| **Time before the APCM** | **Action**  | **CRR rule for more information** | **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 |
|  |
| At least 2 months before (for no fewer than 14 days) | Exhibit notice of the preparation of a **new** Electoral Roll on or near the principal church door(s). | [CRR part 1(6)](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-1) | [Ea: Notice of new electoral roll](https://oxford.anglican.org/content/pages/documents/notice-for-new-electoral-roll-word.docx) |  |
| Intervening period between notice and completion date.  | **Preparation of new Electoral Roll.** During this period applications received to be entered onto roll. Duty of PCC to take reasonable steps to contact every person whose name in on the previous parish roll. | [CRR part 1 (7)](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-application-for-enrolment-electoral-roll.docx)  |  |
| [privacy notice to accompany application](https://oxford.anglican.org/content/pages/documents/20220104-doc-parish-support-electoral-roll-word-v01.docx)  |  |
| 15 - 28 days before (not earlier or later) (24 days used in calculator) | Complete roll - additional names may not be added until after the APCM. | [CRR part 1(6)](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-1) | n/a |  |
| At least 14 days before | Publish new Electoral Roll (name only) for at least 14 days before APCM (in such form as PCC decides) | [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://oxford.anglican.org/content/pages/documents/c1-notice-of-election-of-churchwardens-right-of-appeal-amend.docx)  |  |
| 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 |   | [C2 Churchwarden’s nomination form](https://oxford.anglican.org/content/pages/documents/20210525-doc-support-services-c2-nomination-of-churchwarden.doc) |  |
| [CM 1-3](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/supplementary-material) |  |
|   |  |
| 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/20210525-doc-support-services-nomination-of-pcc-member-2021.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 (elected every 3 years – next is 2026) so casual vacancies only this year | [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/20210525-doc-suport-services-d2-nomination-form-for-deanery-synod-reps-2020.docx) |  |
| **Not later than 31 May** | **ANNUAL PAROCHIAL CHURCH MEETING & ANNUAL MEETING OF PARISHIONERS (if to be held on same date)** |  |  n/a |  |
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| **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 **(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. | [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) |
| [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 (for parish display 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 (if applicable) | [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.  |   | 30/06/24 | [E3: Display notice - Electoral roll certificate](https://oxford.anglican.org/content/pages/documents/e3-church-electoral-roll-certificate-2022.docx) |
|  |  |  |
| By 1st July | Confirm the electoral roll number to the diocese and deanery.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.*** | [CRR part 1 (10)](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-1)  | 01/07/2024 |  |