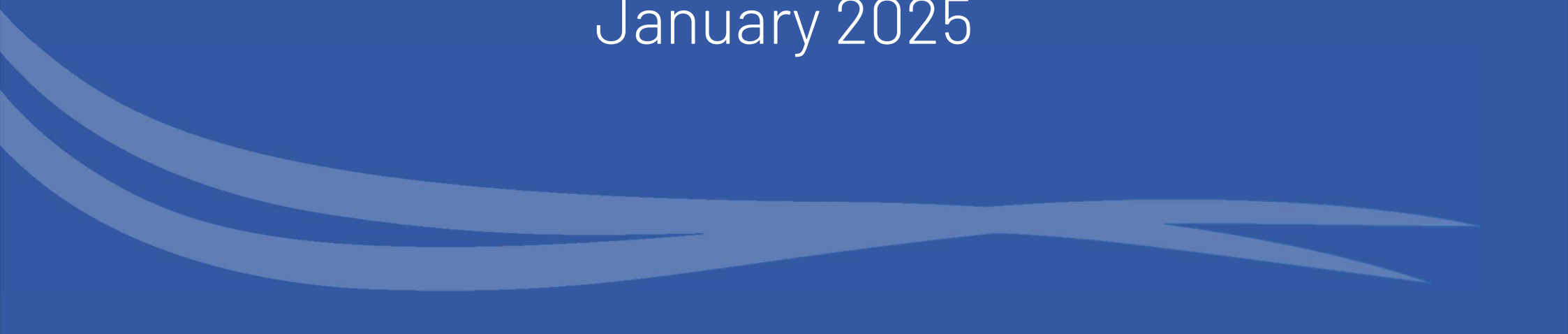


Annual Meetings

A briefing for Incumbents, PCC
Secretaries, Churchwardens and Others

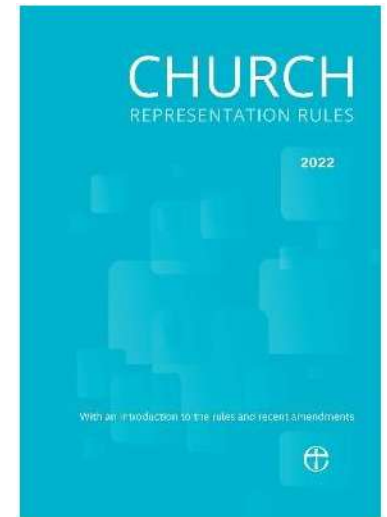
January 2025

The bottom of the slide features several overlapping, wavy, light blue lines that sweep across the width of the image, creating a sense of movement and depth against the solid dark blue background.

Where to look for help?

The Law

New edition published March 2022 (the 2025 edition online has details of amendments passed since then).



www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules

Where to look for help?

The Practice

Parish Resources

Home > The PCC as a charity > Resources to help you > The Annual Parochial Church Meeting & Church Electoral Roll

The Annual Parochial Church Meeting & Church Electoral Roll

For the full Rules relating to the annual church meetings and church electoral roll, refer to the [Church Representation Rules 2025 Edition online](#).

This page provides templates to support parishes with the administration of this important time of year.

Tip: Always refer back to this page each time you use a template to ensure you're using the most recent version.

Page content

- [Using the PDF templates](#)
- [Overview](#)
- [Church Electoral Roll \(Form 1\)](#)
 - [Revision of the roll \(Form 2\)](#)
 - [Preparation of new roll \(Form 3\)](#)
- [Annual Parochial Church Meeting](#)
 - [Notice \(Form M1\)](#)

Church Representation Rules

The form for nomination of Deanery Synod reps to Casual Vacancies can be downloaded [here](#).

Annual Parochial Church Meetings (APCM)

Renewal of Electoral Roll for 2025

PCC Members as Charity Trustees

Election to Casual Vacancies on Deanery Synods

Church Councils - PCCs and DCCs

Information for PCC and DCC chairs, secretaries and members on the constitution of Church Councils and administration of meetings, including APCMs.

Parish Support > Managing your Church > Church Councils - PCCs and DCCs

Rules regarding the constitution and remit of PCCs and DCCs are set out in the **Church Representation Rules**. Copies can be purchased from **Church House Publishing**. Minor amendments agreed during 2023 will be added to the online version of the Rules from January 2024.

The **Parochial Church Councils (Powers) Measure 1958** - is the Measure passed by the National Assembly of the Church of England which sets out the responsibilities and duties of the PCC.

You may also find the following useful:

Reports: Church of England guidance on the writing of the formal Annual Report.

Guide to PCC Accounts: Church of England guidance on PCC accounts and the production of Annual Accounts.

The APCM for 2025 must take place between 1 January 2025 and 31 May 2025. Further information is available in the drop-down sections below:

www.stalbansdiocese.org/APCM

www.parishresources.org.uk/the-pcc-as-a-charity/apcms-and-electoral-roll

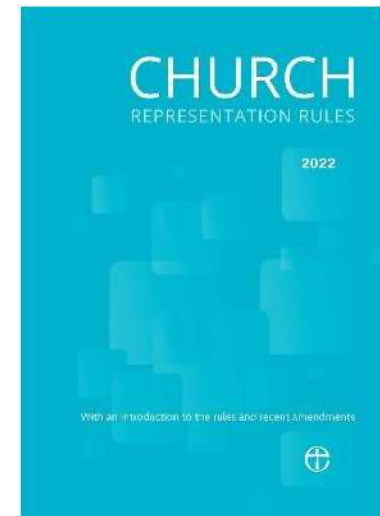
What's in the Church Representation Rules?

- Part 1: Church Electoral Roll
- Part 2: Parish Governance Rules
- Part 3: Deanery Synod Membership Rules
- Part 9: Parish Governance Model Rules
(Rules M1 – M42)
Section A: Annual Parochial Church Meeting
Section B: Parochial Church Council
- Part 10: Forms



What's in the Church Representation Rules?

- Supplementary Material:
Churchwardens Measure 2001



Where to look for help?

- December newsletter to PCC Secretaries
- Updated APCM Notes for PCC Secretaries
- 2025 APCM timetable
- Notice of APCM
- Church Electoral Roll Certificate 2025
- List of Deanery Synod numbers for each parish

All at www.stalbansdiocese.org/APCM

Parish Support > Managing your Church > Church Councils – PCCs and DCCs

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Annual Parochial Church Meetings (APCM) +

Renewal of Electoral Roll for 2025 +

PCC Members as Charity Trustees +

Election to Casual Vacancies on Deanery Synods +

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Church Representation Rules



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ST ALBANS**
Living God's Love

Two Meetings

1 - Meeting of Parishioners (election of churchwardens)

2 - Annual Parochial Church Meeting (annual reports, election of PCC
appointment of independent examiner/auditor)

Meeting of Parishioners – attendance

- The persons whose names are entered on the church electoral roll of the parish, and
- The persons resident in the parish whose names are entered on a register of local government electors by reason of such residence.

Meeting of Parishioners – business

- Election of two churchwardens
- Must be: qualified – paragraph (3) of the Churchwardens Measure
- Must be: nominated and seconded in writing, with consent of the nominee before the meeting

Annual Parochial Church Meeting – attendance

Every Lay person whose name is on the roll of the parish

Every clerk in Holy Orders

- Details in rule M1(2)
- And others as set out in Rules M1(3) and M1(4)

Annual Parochial Church Meeting – business

- A report on the numbers entered on the new roll,
- An annual report on the proceedings of the PCC and the activities of the parish generally,
- The financial statements of the PCC for the year ending on the 31 December preceding the meeting,
- The annual fabric report under section 50 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018,
- A report of the proceedings of the deanery synod, and
- A report on safeguarding.

Annual Parochial Church Meeting - elections

- Election of lay representatives to fill any casual vacancies to the Deanery Synod,
- Election of lay representatives to the PCC.

Nominees in both cases must be qualified (M8) and must complete a signed declaration to that effect prior to carrying out any duties in this capacity.

Annual Parochial Church Meeting - appointment

- Appointment of an independent examiner or auditor to the PCC.

Annual Parochial Church Meeting - elections

The 2023 amendment to the Church Representation Rules specifically relates to a situation where the number of candidates for PCC membership does not exceed the number of seats to be filled. While these can still be 'elected as nominated' the new clause specifically allows for there to be a separate vote in respect of each candidate nominated if any person entitled to attend the meeting moves a resolution that a vote be held.

Timing – the theory

Must be held between 1 January and 31 May. (Can only be outside of these times with specific permission from the Diocesan Bishop – if you think you may be in this position, please contact your Archdeacon).

You can provide a livestream or hybrid link for people to view the proceedings, or present reports remotely and those online are also now eligible to vote.

Timing – the practice

Hold the meeting at the time that works best in your context!

Many parishes hold meetings after their main Sunday morning worship – and with coffee and cake!

If you hold a stand alone meeting (for example on a weeknight evening) think about adding something else to the meeting to add value for attending – and still give coffee and cake!

Before the meeting – Renewal of ER for 2025

- In 2025 there must be a complete renewal of the electoral roll.
- Notice of the renewal of electoral roll must be displayed for at least 14 days before the commencement of the renewal and **at least two months before the date of the APCM**.
- 15-28 days before the APCM The renewal of the electoral roll must be completed between 15 and 28 days prior to the date of the APCM, and published at last 14 days before.
- The form for notification and form for application for enrolment are both available from our website.
- Please note that the application form includes wording relating to data protection and the use of email addresses for communication (see next slide).
- Once the new Roll is complete it must be published (and this must be at least 14 days before the APCM). The roll may be published electronically, rather than in paper form, and published roll must include every name entered on the role **but not other personal data**.

Data Protection

The Church Representation Rules take account of the UK General Data Protection Regulation and the Data Protection Act 2018. The Rules have been designed to avoid any need to obtain consent from individuals for processing their personal data for the purposes of the Rules. Instead, personal data can be processed in the ways required by the Rules on the basis (i) that doing so 'is necessary for compliance with a legal obligation' (as the Rules have the force of law); and (ii) so far as data includes 'special category personal data' because it reveals a person's religious beliefs, that the processing is carried out internally in the course of the Church of England's legitimate activities. Personal data contained in the published version of the electoral roll is data which 'is manifestly made public by the data subject' when he or she applies to have his or her name included on the roll and is covered on that basis.

A person who holds personal data for the purposes of the Rules must ensure that the data is held securely.

There is GDPR Core Training available on the CofE E-Learning Hub - www.melearning.co.uk/cofe-elearning-hub/. This takes approximately 60 minutes to complete and costs just £15 - we advise that all PCC Secretaries / administrators undertake this training.

Before the meeting

- Electoral Roll must be completely renewed and published as per previous slide.
- At least 2 Sundays before – publish notice of meetings.
- 7 days before – publish approved * signed financial statements. *These must be approved at the PCC meeting prior to the APCM.
- Prior to start of meeting – nominations for Churchwarden to be handed to minister chairing the meeting of parishioners.
- Prior to start of meeting nominations for election to any casual vacancies to Deanery Synod to be handed to minister chairing the APCM.
- Prior to or during the meeting – nominations for election to PCC to be handed or given verbally to minister chairing the APCM.

During the meeting – election of Deanery Synod representatives if casual vacancies exist

- Once all reports have been delivered to the meeting the elections can take place.
- The election of Deanery Synod representatives must take place BEFORE the election of PCC members,
- The number of representatives to be elected for each Parish is based on the number on the **2022** electoral roll, a complete list for all parishes is available to download from the APCM page of the website.
- Those elected have a term of office for the remainder of the triennium – ending on 30 June 2026 and will also be ex-officio members of the PCC from that date (and therefore Charity Trustees).

Election to Casual Vacancies on Deanery Synods

Elections to Deanery Synods for the triennium 1 July 2023 – 31 June 2026 took place in 2023. If there are casual vacancies for Deanery Synod membership within your parish – representatives may be elected to fill these at the 2024 APCM. The calculation of the number of representatives per Parish to their Deanery Synod for this triennium are based on the ER numbers for 2022 and is as follows:

No. of names certified on the parish electoral roll (as at 2022)	No. of Representatives
Less than 35	1
35 and not more than 99	2
100 and not more than 199	3
200 and not more than 299	4
300 and not more than 449	5
450 and not more than 599	6
600 and over	7

A full list of the number of Deanery Synod reps for each parish for the current triennium can be viewed [here](#).

After the meeting

- ASAP – display results of churchwardens election for 14 days and notify Archdeacon's PA of those elected.
- ASAP – notify the secretary of the diocesan synod and the deanery synod secretary of those elected to the deanery synod.
- ASAP – display notice of PCC and deanery synod election results for 14 days.
- Within 28 days – upload annual report and accounts and 1-page financial return to diocesan portal.
- ASAP (and no later than 1 July) – notify the secretary of the diocesan synod of the number of names on the Electoral Roll.

What if we are in Vacancy, or our vicar is on study leave?

The APCM must still be held between 1 January and 31 May.

The Vice-Chair of the PCC should chair the APCM.

If the Vice-Chair is absent, or does not wish to chair then the APCM can be chaired by:

- (i) a person chosen by the annual meeting, or
- (ii) if the parish belongs to a benefice for which there is a team ministry ..., the rector in the team ministry.

Questions