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| **Annual Parochial Church Meeting (APCM)**  **PROCEDURE CHECKLIST** |  |

PART 1: BEFORE THE MEETING:

There are certain legal requirements and tasks that must be actioned before your APCM. The table below lists each of these.

Once you have set the date for your APCM you may find it helpful to use the table to calculate and record the date for each task.

Copies of all forms are available on the Parish Resources website [APCMs - Parish Resources Parish Resources](https://www.parishresources.org.uk/pccs/apcms/)

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| **Action/event** | **When it needs to happen** | **Date** | **Task completed** |
| **Fix date of Annual Parochial Church Meeting (APCM)** | **By 31 May 2023** |  |  |
| **Prepare Financial Statements**  The financial statements need to be prepared and examined by the Independent Examiner/Auditor. They then need to be considered by the PCC prior to being included in the report to the APCM. The approved statements must be signed by the chair of the meeting which approved them. | By the last PCC meeting before the APCM. |  |  |
| **Notice of Meeting to Elect Churchwardens**  To be fixed on or near principal door of every church in the parish and every building licensed for public worship | For a period including the last two Sundays before the day of the meeting. |  |  |
| **Notice of APCM**  To be fixed on or near principal door of every church in the parish and every building licensed for public worship | For a period including the last two Sundays before the day of the meeting. |  |  |

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| **Preparation of a New Electoral Roll**  **(Only every six years – next date = 2025. Otherwise skip to Revision of Electoral Roll)**  In the years when a new roll is prepared the following should also take place:   * **Notice of Preparation to be fixed on or near principal door of every church in the parish and every building licensed for public worship** * **Announcements during services** * **PCC informs those on the previous roll** | * Notice displayed at least 2 months before the APCM. Must remain on display for at least 14 days * Announcements in Church made the first two Sundays once the notice is displayed * PCC informs ER members once the notice has been displayed |  |  |
| **Revision of Electoral Roll**  (every year when the Electoral Roll is not being renewed)  Notice of Revision to be fixed on or near principal door of every church in the parish and every building licensed for public worship | At least 14 days before the start of the revision |  |  |
| **Application for enrolment on the Church Electoral Roll**  Copies to be made available for ER applicants for completion | During period between notice & date of revision of roll or preparation of new roll |  |  |
| **Completion of the Electoral Roll** | A fixed date 15 to 28 days before the APCM |  |  |
| **Publication of new roll** | 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) |  |  |
| **Churchwarden Nomination Forms**  To be overseen by the PCC Secretary | Before the Vestry Meeting. Candidates need to be nominated, seconded and consent to stand in writing, submitted to the minister of the parish before the meeting begins (**NB** this applies even if the minister is not chairing the meeting, so where the minister is not taking the chair, provision needs to be made for this). |  |  |
| **Deanery Synod Nomination Forms**  (Only every three years, unless a casual vacancy needs to be filled. Next election in 2023)  To be completed by the PCC Secretary | Candidates need to be nominated, seconded and consent to stand. Although it is good practice to circulate the forms before the meeting, nominations may be received during the meeting. Consent need not be in writing, but the meeting must be satisfied that there is sufficient evidence of his or her willingness to serve. |  |  |
| **PCC Nomination Forms**  To be completed by the PCC Secretary  **NB** Churchwardens and Deanery Synod Reps are automatically *ex officio* members of the PCC. Elected PCC members must be in addition to those appointments. | Candidates need to be nominated, seconded and consent to stand. Although it is good practice to circulate the forms before the meeting, nominations may be received during the meeting. Consent need not be in writing, but the meeting must be satisfied that there is sufficient evidence of his or her willingness to serve. |  |  |
| **Safeguarding Policy**  To be reviewed annually and formally recorded by the Parish Safeguarding Officer, Incumbent & PCC | Review before the APCM and formally record at the APCM |  |  |
| **Prepare reports for the APCM**  These reports need to be included and must be considered by the PCC before being published for the APCM. The required reports are:   1. a report on the 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, 2. an annual report on the proceedings of the PCC and the activities of the parish generally\*, 3. the financial statements of the PCC for the year ending on the 31 December preceding the meeting, 4. the annual fabric report under section 50 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, 5. a report of the proceedings of the deanery synod, and   Other reports (e.g. from the incumbent, youth worker, parish groups etc. are welcome, but not required and do not need to be approved by the PCC).  \* **NB** The Annual Report of the PCC (see (b) above) must include a statement as to whether the PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops’ guidance on safeguarding children and vulnerable adults). In addition, we recommend that a specific report be prepared by the Parish Safeguarding Officer for consideration at the APCM. | In time for the reports to be published for those attending the APCM. We recommend that these are printed into a booklet, or at least are printed and stapled together in an order that can be followed easily by those attending the meeting. The PCC secretary would normally be responsible for ensuring that the booklet (or similar) is produced.  The booklet should also contain minutes of the previous year’s Vestry Meeting and APCM. |  |  |

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PART 2: AT THE MEETING:

There are in fact three meetings that happen immediately one after the other:

1. Annual Meeting of Parishioners (a.k.a. the Vestry Meeting) – purely to elect Churchwardens. Anyone resident in the parish or on the electoral roll can attend and vote. Despite its name, it does not need to take place in the Vestry!
2. The Annual Parochial Church Meeting (APCM) – to scrutinise reports and elect the PCC. Only electoral roll members can vote.
3. The First Meeting of the PCC – this is not usually a full PCC meeting, but simply elects the officers of the PCC.

A suggested template agenda for these meetings is attached.

It is also a statutory requirement for all parishes to review their Safeguarding policies and to elect a parish Safeguarding Officer for the coming year. The responsibility for this rests with the PCC (who must also elect the Safeguarding Officer). We recommend that the review take place at the PCC meeting immediately prior to the APCM (see above), but that the Parish Safeguarding Officer is elected along with the other officers at the first meeting of the PCC after the APCM. In addition to the statutory requirements, the Diocese recommends that a written report by the Parish Safeguarding Officer be presented to the APCM and an opportunity given for discussion. In the past it was customary for this report to state simply “no complaints received” before moving on to new business. This is no longer adequate to address our positive duty of care to provide a safe environment in Church and to love our neighbours as ourselves. Accordingly, the focus of any report and discussion should be on the Church’s mission to be a safe place for the vulnerable, and should not discuss any specific complaints or incidents, (or their absence).

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| **Action/event** | **What needs to happen** | **Task completed** |
| **Elect Churchwardens**  (Annually during the Vestry Meeting) | Churchwardens are elected annually for one year and need to be admitted to office by the Archdeacon at a Visitation (Admission of Churchwardens) Service by the 31st August each year. The PCC Secretary should complete the MS office form – certificate for election of Churchwardens, immediately after the meeting |  |
| **Electoral Roll** | In addition to the Electoral Roll report, a fully copy of the Electoral Roll must be available at the meeting for inspection. |  |
| **Deanery Synod Elections – this year!**  (Only every three years, unless a casual vacancy needs to be filled. Next election this year!) | Candidates need to be nominated, seconded and consent to stand. Although it is good practice to circulate the forms before the meeting, nominations may be received during the meeting. Consent need not be in writing, but the meeting must be satisfied that there is sufficient evidence of his or her willingness to serve.  We recommend that immediately upon election, the new Reps complete the Returns Form and return to the PCC secretary to submit after the meeting (see below). |  |
| **Elect PCC**  (Annually during the APCM) | Candidates need to be nominated, seconded and consent to stand. Although it is good practice to circulate nomination forms before the meeting, nominations may be received during the meeting. Consent need not be in writing, but the meeting must be satisfied that there is sufficient evidence of his or her willingness to serve.  **NB** Churchwardens and Deanery Synod Reps do not need to be elected separately to the PCC. They are ex officio PCC members (DS reps for three years, Churchwardens annually). |  |
| **Elect PCC Officers**  (Annually during the first meeting of the newly elected PCC – this usually takes place immediately after the APCM) | We recommend that immediately upon election, the newly elected officers complete the Parochial Information Form and return to the PCC secretary to submit after the meeting (see below).  **NB** Election of Parish Safeguarding Officer – the PCC must elect a Parish Safeguarding Officer. Under the Diocesan Safeguarding Policy, it is possible for Safeguarding Officers to be shared across a benefice or Mission Community. When a Safeguarding Officer is recruited (i.e. elected for the first time), the parish must follow the Safer Recruitment Procedure. |  |

**PART 3: AFTER THE MEETING**

The table below lists the tasks that should take place following your APCM

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| **Document/Information** | By when? | Action by | Return to |  |
| **Notification of Election Results Form**  To be displayed on or near the front door of the church for 14 days. Available on Diocesan Website:  https://www.carlislediocese.org.uk/PCC-secretary/ | Immediately following the meeting | PCC Secretary | N/a |  |
| **Churchwarden’s Visitations Certificate**  The certificate recording the election of Churchwardens should be completed by the Incumbent or Priest in Charge after the Vestry meeting. This year this will be an electronic form (MS Forms) and a link will be sent out in March with a reminder in May. | A.S.A.P. and no later than 3 June | PCC Secretary |  |  |
| **Parochial Information**  You will be sent a link to update these details directly onto the CMS database. This will replace the need to return the Parochial Information Form that we have asked for in the past. | A.S.A.P. and no later than 1 July | PCC Secretary |  |  |
| **Deanery Synod Returns Form**  Details of elected Deanery Synod Lay Representatives to be sent, by either email or post, to the Deanery Synod Secretary.  **NB this will only be for vacancies – next elections 2023** | No later than 1 July | PCC Secretary | Deanery Synod Secretary |  |
| **Notification of number on Electoral Roll\***  Written notification of the number of names on the roll of the parish as at the date of the APCM to be sent to the Diocesan Secretary (CRR 10) | By 1st July | Electoral Roll Officer or PCC Secretary | c/o [cath.bell@carlislediocese.org.uk](mailto:cath.bell@carlislediocese.org.uk) |  |
| **Statistics for Mission** | 31 January | Churchwardens | <https://parishreturns.churchofengland.org/> |  |
| **Energy Footprint Tool** | 31 July | PCC Treasurer | <https://parishreturns.churchofengland.org/> |  |
| **Return of Parish Finance** | 31 July | PCC Treasurer | <https://parishreturns.churchofengland.org/> |  |
| **Annual Report and Annual Accounts\*\***  CRR M5(8) | 28 days after APCM | PCC Treasurer | [enquiries@carlislediocese.org.uk](mailto:enquiries@carlislediocese.org.uk) |  |
| **Archdeacons’ Articles of Enquiry** | Before the admission of the churchwardens, | Churchwardens & Parish Priest |  |  |

**\***Please note that under the revised CRRs, Electoral Roll Certificates are no longer required.

\*\* The Annual Report and Accounts can be sent by email to [enquiries@carlislediocese.org.uk](mailto:enquiries@carlislediocese.org.uk)

**If you are returning several documents in one envelope to Church House, please ensure you have affixed the correct postage**