

To all PCC Secretaries
(Or Churchwarden or Administrator
in parishes without a PCC Secretary)

Church House
5500 Daresbury Park
Daresbury
Warrington
WA4 4GE

George Colville
Diocesan Secretary

Direct line: 01928 718834 ext 247

email: george.colville@chester.anglican.org

Date: January 2019

ANNUAL CHURCH MEETINGS AND ELECTIONS IN 2019

I am writing to all PCC Secretaries (and in parishes without a PCC Secretary to a Churchwarden or Administrator) as we have reached the time of the year when you will be making arrangements for the annual meeting of parishioners and for the Annual Parochial Church Meeting (APCM) which should take place before the end of April. If you are no longer in role and do not think you should have received this letter please let me know immediately so that I can send a copy to someone else in your parish.

Full details of the procedures for your APCM including deadlines, timings and notice periods are set out in the Church Representation Rules. Every Parish should have a copy of the Rules, which are available online at:

<https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules>

Copies of the latest (2017) edition, published in October 2016, are available from Church House Publishing www.chpublishing.co.uk (postal address Great Smith Street, London SW1P 3AZ) at a cost of £9.99 or £10 for an electronic version.

The Parish Resources website is a useful tool: all of the relevant forms for the APCM can be downloaded in MS Word and Adobe .pdf formats at:

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

If you are a new PCC Secretary and haven't organised an APCM before the procedure can seem a little daunting but we are here to help: if, having looked through the Rules and visited the Parish Resources website you would like any clarification or advice please contact me or my PA, Mrs Joanne Ridley joanne.ridley@chester.anglican.org 01928 718834 ext 252, and we will be happy to assist you.

The purpose of this letter is to provide you with information about the following four matters that must be dealt with at these meetings:

1. The renewal of the Electoral Roll
2. Election of PCC members
3. Appointment of Officers
4. Database Update Form

(Deanery Synods were re-elected in 2017: no new members need be elected this year.)

1. The Electoral Roll

In most years the Electoral Roll for each parish must be revised and a report on the changes must be submitted to the APCM. However, once every six years it is necessary to prepare a completely new Electoral Roll. This was last done in 2013, so **a new Electoral Roll must be prepared this year.**

Full details of the procedure are contained in rules 2(4) - 2(7) of the Church Representation Rules (CRR). In summary the requirements are:

- A notice of the fact that a new roll is being prepared should be displayed on or near the principal door of every church and licensed place of worship in the Parish **at least two months before the date of the APCM.** The notice template which you **must** use is provided on the Parish Resources website under the heading "Form for a new roll".
- Congregations must be kept informed that the roll is being prepared at every service held on each of the two Sundays within the period of 14 days beginning with the date of the above notice.
- Reasonable steps should also be taken to keep those on the current Electoral Roll informed.
- Everyone who wishes to be on the new roll must apply in writing using the appropriate form.
- The new roll should be completed between 15 and 28 days before the APCM.
- The new roll should be published by being exhibited on or near the principal door of the parish church (and corrections if needed) for not less than 14 days before the APCM.

Please see the final page of this letter for some suggested dates.

As in any other year, either the Chairman, Vice-Chairman, Secretary or Electoral Roll Officer of the PCC must inform me as Secretary of the Diocesan Synod before 1st June 2019 of the number of names on the roll as at the date of the APCM. Every year a significant proportion of Electoral Roll certificates are not returned with the APCM paperwork by the PCC Secretary because someone else has taken responsibility for returning them. **Please can we ask that this year, the PCC Secretary completes the pink Electoral Roll Certificate during the APCM as the number on roll is reported, and retains it to return promptly with the remaining paperwork in the enclosed envelope, rather than allowing another individual to take it away?** This would be a significant help to us in the Diocesan Office. A photocopy of this completed certificate must then be displayed in the parish for at least 14 days. **Please use the certificate we have sent to you rather than a 'homemade' version or the template from Parish Resources, as the one supplied herewith has parish-specific information which we need to properly log and file your return.**

2. Election of PCC Members

Procedures for electing PCC Members are set out in the Church Representation Rules 2017.

1. Qualification for election to a PCC

- a. Rule 10(1) sets out the requirements. This means that a lay person must be an actual communicant, aged over 16, and unless they are under 18 have been entered on the electoral roll **for at least six months** before they may be elected to the PCC.

II. Number of members of the PCC

- a. Rule 14(1)(g) concerns the number of elected lay members of the PCC (ie not counting priests, churchwardens and other ex officio members nor co-opted members).
- b. Unless your APCM resolved otherwise last year or before, the PCC should have:
 - i. **Six** lay representatives if there are not more than 50 names on the electoral roll;
 - ii. **Nine** lay representatives if there are not more than 100 names on the electoral roll;
 - iii. A further **three** lay representatives for every hundred (or part thereof) names on the electoral roll up to a maximum of **fifteen** members.

III. Term of office of PCC members

- a. Rule 16 means that (unless the APCM decided last year or before to retain annual terms of office) elected members will hold office for three years, with one third retiring each year.

3. Appointment of Officers

Churchwardens

Churchwardens are chosen at the meeting of the parishioners (which is usually held immediately prior to the APCM and, unlike that meeting, may be attended by all parishioners not just those on the Electoral Roll). The procedure is set out in the Churchwardens Measure 2001. It is a requirement of that Measure that candidates for office as churchwardens must be nominated and seconded in writing in advance of the meeting. Each nomination paper must also include a statement, signed by the person nominated, that (s)he is willing to serve as a churchwarden and is not disqualified from doing so.

The Measure includes a provision defining the maximum period someone may serve as churchwarden. Elections continue to be for a year at a time, but under the current rules someone who has served six consecutive years as churchwarden may not be elected again as warden for the same parish until after a two-year gap. The Measure allows for a meeting of parishioners to decide that the six-year rule should not apply in their parish.

It is important that elected Churchwardens attend a visitation service to be sworn into their role. If a Churchwarden fails to attend a visitation service it may be difficult to make arrangements to do this at an alternative time. A Churchwarden that is not sworn into post will lose the ability to act as Churchwarden. Please ensure your Churchwardens are aware of this requirement. Details on this year's visitation services are available via our website www.chester.anglican.org/diocese/archdeacons/visitation-services.php

Sidespeople

Sidespeople should be appointed at the APCM, following Rule 10(2).

Other Officers

The PCC Secretary, Treasurer and Electoral Roll Officer are appointed by the PCC at its first meeting after the APCM in accordance with the Church Representation Rules. It is possible to hold a very short PCC meeting immediately following the APCM at which the only item on the agenda is the appointment of officers. An independent examiner to the PCC (or auditor if appropriate) should be appointed at that meeting if the APCM has not done so.

4. Database update forms

I have enclosed a print-out of the information currently held on the Diocese's database in relation to your parish and a green Additional Information sheet. The form should contain a list of all the licensed clergy, Readers, PCC Officers and other church workers in your parish. Our database is used to generate mailings, to create the Year Book and to assist in communications generally. It is therefore of great value if it is as accurate and up-to-date as possible. To this end I would be grateful if as soon as possible after the APCM and by 31 May 2019, you could:

- Make any amendments to the officers resulting from the APCM elections in the empty boxes on the right hand side of each page.
- Correct any typographic or other errors in the entries that are listed. It would be a great help in particular if you could check the accuracy of the e-mail addresses of your clergy and others.
- Ensure that the correct post is listed (for instance an Emeritus Reader may wrongly be listed as Reader or an Associate Vicar as a Curate). A full list of possible posts is given on the bottom of the green sheet. Note that we no longer record Deputy Wardens and you do not need to inform us of any in your parish.
- Add the details of anyone in a parish post that has not been listed, onto the green "Additional Information" sheet. It would be expected, for instance, that all parishes will have two churchwardens, a PCC Secretary and a PCC Treasurer. Once again, please use one of the posts listed on the bottom of that sheet, and please copy the sheet as necessary if you have more than three new individuals to add.
- Note the data protection notice at the beginning of the form, and ensure that all those listed are aware of and happy with it. In some cases, individuals request that all or some of their details are omitted from public documents. Any such cases that we currently hold on our database for your parish are listed. Please take the opportunity to review this as well. Please do not detach the front page from the form.
- **SIGN and DATE the Data Protection Notice.** We cannot accept a form that is not signed and dated, and will have to follow up on incomplete forms.

After the APCM Meeting

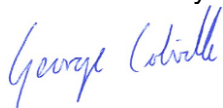
Send the Electoral Roll Certificate and Database Update form back to us in the envelope enclosed herewith, or scan and email them to: joanne.ridley@chester.anglican.org

Remember that we are only including an addressed envelope, not an SAE – you do need to add your own stamp. If you use your own C4 (A4 paper sized) envelope you must put a large letter stamp on it so it would be much easier and cheaper to use the envelope provided.

Thank you in advance for your help in ensuring that our records are up-to-date. If there are further changes throughout the year, it would be helpful if you could keep us informed in writing or by e-mail. If anything in this letter is not clear or if you require any further help, please do not hesitate to contact us.

With many thanks for your work as a PCC Secretary.

Yours faithfully



George Colville
Diocesan Secretary

Enc

Checklist

Before the annual meeting of parishioners and the APCM you must:

- ☐ Give notice of the new Electoral Roll
- ☐ Publish the notices of the meetings
- ☐ Complete the new Electoral Roll
- ☐ Display the new Electoral Roll for 14 days before the meetings
- ☐ Obtain nominations for Church Wardens and PCC members (although PCC members can be nominated at the meeting)

After the meetings you must:

- ☐ Return the enclosed pink electoral roll certificate to this office as soon as possible and by 31st May, either by post or scanned and emailed
- ☐ Return the database update form to this office as soon as possible and by 31st May, either by post or scanned and emailed
- ☐ Display the results of the elections for 14 days
- ☐ Display a copy of the Electoral Roll Certificate for 14 days
- ☐ Elect Officers at the first PCC meeting following the APCM

Suggested possible Electoral Roll Renewal Dates 2019

Date of APCM	The notice of Preparation of New Electoral Roll must put on display before	Suggested dates for completion of preparation and publication of the electoral roll are between: - (Make sure you give yourself enough time between the date you complete the preparation of the roll and the date the new roll is published) *		
21 March 2019	21 January 2019	21 February 2019	and	6 March 2019
22 March 2019	22 January 2019	22 February 2019	and	7 March 2019
23 March 2019	23 January 2019	23 February 2019	and	8 March 2019
24 March 2019	24 January 2019	24 February 2019	and	9 March 2019
25 March 2019	25 January 2019	25 February 2019	and	10 March 2019
26 March 2019	26 January 2019	26 February 2019	and	11 March 2019
27 March 2019	27 January 2019	27 February 2019	and	12 March 2019
28 March 2019	28 January 2019	28 February 2019	and	13 March 2019
29 March 2019	29 January 2019	1 March 2019	and	14 March 2019
30 March 2019	30 January 2019	2 March 2019	and	15 March 2019
31 March 2019	31 January 2019	3 March 2019	and	16 March 2019
1 April 2019	1 February 2019	4 March 2019	and	17 March 2019
2 April 2019	2 February 2019	5 March 2019	and	18 March 2019
3 April 2019	3 February 2019	6 March 2019	and	19 March 2019
4 April 2019	4 February 2019	7 March 2019	and	20 March 2019
5 April 2019	5 February 2019	8 March 2019	and	21 March 2019
6 April 2019	6 February 2019	9 March 2019	and	22 March 2019
7 April 2019	7 February 2019	10 March 2019	and	23 March 2019
8 April 2019	8 February 2019	11 March 2019	and	24 March 2019
9 April 2019	9 February 2019	12 March 2019	and	25 March 2019
10 April 2019	10 February 2019	13 March 2019	and	26 March 2019
11 April 2019	11 February 2019	14 March 2019	and	27 March 2019
12 April 2019	12 February 2019	15 March 2019	and	28 March 2019
13 April 2019	13 February 2019	16 March 2019	and	29 March 2019
14 April 2019	14 February 2019	17 March 2019	and	30 March 2019
15 April 2019	15 February 2019	18 March 2019	and	31 March 2019
16 April 2019	16 February 2019	19 March 2019	and	1 April 2019
17 April 2019	17 February 2019	20 March 2019	and	2 April 2019
18 April 2019	18 February 2019	21 March 2019	and	3 April 2019
19 April 2019	19 February 2019	22 March 2019	and	4 April 2019
20 April 2019	20 February 2019	23 March 2019	and	5 April 2019
21 April 2019	21 February 2019	24 March 2019	and	6 April 2019
22 April 2019	22 February 2019	25 March 2019	and	7 April 2019
23 April 2019	23 February 2019	26 March 2019	and	8 April 2019
24 April 2019	24 February 2019	27 March 2019	and	9 April 2019
25 April 2019	25 February 2019	28 March 2019	and	10 April 2019
26 April 2019	26 February 2019	29 March 2019	and	11 April 2019
27 April 2019	27 February 2019	30 March 2019	and	12 April 2019
28 April 2019	28 February 2019	31 March 2019	and	13 April 2019
29 April 2019	28 February 2019	1 April 2019	and	14 April 2019
30 April 2019	28 February 2019	2 April 2019	and	15 April 2019

*The preparation of the new roll shall be completed not less than 15 days or more than 28 days before the APCM. – CRR 2(6).
After completion of the new roll, a copy shall be published by being exhibited continuously for not less than 14 days before the APCM. CRR 2(7)

On publication of the new roll it shall come into effect and the previous roll shall cease to have effect CRR 2(7).