



# 2021: Planning your Annual Parochial Church Meeting

Sue Zajac – Governance and Projects Officer

# APCM timeline

Timeline & Deadline	60+ days before	42 to 29 days before		28 to 15 days before	14+ days (incl 2 sun before)	7+ days before	Day 0 Latest: 31/7
Election of churchwarden (CW)					Notice of meeting to elect CW (C1)	Receive written nominations for CW (C2)	Annual Meeting with Parishioners
Meeting APCM notice					Display notice of APCM date [M1]		A  P  C  M
Audited Financial Statements & Annual Report & Auditors	Hold PCC meeting to: <ul style="list-style-type: none"> <li>adopt AR &amp; audited FS before APCM</li> <li>recommend appt of Ind Examiner or Auditor</li> </ul>					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 officers (& to deanery synod)					Be nominated at or before meeting		

Timeline & Deadline	Day 0 1/1 – 31/7	After	Who to
Election of churchwarden (CW)	Annual Meeting with Parishioners	<ul style="list-style-type: none"> <li>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)</li> </ul>	
Audited Financial Statements & Annual Report	A  P  C  M	<ul style="list-style-type: none"> <li>Send approved accounts to ODBF Finance team 28 days after APCM</li> <li>If a registered charity, file annual return and accounts with Charity Commission</li> </ul>	<a href="mailto:finance@oxford.anglican.org">finance@oxford.anglican.org</a>
Electoral roll revision <i>(or new every 6 yrs, next 2025)</i>		<ul style="list-style-type: none"> <li>Complete Electoral roll certificate [E3] and display in church for at least 14 days</li> <li>Report information to Diocese Office via the National Database parish return by 1<sup>st</sup> September</li> </ul>	Online: <a href="http://parishreturns.churchofengland.org/">http://parishreturns.churchofengland.org/</a>
Election of lay PCC officers <i>Election of lay Deanery Synod</i>		<ul style="list-style-type: none"> <li>Display notice of election results for 14 days [M6]</li> <li>Inform Diocesan Electoral Roll Officer of any changes to PCC lay representatives</li> <li><i>Inform secretary of deanery synod of any changes to lay representatives</i></li> </ul>	<a href="mailto:dero@oxford.anglican.org">dero@oxford.anglican.org</a>
<i>At any point for other PCC officer changes (approved at the PCC):</i>		<ul style="list-style-type: none"> <li><i>Inform Diocesan Electoral Roll Officer of changes to PCC Secretary</i></li> <li><i>Inform Finance Church House Oxford of changes to PCC Treasurer</i></li> <li><i>Electoral Roll officer – <b>no need to inform us</b></i></li> </ul>	<a href="mailto:dero@oxford.anglican.org">dero@oxford.anglican.org</a>  <a href="mailto:finance@oxford.anglican.org">finance@oxford.anglican.org</a>

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- Please send in forms promptly to help to ensure we have up to date information
- Website on parish governance pages to be refined, so welcome suggestions for improvements, email to follow
- Here to help:
  - PCC matters - [sue.zajac@oxford.anglican.org](mailto:sue.zajac@oxford.anglican.org)
  - Deanery synod matters - [caroline.todd@oxford.anglican.org](mailto:caroline.todd@oxford.anglican.org)



# Thank you!

We'd be very grateful if you could complete the feedback via the link:  
<https://oxforddiocese.typeform.com/to/XTg18neo>.