

Preparing for the Annual Meetings

Every year, two meetings have to take place not later than 31st May: The Annual Meeting of Parishioners and the Annual Parochial Church Meeting. They normally take place one after the other on the same occasion.

THE ANNUAL MEETING OF PARISHIONERS

This is a joint meeting of all those whose names are on the church electoral roll of the parish and those who are resident in the parish (and whose names appear on the local government register of electors). Its purpose is to elect Churchwardens.

THE ANNUAL PAROCHIAL CHURCH MEETING

This is a meeting for all lay people whose names are on the church electoral roll. Certain clergy are also entitled to attend and take part. It has a number of purposes, as follows:

- a) To receive the report on changes to the Electoral Roll (or the new Electoral Roll)
- b) To receive an Annual Report on the proceedings of the PCC and the activities of the parish generally during the previous calendar year
- c) To receive the financial statements of the PCC for the year ending 31 December of the previous calendar year
- d) To receive a report on the 'fabric, goods and ornaments' of the church or churches of the parish (The 'Fabric Report')
- e) To receive a report on the proceedings of the deanery synod
- f) To elect *every third year* parochial representatives of the laity to the deanery synod
- g) To elect parochial representatives of the laity to the PCC (normally to serve for 3 years, but this can be varied to 1 year by decision of the APCM)
- h) To receive a brief report from the Safeguarding Co-ordinator on the implementation of the Safeguarding Policies

The PCC Secretary:

- provides the legally required "annual report" about the parish that accompanies the financial statements (see 'Parish Accountability' and the 'Parish Resources' website)
- obtains any further reports from parish organisations that the PCC wishes to publish
- obtains the required Fabric Report from the Churchwardens
- obtains the report from Deanery Synod representatives on the activities of the synod
- obtains the report from the Safeguarding Co-ordinator
- makes sure the minutes of last year's APCM are available
- arranges for all the above, and the financial statements, to be compiled and made available

- provides the necessary forms – all available in one pack – for each legal stage
- takes the minutes of this year's Annual Meeting of Parishioners and APCM
- provide a supply of election forms - every year – Churchwardens + (some) PCC members + Sides-men and -women, every three years – Deanery Synod members

After the meetings

- prepares the draft minutes for approval at next year's meetings
- displays the results of the elections
- informs the secretary of the Deanery Synod who has been elected to the synod
- ensures that the parish priest/minister has (or do this them self in a vacancy) informed the Registry who are the newly elected Churchwardens (on the provided Churchwardens Declaration form)
- informed Church House who are the newly elected Churchwardens and PCC officers (on the provided form)
- ensure that the Treasurer has sent a copy of the annual report and financial statements to Church House within 28 days of the APCM
- ensures that the Electoral Roll Officer has informed Church House of the number of people on the roll