

## Annual Parochial Church Meeting (APCM) - Checklist for PCCs

PCCs need to make sure everything happens at the right time and in the right order.

Although we have given detailed guidance, and where to look for help it is probably a good idea to have a starting point to help you and your PCC plan. We would recommend that when setting your APCM date you then work backwards. It is essential to ensure that you have enough time to do everything you need to. If you do not have a copy of Church Representation Rules (CRRs) please obtain one. Alternatively these can be viewed online at <https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules>

**Don't leave setting your APCM date to the very last possible time** as if you need to change your plans due to unforeseen circumstances (*as what happened in 2020*), this may cause you further problems and in some cases unnecessary stress. Those who held their APCM before the lockdown were in a much better position than those that didn't. However, we realise many benefices have multiple APCMs to coordinate and therefore this is not always practicable but spreading them out will be a less stressful process.

Action needed	Form to use	When it needs to happen by	Date Task completed
<ul style="list-style-type: none"> <li><b>Notice of meeting to elect Churchwardens</b> Display notice of election of Churchwardens</li> <li><b>Before the annual meeting</b> Written nominations for candidates for Churchwardens</li> </ul>	C1	For a period including the last two Sundays before the day of the meeting	
	C2	Completion before APCM	
<b>Your Annual Parochial Church Meeting (APCM)</b>		In a normal year new CRRs (Published in Jan 2020), state that APCMs must be held between 1 <sup>st</sup> January and 31 <sup>st</sup> May ( <i>see Rule M1</i> )	

		<b>Note: new extension announced (30<sup>th</sup> November 2020) – under Bishops’ Instrument</b>	
<p><b>Notice of APCM</b> To be fixed on or near principal door of every church in the parish and every building licensed for public worship</p> <p><b>At least seven days before the Annual meeting</b></p> <ul style="list-style-type: none"> <li>Audited PCC Accounts for previous year ending 31 December displayed at church door</li> </ul>	M1	<p>For a period including the last two Sundays before the day of the meeting</p> <p>For continuous period of at least 7 days before APCM including at least one Sunday.</p>	
<p><b>Notice of Revision of Electoral Roll (CRR Rule 3 (2))</b> To be fixed on or near principal door of every church in the parish and every building licensed for public worship</p>	Form 2	<p>At least 14 days before the start of the revision Please complete the method of how this will be done detailing how you are going to publicise the Electoral Roll (CRR Rule5 (1))</p>	
<p><b>Notice of preparation of Electoral Roll</b> (Note: Every six years a full revision is required – Next one due in 2025) You will be sent instructions when this is to be done. To be fixed on or near principal door of every church in the parish and every building licensed for public worship</p>	Form 3	<p>At least 2 months before the APCM. It must remain on display for at least 14 days.</p>	
<p><b>Application for enrolment on the Church Electoral Roll</b> Copies to be made available for ER applicants for completion</p>	Form 1	<p>During period between notice and date of revision of roll or preparation of new roll</p>	
<p><b>Completion of the Electoral Roll</b></p>		<p>A fixed date 15 to 28 days before the APCM</p>	
<p><b>Publication of new roll</b></p>		<p>Must be published for at least 14 days New roll takes effect on its publication (at which point the previous roll ceases to have effect)</p>	

Notification of electoral Roll		Report to Diocesan Office via National Database parish Return by 1 <sup>st</sup> July each year.  <b>For 2020 this will be extended to 1<sup>st</sup> December allowing 28 days after last possible APCM date.</b>	
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***After the Annual Meeting:***

Display Electoral roll certificate in church for at least fourteen days	E3
Inform secretary of deanery synod of any changes to your parish's lay representatives to deanery synod, <b>and</b> copy to <a href="mailto:dero@oxford.anglican.org">dero@oxford.anglican.org</a>	D3
Inform Church House Oxford of changes to PCC secretary <a href="mailto:caroline.todd@oxford.anglican.org">caroline.todd@oxford.anglican.org</a> , with data protection form for new office holders.	M4
Inform Church House Oxford of changes to PCC treasurer <a href="mailto:Finance@oxford.anglican.org">Finance@oxford.anglican.org</a> , with data protection form for new office holders.	M4

Please refer to the information already published on website for Deanery Synod elections

***Deanery information concerning collection of Electoral Roll figures:***

The Deanery Synod Secretary upon appointment should be in touch with the Diocesan Office, Electoral Registration Officer to make communication and discuss the role. The expectation is that this role will be pivotal to the communication with the diocese with regard to elections and other key areas. The key task will be to assist in the collection of deanery data and reporting by PCCs of electoral roll in a timely manner following APCMs. All data should reach the Diocesan Secretary's Office no later than 1<sup>st</sup> July annually as determined in CRRs (*or 1<sup>st</sup> December 2020 due to Covid-19*). This data should be verified by the deanery as accurate and will be used for purposes of election and parish share calculations which will be notified by the diocesan office. It will also be a joint responsibility of the PCC in conjunction with the Deanery Synod to ensure each parish has entered such data on the national database for reporting purposes in collection of national statistics and for use by the diocese no later than 1<sup>st</sup> July each year as prescribed in CRRs. There will be no requirement for the diocese to receive an electoral roll certificate as the final figures as approved by the deanery will be taken to be the most current data, with responsibility being accurate resting with those who submit such information online and this being equivalent to an online signature verifying this information is accurate to the best of their knowledge. ***Where the PCC has not submitted this data, it will be the responsibility of the deanery to chase this and if necessary, enter the information on behalf of the parish.***

***In the first instance please contact: Caroline Todd at Church House Oxford***

***Tel: 01865 208297 email [dero@oxford.anglican.org](mailto:dero@oxford.anglican.org)***