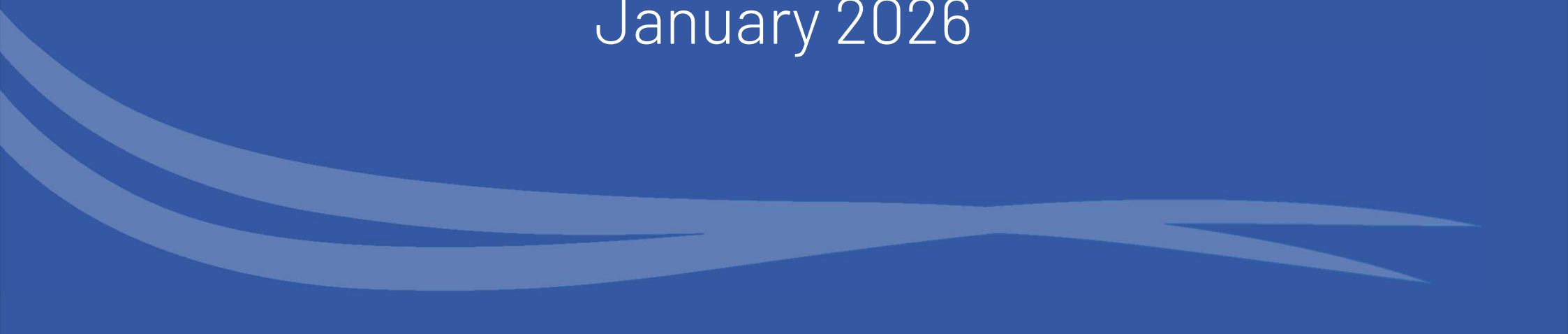


Annual Meetings

A briefing for Incumbents, PCC
Secretaries, Churchwardens and Others

January 2026

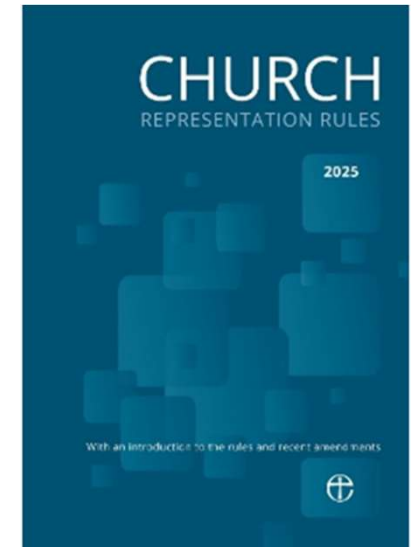
The bottom of the slide features several overlapping, wavy, light blue lines that sweep across the width of the image, creating a sense of movement and depth against the solid dark blue background.

Where to look for help?

The Law

New edition published March 2025

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 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.

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. The latest update is the 2025 version, which is now available both online and in print.

The **Parochial Church Councils (Powers) Measure 1956** - 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.

Parish Resources: online support and advice for parishes on a wide range of matters, including admin templates and policies.

The APCM for 2025 must take place between 1 January 2026 and 31 May 2026 and will include elections for Lay representatives to Deanery Synods for the next triennium. Further information is available in the drop-down sections below:

- Annual Parochial Church Meetings (APCM)
- Revision of Electoral Roll for 2026
- Data Protection and GDPR (particularly in relation to the Electoral Roll)
- PCC Members as Charity Trustees
- Election to Deanery Synods

Newsletter

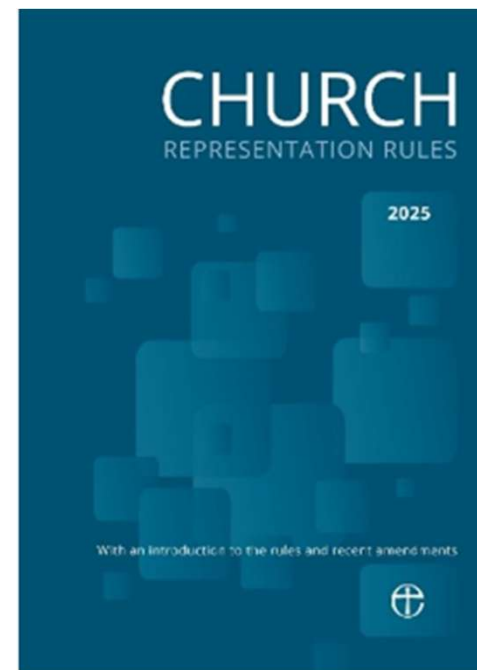
Get the latest signing

www.stalbansdiocese.org/APCM

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

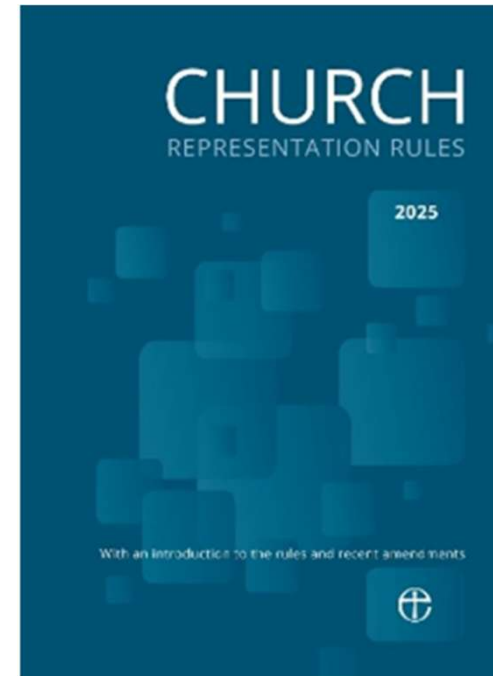
What's in the Church Representation Rules?

- 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?

- January newsletter to PCC Secretaries
- Updated APCM Notes for PCC Secretaries
- 2026 APCM timetable
- Notice of APCM
- Church Electoral Roll Certificate 2026
- List of Deanery Synod numbers for each parish for the new triennium
- Forms for ER revision, APCM, and elections

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)	+
Revision of Electoral Roll for 2026	+
Data Protection and GDPR (particularly in relation to the Electoral Roll).	+
PCC Members as Charity Trustees	+
Election to Deanery Synods	+

Church Representation Rules

Parochial Church Councils Measure 1956

**DIOCESE OF
ST ALBANS**
Living God's Love

Two Meetings

1 - Meeting of Parishioners (election of churchwardens)

2 - Annual Parochial Church Meeting (annual reports, election of Deanery Synod members, 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 beneficed, licensed or linked to the parish

- 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 the Deanery Synod for the new triennium
- 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

A 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 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 – Revision of ER

- Prior to the APCM the Electoral Roll must be revised. This is a revision, not a renewal (the next full renewal takes place in 2031). Those currently on the Roll do not need to re-apply, the revision is just to add new members and remove those who no longer wish to attend, have moved away or died.
- Notice of the revision of electoral roll must be displayed for at least 14 days before the commencement of the revision.
- The revision of the electoral roll must be completed **between 15 and 28 days** before the APCM.
- The form for notification and form for application for enrolment are both available from our website.

Before the meeting – Revision of ER

- 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 revision is complete the revised roll must be published (at least 14 days before the APCM). The roll may be published electronically, rather than in paper form, and the published roll must include every name entered on the role **but no other personal data**.
- The Electoral Roll officer (or PCC Secretary/PCC Chair) must advise the Diocesan Secretary, and the Deanery Synod Secretary of the number of names on the role – best done by sending a copy of the completed 2026 Electoral Roll Certificate to governance@stalbandsdiocese.org and to the relevant Deanery Synod Secretary.

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 revised 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 of lay members 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 for the new triennium.

- 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 **2025** electoral roll, a complete list showing the number for each parish is available on the APCM page of the website.
- Current lay representatives' term of office ends on 30 June 2026 – any who wish to continue will need to be re-elected for the new triennium.

Election to Deanery Synods

Elections of Lay representatives to Deanery Synods for the triennium 1 July 2026 – 31 June 2029 need to take place during this year's APCM. The calculation of the number of representatives per Parish to their Deanery Synod for this triennium are based on the ER numbers for 2025 and is as follows:

No. of names certified on the parish electoral roll (as at 2025)	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](#). Please check the relevant number for your parish – as this may have changed since the last triennium.

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

A blank copy of the Deanery Synod Certificate for completion following this year's elections can be downloaded [here](#). Bespoke versions of this certificate for each parish were sent to PCC Secretaries in December 2025.

During the meeting – election of Deanery Synod representatives for the new triennium.

- Those elected this year have a term of office starting on 1 July 2026 and ending on 30 June 2029 and will also be ex-officio members of the PCC from that date (and therefore Charity Trustees).
- It should be noted that Deanery Synod members who are elected this year will form the lay electorate for the General Synod elections which will take place later in 2026.
- The details of those elected must be entered on the Result of Elections to Deanery Synod Certificate which must be displayed in the parish and sent to the Diocesan Secretary and Deanery Synod Secretary. It is particularly important that this is done promptly this year because accurate Synod member details need to be provided to Civica as part of the General Synod election process. The blank certificate for each parish was sent by email to PCC Secretaries in December 2025.

During the meeting– election of PCC Members

- Once the Deanery Synod representatives have been elected the election of PCC members can take place. Usually this will be the replacement of the 1/3 whose term of office ends this year (unless the parish have agreed that all PCC members should be re-elected annually).
- The total number of elected PCC members depends on the number on the Electoral Roll for the current year – i.e. the one just revised. (6 if less than 50, 9 if between 50 and 100, 12 if between 100 and 200, 15 if above 200).
- All Deanery Synod, Diocesan Synod or General Synod members on the Electoral Roll are automatically ex-officio members of the PCC during their term of office as Synod members, so do not need to be included in those elected (this is why the Deanery Synod elections must take place first).

After the meeting

- ASAP – display results of churchwardens election for 14 days and notify the Archdeacon's PA of those elected (by emailing the Certificate of Election to the Archdeacon's PA).
- ASAP – notify the secretary of the diocesan synod and the deanery synod secretary of those elected to the deanery synod (by emailing the Result of Elections to Deanery Synod Certificate to governance@stalbandsdiocese.org and the relevant deanery synod secretary).
- ASAP – display notice of PCC and deanery synod election results for 14 days.
- Within 28 days – submit annual finance return on CofE Portal and email copy of annual report and accounts to parishaccounts@stalbandsdiocese.org.
- ASAP (this can be before the meeting and must be 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