

# THE ANNUAL PAROCHIAL CHURCH MEETING

will be held in \_\_\_\_\_  
on \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_

Signed \_\_\_\_\_ **\*\*Minister of the parish**

For the election of Parochial representatives of the laity as follows:

- To the Parochial Church Council \_\_\_\_\_ representatives.
- To the Deanery Synod \_\_\_\_\_ representatives. †

For the appointment of Sidesmen and the Independent Examiner or Auditor.

For the consideration of:

- (a) A Report on changes in the roll since the annual parochial church meeting;
- (b) An Annual Report of the proceedings of the parochial church council and the activities of the parish generally;
- (c) The Financial Statements of the Council for the year ending on the 31st December immediately preceding the meeting audited or independently examined;
- (d) A Report on the fabric, goods and ornaments of the church or churches of the parish;
- (e) A Report on the proceedings of the Deanery Synod and other matters of parochial or general Church interest.

†Include reference to Deanery Synod Representatives where applicable.

## NOTES

1. All persons whose names are entered upon the Church Electoral Roll of the parish (and such persons only) are entitled to vote at the election of parochial representatives of the laity.
2. Subject to the provisions of rule 12(2)(c), a person is qualified to be elected a parochial representative of the laity if
  - a) his or her name is entered on the church electoral roll of the parish and, unless that person is under the age of eighteen years at the date of the election, has been so entered for at least the preceding period of six months;
  - b) he or she is an actual communicant which means that he or she 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 the election and;
  - c) he or she is sixteen years or upwards
  - d) He or she is not disqualified as referred to in paragraph 3 of these notes.
- 3a) A person shall be disqualified from being nominated, chosen or elected from serving as a churchwarden, a member of a parochial church council, a district church council or any synod under these rules if he or she is disqualified from being a charity trustee under section 72(1) of the Charities Act 1993 and the disqualification is not for the time being subject to a general waiver by the Charity Commissioners under subsection (4) of that section or to a waiver by them under that subsection in respect of all ecclesiastical charities established for purposes relating to the parish concerned.
  - (aa) A person shall be disqualified from being nominated, chosen or elected or from serving as a churchwarden or member of a parochial church council, a district church council or any synod under these rules if the person is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006).
  - (ab) A person shall be disqualified from being nominated, chosen or elected or from serving as a churchwarden or member of a parochial church council, a district church council or any synod under these rules if the person has been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933.
  - (ac) A person's disqualification under paragraph (ab) may be waived by the bishop of the diocese in question giving the person notice in writing.
- b) A person shall also be disqualified from being nominated, chosen or elected from serving as a churchwarden or member of a parochial church council if he or she has been so disqualified from holding office under section 10(6) of the Incumbents (Vacation of Benefice) Measure 1977., a member of a parochial church council, a district church council or any synod under these rules if he or she is disqualified from being a charity trustee under section 178 of the Charities Act 2011 and the disqualification is not for the time being subject to a general waiver by the Charity Commissioners under subsection 4 of that section or to a waiver by them under that subsection in respect of all ecclesiastical charities§ established for purposes relating to the parish concerned.
4. Any person whose name is on the electoral roll may be appointed as a sidesman.
5. ‡A resolution is in operation in this parish which provides that any person entitled to vote in the elections of parochial representatives of the laity to the parochial church council or to the deanery synod or to both that council and that synod may make application on the appropriate form to the undersigned for a postal vote. The completed form must be received before the commencement of the Annual Parochial Church Meeting.

§"Ecclesiastical charity" has the same meaning as that assigned to that expression in the Local Government Act 1894.

‡This paragraph should be deleted if no resolution for postal voting is in operation in the parish.

\*\*Or "Vice-Chairman of the Parochial Church Council" as the case may be (see rule 7(3)).

NOTE — In this notice "parish" means an ecclesiastical parish.

### Record Keeping

You can destroy this form after the meeting. You do not need to send it to anyone.