



Parish of _____

Annual Parochial Church Meeting

The annual parochial church meeting will be held in _____

on _____ day of _____ at _____

For the election of parochial representatives of the laity as follows:

To the deanery synod _____ representatives.†

To the parochial church council _____ representatives.

For the appointment of sidesmen and the independent examiner or auditor.

For the consideration of:

- A report on changes in the roll since the last annual parochial church meeting;
- An annual report of the proceedings of the PCC and the activities of the parish generally;
- The financial statements of the PCC for the year ending on the 31 December immediately preceding the meeting audited or independently examined;
- A report on the fabric, goods and ornaments of the church or churches of the parish;
- A report on the proceedings of the deanery synod; and other matters of parochial or general church interest.

Notes

1. All persons whose names are entered upon the church electoral roll of the parish (and such persons only) are entitled to vote at the election of parochial representatives of the laity.
2. Subject to the provisions of rule 14(3)(c), a person is qualified to be elected a parochial representative of the laity if;
 - a. his name is entered on the church electoral roll of the parish and, unless he is under the age of eighteen years at the date of election, has been so entered for at least the preceding period of six months;
 - b. he is an actual communicant which means that he has received communion according to the use of the Church of England or of a Church in communion with the Church of England at least three times during the twelve months preceding the date of the election;
 - c. he is of sixteen years or upwards (for election to the parochial church council).
 - d. he is not disqualified as referred to in paragraph 3 of these notes.
3. A person is disqualified from being nominated, chosen or elected from;
 - a. serving as a churchwarden, a member of a parochial church council, a district church council or any synod under these rules if he is disqualified from being a charity trustee under section 72(1) of the Charities Act 1993 and the disqualification is not for the time being subject to a general waiver by the Charity Commissioners under subsection 4 of that section or to a waiver by them under that subsection in respect of all ecclesiastical charities[§] established for purposes relating to the parish concerned.
 - b. serving as a churchwarden, a member of a parochial church council, if he has been so disqualified from holding office under section 10(6) of the Incumbents (Vacation of Benefices) measure 1977.
4. Any person whose name is on the electoral roll may be appointed as a sidesman.
5. *A resolution is in operation in this parish which provides that any person entitled to vote in the elections of parochial representatives of the laity to the parochial church council or to the deanery synod or to both that council and that synod may make application on the appropriate form to the undersigned for a postal vote. The completed form must be received before the commencement of the Annual Parochial Church Meeting

* This paragraph should be deleted if no resolution for postal voting is in operation in the parish.

Signed _____

**Minister of the parish

† Include where applicable.

‡ This paragraph should be deleted if no resolution for postal voting is in operation in the parish.

** Or 'Vice-Chairman of the Parochial Church Council' as the case may be (see rule 7(3)). Note — In this notice 'parish' means an ecclesiastical parish.

§ 'Ecclesiastical charity' has the same meaning as that assigned to that expression in the Local Government Act 1894.