

Annual Parish Meetings Overview & Checklist

The purpose of this overview and checklist is to support parish representatives when preparing for the annual meetings. The aim is to identify the tasks within the rules, so parishes can put them into practice. Cross references to the relevant wording in The Church Representation Rules 2022 are provided and should be referred to for the full requirements.

To assist with planning your timeline, there are some suggestions for “best practice”, which have been marked with an asterisk (*), as they are not based on specific rules.

Task (and associated documents)	Reference in CRR 2022 ⁱ	When?
Before the Annual Meetings		
Schedule the annual meetings:		Must be held Between 1 January and 31 May
Annual Meeting of Parishioners ⁱⁱ	Churchwardens Measure 2001 s.4(1)	*Usually held one after another, on the same day and at the same venue.
APCM ⁱⁱⁱ	Part 9, r.M1(1)	
Preparation of accounts and reports:		*Allow 3 months before the date of the annual meetings.
PCC ^{iv} financial statements should be prepared independently examined.	Part 9, r.M5(1)(c); (5)	
An ‘Annual report on the proceedings of the PCC and the activities of the parish generally’ including safeguarding assurances.	Part 9, M5(1)(b) Part 9, r.M5(3)	
An annual fabric report.	Part 9, r.M5(1)(d)	
A report on the proceedings of the deanery synod.	Part 9, r.M5 (1)(e)	

PCC Meeting prior to APCM:

Approval by the PCC of the audited financial statements for the year ending 31 December preceding the APCM and signed by the chair of the meeting.

[Part 9, r.M5\(6\)](#)

Agree PCC Annual Report

Appointment of Independent examiner or auditor (for submission to APCM)

[Part 9, r.M6\(2\)-\(5\) inclusive](#)

*Recommend leaving at least one month between this meeting and the date of the APCM.

Revise^v the Church Electoral Roll:

[Part 1, r.3-5 inclusive](#)

By giving notice of the [Annual Revision of the Electoral Roll](#) to be displayed on or near the principal church door (and in all buildings licensed for public worship where there is more than one in the parish)

[Part 1, r.3\(3\)](#)

Notice of the proposed provision must remain on display for at least 14 days before the revision begins.

[Form 1: Application for Enrolment onto the Electoral Roll](#)

[Part 1, r.1](#)

The revision must be completed at least 15 days, but no more than 28 days, before the APCM [[Part 1, r.4\(10\)](#)].

Publish the revised roll^{vi} (electronically or otherwise)

[Part 1, r.5](#)

The revised roll must remain on display for at least 14 days [[Part 1, r.5\(2\)](#)]. Include names but no other personal information.

Preparation of new^v Church Electoral Roll:

[Part 1, r.6-8 inclusive](#)

Giving notice, by or under the direction of the minister, using [Form 3: Notice of preparation of new roll](#) to be displayed on or near the church's principal door and in all other churches/buildings licensed for public worship where there is more than one

[Part 1, r.6 \(1\)](#)

Notice of the preparation of a new roll must be put on display at least two months before the APCM [[Part 1, r.6 \(2\)\(a\)](#)]. It must remain on display for at least 14 days [[Part 1, r.6 \(2\)\(b\)](#)] (the "14-day notice period").

church/building in the parish. For other licensed buildings, in a location readily visible to all members of the congregation.

Inform the congregation of the preparation of the new roll, by person conducting the service. [Part 1, r.6 \(4\)](#)

The PCC must take reasonable steps to inform every person whose name is on the roll that a new roll is being prepared and that they must apply for enrolment if they wish for their name to be entered on the new roll, using [Form 1: Application for Enrolment onto the Electoral Roll](#).

Publication of the new roll^{vi} (electronically or otherwise) as the PCC decides [Part 1, r.8\(1\)\(a\)](#)

Convene your meetings: by publishing notices on or near the principal church door (and in all churches where there is more than one in the parish).

A [notice of a Meeting of the Parishioners \(for the election of Churchwardens\)](#) [Churchwardens Measure 2001 s.5](#)

A [notice of the APCM](#) [Part 9, r.M2](#)

Preparation of the new roll must not begin before the date on which the notice is displayed and must be completed at least 15 days but no more than 28 days before the APCM [[Part 1, r.6 \(3\)](#)].

At every service held on the two Sundays during the 14-day notice period [[Part 1, r.6\(4\)](#)]. (See [Part 1, r.6\(5\)](#) for provisions where there are no services on these Sundays).

The new roll must remain on display for at least 14 days [[Part 1, r.8\(2\)](#)]. Include names but no other personal information [Part 1, r.8(3)].

At least two clear Sundays before the meetings take place.

Publish signed financial statements: Making a copy available for inspection	Part 9, r.M5(7)	For at least 7 days before the APCM
Receive nominations for Churchwardens: Nomination for Churchwarden Nominees should complete a Confirmation of Trustee Eligibility Declaration which includes the HMRC Fit and Proper Person Declaration. NB Part 9, r.M12A Declaration as to disqualifications	Churchwardens Measure 2001 s.4	Prior to Meeting of the Parishioners in writing using the nomination form)
Seek nominations for representatives to the deanery synod^{vii}: Nomination of representatives of the laity to the Deanery Synod Nominees should complete a Confirmation of Trustee Eligibility Declaration which includes the HMRC Fit and Proper Person Declaration. NB Part 9, r.M12A Declaration as to disqualifications	Part 9, r.M9(2) Part 9, r.M6(1)	Prior to the APCM in writing (using the nomination form)
Seek nominations for elected PCC members: Nomination of PCC members Nominees should complete a Confirmation of Trustee Eligibility Declaration which includes the HMRC Fit and Proper Person Declaration. NB Part 9, r.M12A Declaration as to disqualifications	Part 9, r.M9(2) Part 9, r.M6(1)Rule M8	Prior to the APCM in writing (using the nomination form)

The Meetings

The PCC must provide the following with an opportunity to discuss:

[Part 9, r.M5](#)

- Report on changes to the roll since the last annual meeting or, in a year in which a new roll is prepared, a report on the numbers entered on the new roll.
- Annual report on the proceedings of the PCC and the activities of the parish generally.
- The financial statements for the year ending on the 31 December preceding the meeting (as outlined above).
- The annual fabric reports.
- A report on the proceedings of the deanery synod.

Elections and appointments:

[Part 9, r.M6](#)

- Elect in every third-year representatives to the deanery synod (or in the event of casual vacancies)
- Elect representatives as members of the PCC
- Appoint an independent examiner or auditor

In the case of a new parish see both provisions with regards special meetings—[Part 9, r.M3](#) and [Part 9, r.M6\(7\)](#)

After the Meetings

Announce the results of elections held at the annual meeting: [Part 9, r.M12](#)

Notification of election results

Notices of results are to be displayed on or near the principal church door (Also in each building in the parish licensed for public worship, in a location readily visible to members of the congregation).

The notice must specify the date on which the result was declared.

As soon as practicable after the meeting.

All notices of results should remain on display for at least 14 days.

Notify relevant parties of the results of the elections:

The PCC Secretary should:

Notify their name and address to the secretaries of the deanery and the diocesan synods. [Part 9, r.M20\(2\)\(d\)](#)

Give the name and address of every person elected to the deanery synod to— [Part 9, r.M12\(9\)](#)

- (a) the diocesan electoral registration officer, and
- (b) the secretary of the deanery synod

*Dioceses request the details of officers such as Churchwardens, PCC Treasurer, PCC Secretary, Parish Safeguarding officer and Electoral Roll Officer (if you have one).

The appointment of officers takes place usually at the first PCC meeting following the APCM (Churchwardens will have been elected at the Meeting of the Parishioners).

*While practice can vary, a short PCC meeting with these appointments as the only agenda item is often held immediately after the APCM. Refer to Part 9, r. M25(5) for rules on giving notice.

As processes differ between dioceses, please check the deadline for your returns with your diocese.

Some of this information is collected as part of annual parish returns for which the diocese often distributes forms from January onwards.

Submit annual reports and financial statements to the secretary of the diocesan board of finance: [Part 9, r.M5\(8\)](#)

Before the end of 28 days, beginning with the date of the annual meeting.

Processes for this differ between dioceses.

Notification of number on Electoral Roll: [Part 1, r.10](#)

By 1 July, each year.

Confirmation of the electoral roll number as at the date of the APCM should be given to your diocese.

The process for this may differ between dioceses.

ⁱ [Church Representation Rules 2022, Supplementary Materials \(not forming part of the rules\), Churchwardens Measure 2001](#)

ⁱⁱ Meeting at which Churchwardens are elected.

ⁱⁱⁱ Annual Parochial Church Meeting

^{iv} Parochial Church Council

^v Every sixth year there should be a new roll prepared, commencing **2025** (as the sixth year) ([Part 1, r.6\(2a\)](#))

^{vi} Once the revision is complete, additional names may not be added until after the APCM.

^{vii} If there are vacant seats— elections for deanery synod are held every third year. The next election year is **2026**. These steps should be followed for the election of casual vacancies. See [Part 3, r.28](#).