**ANNUAL MEETING OF PARISHIONERS** (commonly known as the Vestry Meeting).

*Date* in *where*  at *time*

**AGENDA**

1. To elect the Chair should the Minister decide to vacate the chair
2. Prayer and welcome

Welcome and thank you all for coming to tonight’s Annual Meetings to support the good governance of…….

Thank current office holders

Open in Prayer

1. To receive apologies –
2. Minutes of the last meeting, *Insert date*

Copies of minutes should have been made available. The minutes of the last Vestry meeting should be approved at this meeting

1. Election of Churchwardens

We now elect the churchwardens for the coming year. People allowed to vote are:

* Anyone who lives in the parish of xxxxxx
* Anyone on the electoral roll of the Parish Church

This now Concludes the ANNUAL MEETING OF PARISHIONERS

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We move onto the…

**ANNUAL PAROCHIAL CHURCH MEETING** (The Annual Meeting)

*Insert date* following the Annual Meeting of Parishioners.

Everybody welcome to stay but only those on the Electoral roll can vote

**AGENDA**

1. To elect the Chair should the Minister decide to vacate the chair
2. To receive apologies
3. To receive and approve the Minutes of the last meeting *insert date*

Copies of minutes should have been made available. The minutes of the last APCM meeting should be approved at this meeting

1. To deal with matters arising from the Minutes
2. To receive a report on the changes to the roll since the last annual meeting
3. To receive an annual report on the proceedings of the PCC and the activities of the parish generally.

NB – 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)

1. To receive the financial statements of the PCC for the year ending 31 December 2023

Treasurers Report & Auditor’s/Independent Examiner’s Report

1. To receive the annual fabric report

Church Wardens report on the fabric

1. To receive a report of the proceedings of the xxxx Deanery Synod
2. To elect parochial lay representatives to Deanery Synod.

The next elections are this year.

*Any additional parish reports, including the minister’s report may be received here.*

1. To elect the Parochial Church Council
2. To confirm any Reader(s) as a member of the Parochial Church Council

It is for the APCM to decide if Readers are members of the PCC

1. To appoint an Independent Examiner of the Parochial Church Council

i.e. the independent examiner of the PCC accounts

1. Questions from the floor

Under Rule M7, Any person who is entitled to attend the annual meeting may ask a question about parochial church matters or bring about a discussion of any matter of parochial or general church interest

1. Any other business
2. To close the meeting with prayers and the Blessing.

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REPORTS FROM ORGANISATIONS

These have been received and published. They will be kept as an historical record with the APCM minutes.

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**PCC Meeting**

**(To follow the APCM – this meeting should be for PCC members only. Anyone else should vacate the meeting at this point. Ordinarily this meeting would address only the business below and not be a full PCC meeting, but other urgent items of business can be brought, provided due notice is given.)**

Need to elect:

1. Secretary

Treasurer

Vice-Chair

Electoral Roll Officer

Deputy Wardens (if applicable)

Parish Safeguarding Officer

1. Election of Standing Committee (Rule M31 states this should consist of (a) the Minister, (b) each Churchwarden who is a member of the PCC or, if there are more than two, such two or more of them as are appointed by the PCC by resolution, and (c) at least two other members of PCC appointed by the PCC by resolution, the number of whom must at least equal to the number of churchwardens who are members of the committee under (b)).
2. Confirm Sidespersons.
3. Dates of next / future meetings