



# How to ...

## Hold an APCM

This guide contains a simple timeline of actions required before and after the APCM.

### Before the APCM

Where the regulations refer to “displayed at church door”, please use your discretion to put the notices where they will be best seen.

1. **Instruct independent examiners or auditors to inspect the PCC Accounts.** These should then be approved by the PCC.
2. By the 31 January the Churchwarden or another appointed person should ensure that the **National Statistics for Mission Return** for the preceding year is completed via the National Parish Returns system <https://parishreturns.churchofengland.org/>.
3. **Agree a date** for the Parishioners’ Meeting and APCM. These must be held no later than 31 May.
4. **Annual revision of Electoral Roll** - in years when new Roll is not required to be prepared.
  - a. A notice should be displayed at church door indicating the intention to revise Roll 14 days before revision begins.
  - b. The revision should be undertaken and completed not less than 15 days, and not more than 28 days before the APCM.
  - c. The revised Roll should then be displayed at church door for checking by church members for a continuous period of not less than 14 days before the APCM.
5. **A Notice of the holding of the APCM** should be displayed at church door for a period including the last two Sundays before the day of the meeting. This should include details of the date, time and location for the meeting.
6. **Notice of Parishioners’ Meeting to elect Churchwardens** should be displayed at church door for a period including two Sundays before the APCM.
7. **Audited PCC Accounts** for previous year ending 31 December should be displayed at church door for a continuous period of at least 7 days before APCM including at least one Sunday.
8. **Written nominations for candidates for Churchwardens** should be received before the Parishioners’ Meeting.
9. **Nominations for elections of lay members of the PCC** (and Deanery Synod every 3 years) should be received in writing before the APCM or orally at the meeting.
10. The Church Representation Rules (Rule 9 (1)(b)) require ‘**an annual report on the proceedings of the parochial church council and the activities of the parish generally**’ to be received by the Annual Parochial Church Meeting (APCM). An annual report should be provided in written form it is separate to a statement or address made by the incumbent.
11. **The Annual Report** will usually be drafted by the secretary and the treasurer of the PCC, but some PCCs may wish to involve others in the drafting e.g. there should always be a section in the Annual report regarding the safeguarding arrangements in the Parish usually written by the Parish safeguarding Officer. In addition to financial information, the Annual report should cover the activities of the parish overseen by the PCC.

## After the APCM

The following returns need to be made:

1. The Electoral Roll Officer should return the electoral roll certificate to the Diocesan Office.
2. The PCC Secretary should complete the Return of Parish Officers<sup>1</sup> which notifies the Diocesan Office of parish officers for the year. This form was posted to the PCC Secretary with copies of other relevant forms for the APCM earlier in the year.
3. The PCC Treasurer returns two copies of the approved Report and Accounts to the Diocesan Office.
4. By the end of May the PCC Treasurer or another appointed person should ensure that the **Return of Parish Finance** for the preceding year are completed via the National Parish Returns system <https://parishreturns.churchofengland.org/>.

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<sup>1</sup> New appointments should not be confirmed until all necessary safer recruitment procedures have concluded e.g. a DBS check completed for newly elected Churchwardens