| **Time before the APCM** | **Action**  | **CRR rule for more information** | **Date to do**  | **Form** |
| --- | --- | --- | --- | --- |
| Allow 3 months before APCM date | Organise preparation of accounts and then the independent examiner or auditor review prior to this.  | [CRR part 9 M5](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-9) |  | **n/a** |
| PCC meeting prior to APCM (recommend to leave at least a month gap prior to the APCM date) | Adopt PCC annual report and audited financial statements & Recommend appointment of Independent Examiner or Auditor (for submission to APCM). |  |  n/a |
|  |
| 29 - 42 days (for no fewer than 14 days before commencement of revision) | Exhibit notice of proposed revision of Electoral Roll for 14 days on or near the principal church door | [CRR part 1(3)](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-1) |  | [E1: Notice of electoral roll revision](https://oxford.anglican.org/content/pages/documents/e1-revision-of-electoral-roll.docx) |  |
| 15 - 28 days before (not earlier or later) (24 days used in calculator)  | Revision of Electoral Roll. During this period receive applications for additions and deletions (as long as validated) or corrections. Once period complete, additional names may not be added until after the APCM.  | [CRR part 1 (4)](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-1) |  | [E2: Application to join electoral roll](https://oxford.anglican.org/content/pages/documents/e2-electoral-roll-application-form-pdf.pdf)  |  |
|  |
| At least 14 days before | Publish revised Electoral Roll for at least 14 days before APCM | [CRR part 1 (5)](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-1) |  |  n/a |  |
| Must include at least 2 Sundays before day of meeting | Display notice of APCM  | [CRR part 9 M2](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-9) |  | [M1 Notice of annual parochial church meeting](https://oxford.anglican.org/content/pages/documents/m1-notice-of-apcm-.docx) |  |
| Must include at least 2 Sundays before day of meeting | Display notice of Meeting of Parishioners (MoP) | [CM 5 (4)](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/supplementary-material) |  | [C1 Notice of meeting for election of churchwardens](https://www.oxford.anglican.org/content/pages/documents/20210525-doc-support-services-c1-notice-of-election-of-churchwardens.doc)  |  |
| At least 7 days before | Publish signed financial statements | [CRR part 9 M5](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-9) |  |  n/a |  |
| Prior to the Meeting of Parishioners (MoP) | Receive nominations for churchwarden |  [CM 1-3](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/supplementary-material) |  | [C2 Churchwarden’s nomination form](https://www.oxford.anglican.org/content/pages/documents/20210525-doc-support-services-c2-nomination-of-churchwarden.doc)or [PDF](https://www.oxford.anglican.org/content/pages/documents/20210525-doc-support-services-c2-nomination-of-churchwarden83150505552.pdf) |  |
|  |
|   |  |
| Prior to the APCM (using nomination form) or verbally at meeting  | Receive nominations for elected PCC lay members | [CRR part 9 M8 (see M3 form for disqualification criteria)](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-9) |  | [M3 Nomination for election of PCC member at APCM](https://oxford.anglican.org/content/pages/documents/m3-nomination-of-pcc-member-word.docx) |  |
| Nominees to complete trustee fit & proper person declaration (become trustee on joining the PCC) | n/a | [M5 Fit and proper person declaration](https://oxford.anglican.org/content/pages/documents/m5-trustee-eligibility-and-fpp-declaration.docx) |  |
| Prior to the APCM (using nomination form) or verbally at meeting  | Receive nominations for Deanery Synod members Need to do this year (elected every 3 years from 2020)Nominees (if new to PCC) to complete trustee fit & proper person declaration (become trustee on joining the PCC) | [CRR part 2 (19)](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-2) |  | [D2: Nomination of lay member of Deanery Synod](https://oxford.anglican.org/content/pages/documents/d2-nomination-form-for-deanery-synod-reps-word-v2.docx)[M5 Fit and proper person declaration](https://oxford.anglican.org/content/pages/documents/m5-trustee-eligibility-and-fpp-declaration.docx) |  |
| **Not later than 31 May** | **ANNUAL PAROCHIAL CHURCH MEETING & ANNUAL MEETING OF PARISHIONERS (if to be held on same date)** |  |  |  n/a |  |
|  |
| **Time after the APCM** | **Action** |  |  | **Form** |  |
| As soon as practicable after the meetings and display for 14 days after APCM & MoP  | Display results of churchwardens’ elections for 14 days | [CRR part 9 M12 (see rules on how to display the result)](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-9)  |   | [Annual Declaration Form](https://oxford.anglican.org/content/pages/documents/20211104-doc-parish-support-churchwardens-declaration-v01.docx) |  |
| **(Note:** Churchwardens, on election and admission to office must complete a declaration form to be sent to the relevant archdeacon's office, for them to be legally sworn in. This will automatically be sent in the visitation packs.  |   |   |   |  |
| [See the churchwarden webpage for further information on the steps involved.)](https://oxford.anglican.org/churchwardens) |   |   |   |  |
| Display notice of PCC lay member & deanery synod representative election results for 14 days.  | [CRR part 9 M12(4)](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-9) |   | [M6: Election Results Form (Parish copy only)](https://oxford.anglican.org/content/pages/documents/20210525-doc-support-services-m6-apcm-election-results-pcc-copy.doc) |  |
| Advise your deanery synod secretary of the elected deanery synod representatives  | [CRR part 9 M12(9)](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-9) |   |  |  |
| Within 28 days of APCM | Copies of annual report and accounts to be sent to Diocesan Secretary (via the finance office email). Send to finance@oxford.anglican.organd one-page financial return to be entered online. Please contact the Finance Office for details of how to do this or refer to the diocesan website Parish returns  | [CRR part 9 M5](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-9) |   |  n/a |  |
| By 30th June  | Respond to Diocese email request to PCC Secretaries being sent beginning of May, to verify parish officer contacts, confirm if unchanged or advise if any amendments to personnel and contact details.  |   | 30/06/ |   |  |
| By 1st  July  | **Confirm the electoral roll number to the diocese and deanery**  | [CRR part 1 (10)](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-1) |   | [E3: Display notice - Electoral roll certificate](https://oxford.anglican.org/content/pages/documents/e3-church-electoral-roll-certificate-2022.docx) |  |
| Enter your ER figure online at: https://parishreturns.churchofengland.org/. If you are unable to do this, please email a scanned copy of the certificate or number by e-mail to dero@oxford.anglican.org ***Please note the diocese does not need this form if you have entered your figures online BUT you should still send to your deanery.*** |   | 01/07/ |  |