the minister" before the meeting

Candidates must be at least 21 years old, actual communicants, on the church electoral roll, and have signified their consent to serve

Candidates must not be disqualified (see below)

Meeting of parishioners convened by "the minister", by notice displayed at all places of worship in parish for period including last two Sundays before meeting

Meeting chaired by the minister or, if absent, by someone chosen by the meeting

Vacancies arising during the year must also be filled by a meeting of parishioners

## **Definition of 'actual communicant'**

CRR rule 54(1) "a person who has received communion according to the use of the Church of England or of a Church in communion with the Church of England at least three times during the twelve months preceding the date of his election or appointment being a person whose name is on the roll of a parish and is either -

confirmed or ready and desirous of being confirmed; or

receiving the Holy Communion in accordance with the provisions of Canon B 15A paragraph 1(b)"

## **General disqualifications**

No one may be a churchwarden who is

disqualified as a charity trustee under s.72(1) of the Charities Act and not subject to a waiver convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933

disqualified under s.10(6) of the Incumbents (Vacation of Benefices) Measure 1977 as a result of contributing to pastoral breakdown

Disqualification after six successive periods of office

Churchwardens must generally stand down after serving for six successive periods of office, after which a two-year break must be taken

Meeting of parishioners may resolve that this disqualification shall not apply

Note disqualification after six successive periods of office, not six years

## **Annual Parochial Church Meeting**

CRR rule 6 Arrangements for meeting governed by Church Representation Rules

Those who may attend and take part are

church electoral roll members  
clergy beneficed in or licensed to the parish or any other parish in same benefice  
clergy resident in the parish and not licensed or beneficed elsewhere (i.e. retired clergy,  
generally speaking)

## **APCM practicalities**

CRR rules 7 & 8 Meeting to be held not later than 30 April

Convened by “the minister of the parish” by notice displayed at all places of worship in parish for period including last two Sundays before meeting (i.e. same requirement as for meeting of parishioners, but different notice)

Meeting chaired by the minister or, if absent, the vice-chair of the PCC, or else by someone chosen by the meeting

## **APCM business**

CRR rule 9 APCM receives from PCC and is “free to discuss”

report on changes in electoral roll since last meeting, or on new roll in years in which new roll prepared from scratch

annual report on proceedings of PCC and  
“activities of the parish generally”

annual financial statements of PCC

fabric report

deanery synod report

CRR rule 9 APCM also (and in this order)

elects lay representatives to deanery synod every three years

elects lay representatives to PCC

appoints sidespeople

appoints independent examiner or auditor for following year

## **Electoral roll revision**

CRR rule 2 In advance of APCM every six years (2019 is next ) fresh electoral roll prepared from scratch in every parish in the C of E. in other years, existing electoral rolls revised. Detailed procedure and timetable for revision set out in CRR rule 2

Revised roll, with list of names removed, must be displayed continuously at parish church for not less than 14 days before APCM

## **Qualifications for election etc.**

CRR rule 10 Those to be elected to PCC or deanery synod must

be at least 16 years old and actual communicants

have been on church electoral roll for at least six months before APCM (those under 18 need only to be on roll at time of meeting)

have signified their consent to serve

Sidespeople must be on church electoral roll

## **Elections to PCC**

CRR rules 16 & 17 General rule for elected lay reps on PCC is that one third are elected each year for a three-year term

However, APCM may decide that all should be elected every year

No limit to number of years elected members may serve, unless APCM decides to impose one

## **Elections to deanery synod**

House of laity of deanery synod elected from parishes en bloc every three years

Number of elected lay reps for each parish calculated by reference to electoral roll size on scale agreed by Diocesan Synod

Next elections in 2020

Number of elected lay reps will be notified to parishes early in the New Year

## **Further information**

Church Representation Rules available to view free of charge via national C of E website ([www.churchofengland.org](http://www.churchofengland.org))

Printed CRR published by Church House Publishing (cover price £7.99)

Churchwardens Measure available via [www.legislation.gov.uk](http://www.legislation.gov.uk), and more detailed guidance via [www.churchofengland.org](http://www.churchofengland.org)