



The Church of England

Diocese of Ely

ANNUAL PAROCHIAL CHURCH MEETING (APCM)

2023

MEETING OF PARISHIONERS (ELECTION OF CHURCHWARDENS)

REVISION OF ELECTORAL ROLL

ELECTIONS TO DEANERY SYNOD (2023-2026)

NOTES FOR PCC SECRETARIES

Please note these are a summary of the requirements set out in the
Church Representation Rules 2022.

For detailed guidance please refer to the Rules

Additional information for Parish Officers including Administrators
is available at www.elydiocese.org

December 2022

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Throughout, the numbers in brackets refer to the relevant provision in the Church Representation Rules

1. CHURCH ELECTORAL ROLL

At least 15 days, but no more than 28 days, before the Annual Parochial Church Meeting in 2023, the electoral roll must be revised [4(10)]. Completely new electoral rolls have to be compiled every six years, and the next is due in 2025.

- Notice of revision must be displayed on or near the principal door of all churches in the parish or readily visible in each building licensed for public worship for at least fourteen days before the commencement of the revision [3 (2-3)].
- The revision must be completed not less than fifteen days or more than twenty-eight days before the Annual Meeting, which must receive a report on changes in the roll.
- The revised roll must then be published in such form, whether electronic or otherwise, as the PCC decides, for not less than fourteen days before the APCM. No name is to be added or removed between the time of completion of the roll and the close of the Annual Meeting unless to correct an error or add a person who reaches 16 years of age. [5 (1-4)]

Eligibility:

Lay persons are entitled to have their names entered on the roll of a parish if they are baptised, of sixteen years or upwards, have signed an application form for enrolment and declare themselves either:-

- a) To be a member of the Church of England, or of a Church in communion therewith, resident in the parish; or
- b) To be such a member and, not being resident in the parish, to have habitually attended public worship in the parish during a period of six months prior to enrolment; or
- c) To be a member in good standing of a Church which subscribes to the doctrine of the Holy Trinity (not being a Church in communion with the Church of England) and a member of the Church of England having habitually attended public worship in the parish during a period of six months prior to enrolment. [1 (1-5)]

If otherwise qualified people reach their sixteenth birthday after the intended date for revision of the roll, but on or before the date of the APCM, they may complete a form of application for enrolment, which will have effect from the date of their birthday. [1 (7)]

Certification of Numbers on Church Electoral Roll:

The Chair, Vice Chair, Secretary or Electoral Roll Officer of the PCC must inform the Diocesan Secretary as Secretary to the Diocesan Synod before 1 July 2023 of the number of names on the roll as at the date of the Annual Meeting. This is done by sending a copy of the Electoral Roll Certificate (ideally in pdf format) by e-mail to elections@elydiocese.org

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Elections to the House of Laity of the Deanery Synod, the Diocesan Synod and the General Synod, when they occur, relate to the total number on the roll, so your co-operation in this matter is essential.

2. MEETING OF PARISHIONERS: ELECTION OF CHURCHWARDENS

The meeting of parishioners, for which notice should be given, may be held any time before 31 May 2023. These dates are the same as those which apply to the Annual Parochial Church Meeting and, therefore, both meetings may be held on the same day, if desired. They remain, however, entirely separate meetings.

Under the Churchwardens Measure 2001:

- i) The Churchwardens shall be elected by a meeting of the parishioners (see fnote v) below)
- ii) The Minister must receive the nomination/consent to serve form before the meeting commences. Oral nominations at the meeting are not permitted under the Measure
- iii) There shall be two Churchwardens for every parish, except where a parish has more than one parish church, in which case two Churchwardens shall be appointed for each of the parish churches and all Churchwardens shall be Churchwardens of the whole parish
- iv) A Churchwarden may only serve for six successive terms of office (unless the meeting of parishioners decides by resolution this rule shall generally not apply - and until it is subsequently revoked) but may qualify again at the next annual meeting but one
- v) If it appears to the minister that a nominee might give rise to serious difficulties between the minister and that person carrying out their respective functions, the minister may - before the election - make a statement that only one churchwarden is to be elected by the meeting. One Churchwarden shall then be appointed by the minister from among those nominated and the other shall be elected by the meeting
- vi) Casual vacancies shall be chosen in the same manner as was the Churchwarden whose place is being filled
- vii) No person shall become Churchwarden until admitted to office (at the visitation)
- viii) In parishes where there is an existing custom (since 1925) to vary the number of Churchwardens, that can continue
- ix) A Notice of the result of elections must be displayed on or near the church door for 14 days after the meeting and a copy be sent to the relevant Archdeacon's PA.

The qualifications necessary for a person to be elected churchwarden are that he or she must be baptised, be on the church electoral roll of the parish, be twenty-one years of age or over and be an actual communicant member of the Church of England.

The Churchwardens Measure 2001 is available as supplementary material appended to the Church Representation Rules 2022.

PLEASE NOTE IN PARTICULAR ITEM (ix) ABOVE AND RETURN NOTICES OF ELECTION OF CHURCHWARDENS TO THE RELEVANT ARCHDEACON'S PA.

3. ANNUAL PAROCHIAL CHURCH MEETING

The Annual Parochial Church Meeting may be held at any time before 31 May 2023. Meetings for 2023 must take place in person. All lay persons whose names are entered on the roll of the parish shall be entitled to attend the Annual Meeting and to take part in its proceedings, and no other lay person shall be so entitled. Proper notice of the meeting must be given as laid down in the Rules, using a 'Notice of Annual Parochial Church Meetings' form. Forms can be downloaded from the following website:
<https://www.parishresources.org.uk/pccs/apcms/>.

(i) Business of the Meeting:

- 1) The annual meeting shall receive from the PCC and be free to discuss:- [M5]
 - a) A report on changes to the Electoral roll since the last meeting;
 - b) An annual report on the proceedings of the PCC and the activities of the parish generally; this must include a statement as to whether the PCC has complied with its duty to have due regard to House of Bishops guidance on safeguarding children and vulnerable adults;
 - c) The financial statements of the parochial church council for the year ending on 31 December immediately preceding the meeting, independently examined or audited as provided by paragraph (3) below;
 - d) The annual fabric report;
 - e) A report on the proceedings of the deanery synod.
- 2) A copy of the electoral roll should be available for inspection at the meeting.
- 3) The financial statements should:-
 - a) Be prepared and independently examined or audited in such manner as is specified by the Business Committee of the General Synod;
 - b) Be considered and, if thought fit, approved by the Parochial Church Council and signed by the chairman presiding at the meeting of the council; and
 - c) Be published for a continuous period of at least seven days before the annual meeting, in electronic or other form and a signed copy made available for inspection on request.

The Rules also require that a copy of the annual reports and statements be sent to the Secretary of the Ely Diocesan Board of Finance (EDBF) via the Financial Controller within twenty-eight days following the meeting.

These are the minimum requirements: Councils may, in addition, circulate copies of the accounts (or summary of them) to parishioners.

- 4) The annual meeting shall carry out the following elections and appointments:
 - a) In every third year (the next election being in 2023) or where there is a casual vacancy, elect lay representatives to the Deanery Synod.
 - b) Elect lay representatives to the PCC.
 - c) Appoint an independent examiner or auditor to the PCC for a term of office ending at the close of the next annual meeting. The person appointed may not be a member of the PCC. The PCC must make a recommendation to the Annual Meeting about this appointment so it is important to ensure that the PCC discusses it in good time.

ii) Election of lay representatives to Deanery Synod

The parochial representatives of the laity to the Deanery Synod are elected by annual meetings every three years and hold office for the three years from 1 July following their election.

This election must take place at the Annual Parochial Church Meeting in 2023 before the election of lay members to the PCC. Nominations must be proposed and seconded by members of the electoral roll of the parish.

The number of representatives of the laity to be elected is based on the resolution approved by the Diocesan Synod in October 2022, and is directly related to the number on the Church Electoral Roll as certified at the **2022** Annual Parochial Church Meeting. A list of the number of representatives for each Parish is circulated to PCC Secretaries and can be seen below:

Number on parish/BMO electoral roll	Deanery Synod Representatives
1-50	1
51-200	2
201 or more	3

This number of representatives must be strictly adhered to and stated on the form of Return of Election to the Deanery Synod, one copy of which should be returned to the Diocesan Secretary at the Diocesan Office (preferably by email to elections@elydiocese.org or by post to the Diocesan Offices, Bishop Woodford House, Barton Road, Ely CB7 4DX) and a second to your Deanery Secretary as soon as possible after the election. If no Electoral Roll certificate was returned to the Diocesan Office, you should elect only one lay representative.

The form of Return for each individual Parish will be sent to the PCC Secretary by e-mail. Duplicate copies are available from the Parish Resources website: <https://www.parishresources.org.uk/pccs/apcms/>

Those elected as members of the Deanery Synod are also ex-officio members of the PCC from the start of the triennium (i.e. from 1 July 2023).

(iii) Election to Parochial Church Council

Following the election of any lay representatives to fill any vacancies on the Deanery Synod, elections are held for lay members of the Parochial Church Council.

The Council consists of all clergy beneficed in, or licensed to, the parish; the churchwardens; members of any Deanery Synod, the Diocesan Synod or the General Synod, whose names are on the electoral roll*; elected members; co-opted members, if the Council so decides (not exceeding in number one-fifth of the elected members); any deaconess or lay worker licensed to the parish; and any reader whose name is on the electoral roll, if the annual meeting so determines.

**If such members are on the electoral roll of more than one parish, they must choose one parish only for the purpose of this qualification, although they may still put themselves up for election in the other parish or parishes on whose roll they are.*

Number of lay representatives

The Church Representation Rules provide for the number of representatives of the laity to be elected as follows:

- 6 representatives where there are not more than 50 names on the electoral roll
- 9 representatives where there are not more than 100 names on the electoral roll, and
- a further 3 representatives for every 100 (or part thereof) up to a maximum of 15, or
- such other number agreed by resolution at the APCM, such resolution taking effect at the annual meeting after it is passed.

Term of office

Members will hold office for three years, with one-third retiring and being elected each year. However, the APCM can resolve that lay members be elected annually, any such resolution being subject to review at least once every six years.

The annual meeting may decide that those elected as set above should serve for no more than a specified number of years.

Those who are members by virtue of their election as lay members of the Deanery Synod shall hold office from the date of their election until 30 June following the election of their successors.

(iv) Qualification for Election

To be elected as a representative of the laity to the Parochial Church Council, the Deanery Synod and to other synods, the candidate's name must have been on the roll of the parish for at least the preceding six months (unless they are under 18 at the date of the election) and be an 'actual communicant' as defined in rule 83(2) of the Church Representation Rules.

An 'actual communicant' is a person whose name is on the roll of the parish and who has received communion according to the use of the Church of England (or of a Church in communion with it) at least three times in the twelve months preceding election.

This includes members of other Churches who are baptised (but need not be episcopally confirmed) and who are receiving communion in accordance with the provisions of Canon B15A, paragraph 1(b).

However, it is no longer possible for members of other Churches who are not willing to declare themselves also to be members of the Church of England to be elected to represent the laity on a Parochial Church Council or deanery synod.

The minimum age requirement for membership of the Parochial Church Council is sixteen.

Eligibility to act as a charity trustee

PCC members are charity trustees and therefore need to be eligible to serve as such, in addition to meeting the requirements of the Church Representation Rules.

All members of the PCC should be asked to complete a Trustee Eligibility and Fit and Proper Persons Declaration confirming their eligibility to serve on the PCC which is available from the Parish Resources website at the bottom of the page on the following link: <https://www.pariahresources.org.uk/pccs/apcms/>. These forms should be retained by the PCC and not sent to the Diocesan Office or Charity Commission.

Further information is available from <https://www.gov.uk/guidance/charity-trustee-whats-involved> and <http://www.pariahresources.org.uk/pccs/>.

(v) Conduct of Elections

Candidates must be nominated and seconded by persons whose names are on the electoral roll. A candidate may be nominated at the meeting or before the meeting by notice in writing.

It is not essential for the candidate's consent to be given in writing or verbally, but the meeting must be satisfied that there is sufficient evidence of willingness to serve.

If the number of candidates nominated is not more than the numbers of seats to be filled, they are declared elected. Otherwise an election must be held and this takes place at the meeting.

Voting

Voting may be by show of hands or, if one or more persons object, either (i) on voting papers which must be signed by the voter on the reverse side, or (ii) if at least 1/10 of the persons present and voting at the meeting so request, by numbered voting papers.

Each person entitled to vote has as many votes as there are seats to be filled, but may not give more than one vote to any one candidate. In a case of equality of votes, the election is decided by the drawing of a lot by the presiding officer.

The Church Representation Rules provide options allowing for individual postal voting in elections to the parochial church council or the deanery synod and for the method of the single transferable vote to be used if the meeting wishes.

The Annual Parochial Church Meeting would need to pass a resolution to provide for this, if it so wished, but the resolution must be approved by at least two-thirds of the persons present and voting at the annual meeting. However, it would not become operative until the next annual meeting.

Election Results

The Results of the elections and appointments are to be announced as soon as practicable, and a notice of them is to be affixed on or near the principal door of the parish church and of every other building licensed for public worship in the parish, and remain there for not less than fourteen days.

SYNOD DATES

Diocesan Synod

Meetings of the Diocesan Synod will take place in 2023, on

- 11 March
- 14 June
- 14 October

General Synod

The General Synod will meet during the following periods in 2023

- 6-14 February London
- 7-11 July York
- 13-15 November London

4. RESOURCES AND PUBLICATIONS

Annual Meeting Pack

All the forms necessary for the Annual Church meetings can be downloaded for free in both Word and pdf format from the Parish Resources website:

<http://www.pariahresources.org.uk/pccs/apcms/>

Church Representation Rules (2022 edition)

This booklet summarises the main provisions of the Church Representation Rules and it is recommended that parishes refer to the latest edition for more detailed guidance. They are available online at: <https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules> or can be ordered from Church House Publishing at: <https://www.chpublishing.co.uk/books/9780715111864/church-representation-rules-2022>

PCC Accountability: The Charities Act 2011 and the PCC

This useful guide for PCC Treasurers is available online at:

<https://www.churchofengland.org/more/policy-and-thinking/pcc-accountability-guide> or can be ordered from Church House publishing at:

<https://www.chpublishing.co.uk/books/9780715111123/pcc-accountability>.

Additional information for PCC Treasurers is also available at: <https://www.pariahresources.org.uk/resources-for-treasurers/>

Elections Secretariat
December 2022