



THE CHURCH  
OF ENGLAND

Diocese of St Edmundsbury  
and Ipswich

**REVISION OF ELECTORAL ROLL,  
2021 ANNUAL MEETING OF PARISHIONERS TO  
ELECT CHURCHWARDENS  
and  
2021 ANNUAL PAROCHIAL CHURCH MEETING  
(APCM)**

**NOTES FOR  
PCC SECRETARIES**

**(Please note these are a summary of the requirements set out in the Church Representation Rules 2020 and in the Churchwardens Measure 2001. For the details please refer to the Rules and the Measure themselves.)**

# Issued March 2021

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Throughout this document, the number in brackets [] refer to the relevant provision in the Church Representation Rules.

1.	<p><b>Church Electoral Roll</b></p>
	<p>At least 15 days, but no more than 28 days, before the Annual Parochial Church Meeting (APCM) in 2021, the electoral roll must be revised [4(10)]. Completely new electoral rolls have to be compiled every six years; the next is due in 2025.</p> <p>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)].</p> <p>Revision involves adding those who have become members since the last revision and removing people who have died, been ordained, requested removal, were never entitled originally, moved out of the parish or ceased to worship. Please check the details of the last two cases [4(6 and 7)]. The revision must be completed at least fifteen days but no more than twenty-eight days before the APCM, which must receive a report on changes in the roll. [4(10)]</p> <p>As soon as the revision has been completed, the revised roll must then be published in such form, whether electronic or otherwise, as the PCC decides, for not less than fourteen days. No name is to be added or removed between the time of completion of the roll and the close of the APCM unless to correct an error or add a person who reaches 16. [5 (1-4)]</p>
1.1	<p><b>Eligibility</b></p>
	<p>Lay people are entitled to have their names entered on the church electoral roll of a parish if they are baptised, 16 or above, have signed an application form for enrolment and declare themselves either:-</p> <ul style="list-style-type: none"> <li>a) To be a member of the Church of England, or of a Church in communion with it, and resident in the parish; or</li> <li>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</li> <li>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)]</li> </ul> <p>Membership of the Church of England cannot be verified. What matters is that people declare themselves to be such.</p> <p>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)]</p>
1.2	<p><b>Certification of Numbers on Church Electoral Roll</b></p>
	<p>The chair, vice-chair, secretary or electoral roll officer of the PCC must inform the Diocesan Secretary as 'Secretary of the Diocesan Synod' <b>before 1 July 2021</b> of the number of names on the roll as at the date of the annual meeting. <b>This is done by sending a copy of the Electoral Roll Certificate</b> (ideally in pdf format) by e-mail to <a href="mailto:statistics@cofesuffolk.org">statistics@cofesuffolk.org</a> [10]</p> <p>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 this is very important.</p>

<b>2.</b>	<b>Annual Meeting of Parishioners: Election of Churchwardens</b>
	<p>The meeting of parishioners must be held between 1 January and 31 May. These dates are the same as for the Annual Parochial Church Meeting and, therefore, both meetings are often held on the same day and in the same place. They remain, however, entirely separate meetings.</p> <p>Under the Churchwardens Measure 2001:</p> <ul style="list-style-type: none"> <li>i) The Churchwardens shall be chosen by a meeting of the parishioners (but see v) below). Notice of the meeting must be displayed in the same way as for the APCM (see below). Parishioners means (a) those on the church electoral roll, and (b) residents of the parish whose names are on the local government list of electors.</li> <li>ii) The Minister must receive the nomination/consent to serve forms before the meeting commences and neither oral nominations nor nominations at the meeting are permitted.</li> <li>iii) There should 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</li> <li>iv) A Churchwarden may only serve for six successive terms of office (unless the meeting of parishioners decides by resolution that this rule does not apply – and until it is subsequently revoked) but may stand again at the next annual meeting but one.</li> <li>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.</li> <li>vi) Casual vacancies shall be chosen in the same manner as was the Churchwarden whose place is being filled.</li> <li>vii) No person shall become Churchwarden until admitted to office (at the formal visitation by the archdeacon or rural dean).</li> <li>viii) In parishes where there is an existing custom ever since 1925 to have a different number of Churchwardens and/or a different method of choosing them, that may continue.</li> </ul> <p>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. They must not be disqualified by any of the various provisions mentioned in the Measure.</p> <p>The Measure is available as supplementary material appended to the Church Representation Rules 2020.</p>
<b>3.</b>	<b>Annual Parochial Church Meeting</b>
	<p>The Annual Parochial Church Meeting must be held between 1 January and 31 May. All those on the church electoral roll of the parish may attend and take part in its proceedings. 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:</p>

	<p><a href="https://www.parishresources.org.uk/pccs/apcms/">https://www.parishresources.org.uk/pccs/apcms/</a> and must be displayed on or near the principal door of every parish church in the parish and in a visible location in any other building licensed for public worship, for a period that includes at least the last two Sundays before the meeting.</p> <p>Bishop Martin has given permission for APCMs and annual meetings of parishioners in 2021 to be held by Zoom or similar virtual means.</p>
<b>3.1</b>	<b>Business of the Meeting</b>
	<p>1) The annual meeting must receive from the PCC and be free to discuss:- [M5]</p> <ul style="list-style-type: none"> <li>a) A report on changes to the Electoral Roll since the last meeting;</li> <li>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;</li> <li>c) The financial statements of the PCC for the year ending on 31 December immediately preceding the meeting, independently examined or audited as provided by paragraph (3) below;</li> <li>d) The annual fabric report;</li> <li>e) A report on the proceedings of the deanery synod.</li> </ul>
	<p>2) A copy of the electoral roll must be available for inspection at the meeting.</p>
	<p>3) The financial statements must:-</p> <ul style="list-style-type: none"> <li>a) Be independently examined or audited. An external audit is required where income exceeds £1m or its assets exceed £3.26m</li> <li>b) Be approved by the PCC and signed by the chair of its meeting; and</li> <li>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.</li> </ul> <p>A copy of the annual reports and statements must be sent to the Secretary of the Diocesan Board of Finance, within twenty-eight days following the meeting. Email: <a href="mailto:statistics@cofesuffolk.org">statistics@cofesuffolk.org</a></p>
	<p>4) The annual meeting shall carry out the following elections and appointments:- [M6]</p> <ul style="list-style-type: none"> <li>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.</li> <li>b) Elect lay representatives to the PCC.</li> <li>c) Appoint an independent examiner or auditor (depending on income – see above) to the PCC for a term of office ending at the close of the next annual meeting. The person appointed must not be a member of the PCC.</li> </ul>

<b>3.2</b>	<b>Election to Parochial Church Council</b>
	<p>The members of a PCC are:</p> <p>(a) every clerk in Holy Orders who is beneficed in or licensed to the parish,</p> <p>(b) any clerk in Holy Orders who is authorised to chair meetings of the PCC under M26,</p> <p>(c) any deaconess or lay worker licensed to the parish,</p> <p>(d) if the parish is in the area of a benefice for which there is a team ministry, every member of the team,</p> <p>(e) the churchwardens,</p> <p>(f) any person chosen as a churchwarden of the parish but not yet admitted to office as such,</p> <p>(g) any deputy churchwarden who is an ex officio member under a scheme under Rule M34 or M35,</p> <p>(h) if the annual meeting decides that one or more of the readers licensed to the parish or to an area including the parish whose names are on the roll of the parish should be members, the reader or readers in question,</p> <p>(i) every person whose name is on the roll of the parish and who is a lay member of a deanery synod, a diocesan synod or the General Synod,*</p> <p>(j) the elected representatives of the laity, with the number being determined under M15(8) and (9), and</p> <p>(k) any clerk in Holy Orders, or any actual communicant aged 16 or over, whom the PCC decides to co-opt as a member, with the number being determined under paragraph M15(10).</p> <p>[M15(1)]</p> <p><i>*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.</i></p>
<b>3.3</b>	<b>Number of lay representatives [M15(8)]</b>
	<p>The number of representatives of the laity to be elected is as follows:</p> <ul style="list-style-type: none"> <li>• 6 representatives where there are not more than 50 names on the church electoral roll</li> <li>• 9 representatives where there are more than 50 but no more than 100 names on the roll, and</li> <li>• a further 3 representatives for every 100 (or part thereof) up to a maximum of 15, or</li> <li>• such other number agreed by resolution at the APCM, such resolution taking effect at the annual meeting after it is passed.</li> </ul>
<b>3.4</b>	<b><i>Term of office [M16]</i></b>
	<p>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.</p>

	<p>The annual meeting may decide that those elected as set above should serve for no more than a specified number of years and may also allow them to stand again after a specified break.</p> <p>Those who are members by virtue of their election as lay members of the Deanery Synod continue in office, incl. as members of the PCC, from the date of their election until 30 June following the election of their successors.</p>
<b>3.5</b>	<b>Qualification for Election [M8]</b>
	<p>To be elected as a representative of the laity to the PCC, the Deanery Synod and to other synods, the candidate must be 16 or older, their name must have been on the church electoral 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.</p> <p>An 'actual communicant' is a person:</p> <p>(a) whose name is on the church electoral 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 and</p> <p>(b) who either is confirmed or ready and desirous of being confirmed or is receiving Communion as a communicant members of another Church subscribing to the doctrine of the Holy Trinity).</p>
<b>3.6</b>	<b>Conduct of Elections [M9]</b>
	<p>Candidates must be nominated and seconded by persons whose names are on the electoral roll. A candidate may be nominated orally at the meeting or before the meeting by notice in writing.</p> <p>If the number of candidates nominated does not exceed the numbers of vacancies, they are automatically elected. Otherwise there must be an election at the meeting.</p>
<b>3.7</b>	<b>Voting [M9]</b>
	<p>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.</p> <p>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 chair of the APCM).</p> <p>The Church Representation Rules provide options for postal voting and for the use of the single transferable vote method if the meeting wishes. [M10&amp;11]. The APCM must pass a resolution to provide for this, approved by at least two-thirds of the persons present and voting. However, it does not take effect until the APCM in the <b>following</b> year [M10]</p>
<b>3.8</b>	<b>Election Results [M12]</b>
	<p>The results of the elections and appointments are to be announced as soon as practicable. A notice of them must be displayed on or near the principal door of the parish church and of every</p>

	<p>other building licensed for public worship in the parish and remain there for at least fourteen days. Please complete the Articles Of Enquiry which enables you to include the results of any elections. This form needs to be sent to the diocesan office (4 Cutler Street, Ipswich, Suffolk, IP1 1UQ).</p>
<p><b>4.</b></p>	<p><b>Resources and Publications</b></p>
	<p>A copy of this booklet and other documents relating to the APCM can be found on our own website:  <a href="http://www.cofesuffolk.org">Diocese of St Edmundsbury and Ipswich   APCMs and Electoral Rolls (cofesuffolk.org)</a></p> <p><b>Annual Meeting Pack</b>  All the forms necessary for the Annual Parochial Church Meetings can be downloaded free in both Word and pdf format from the Parish Resources website:  <a href="http://www.parishresources.org.uk/pccs/apcms/">http://www.parishresources.org.uk/pccs/apcms/</a></p> <p><b>Church Representation Rules (2020 edition)</b>  This booklet is only a summary of the main provisions of the Church Representation Rules. The detailed rules themselves are available online at:  <a href="https://www.churchofengland.org/more/policy-and-thinking/churchrepresentation-rules">https://www.churchofengland.org/more/policy-and-thinking/churchrepresentation-rules</a> or can be ordered from Church House Publishing at:  <a href="https://www.chpublishing.co.uk/books/9780715111581/church-representation-rules-2020">https://www.chpublishing.co.uk/books/9780715111581/church-representation-rules-2020</a></p> <p><b>PCC Accountability: The Charities Act 2011 and the PCC</b> This useful guide for PCC Treasurers is available online at: <a href="https://www.churchofengland.org/more/policy-and-thinking/pcc-accountability-guide">https://www.churchofengland.org/more/policy-and-thinking/pcc-accountability-guide</a> or can be ordered from Church House publishing at: <a href="https://www.chpublishing.co.uk/books/978071511123/pcc-accountability">https://www.chpublishing.co.uk/books/978071511123/pcc-accountability</a>. Additional information for PCC Treasurers is also available at: <a href="https://www.parishresources.org.uk/resources-for-treasurers/">https://www.parishresources.org.uk/resources-for-treasurers/</a></p>

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