

TIMETABLE and summary of actions

Form Code

29 to 42 days before Annual Meeting

Display form noting revision of electoral roll (see note 3) for at least 14 days E1

Complete revision of electoral roll 15-28 days before Annual meeting

At least 14 days before the Annual meeting

Display revised electoral roll (see note 4).

At least two Sundays before the meetings

Display notice of Annual Parish meeting (see notes 1 and 2). M1

Display notice of election of Churchwardens (see notes 1 and 2). C1

At least seven days before the Annual meeting

Audited PCC Accounts for previous year ending 31 December displayed at church door - For continuous period of at least 7 days before APCM including at least one Sunday.

Before the annual meeting

Written nominations for candidates for Churchwardens C2

Both Annual Meetings must be held before 31st May

Nominations for PCC members and Deanery Synod members may be in writing before the APCM or orally at the APCM

After the Annual Meeting

Display Electoral roll certificate in church for at least fourteen days (see rule 8(2)). E3

Inform secretary of deanery synod of any changes to your parish's lay representatives to deanery synod, **and** copy to dero@oxford.anglican.org D3

Rule 10). **No later than 1st July** each year.

Inform Church House Oxford of changes to PCC secretary M4
caroline.todd@oxford.anglican.org, with data protection form for new
office holders. (Note 12).

Inform Church House Oxford of changes to PCC treasurer M4
Finance@oxford.anglican.org, with data protection form for new office
holders. (Note 11).

Within 28 days of the Annual Meeting

Send copies of annual report and financial statement to
Finance@oxford.anglican.org (Note 10).

Before 1 July 2020

Report Electoral Roll to national database, Church House and Deanery
as described in note 6