*This letter is being sent to PCC Secretaries (or others such as Incumbents or Churchwardens if this post is vacant), as well as Deanery Synod Secretaries/Area Deans/Lay Chairs (in order to provide all appropriate role-holders with Deanery Synod Representative numbers for the new triennium 202c-202S). It is being distributed on a Deanery-by-Deanery basis.*

Dear PCC Secretary,

**2026 Annual Parochial Church Meetings (APCMs)**
**and Deanery Synod Representative numbers**

Your dedication in these important positions, often held for many years, is deeply appreciated.

This letter contains information to help you run your church's Annual Meetings. A summary of the key points is provided below with further detail in the body of the letter:

***Summary***

- The APCM and Meeting of Parishioners (MoP) must both be held by **31 May.**
- The APCM and MoP are legally distinct meetings with separate purposes and permitted attendees, so have separate notices and processes – see the relevant webpage.
- After last year's full renewal, 2026 is a normal revision year for the electoral roll (ER).
- 2026 is an election year for deanery synod representatives, so ALL parish deanery synod representative posts will be up for election. The number of deanery synod representative posts your parish has been allocated are advised in the schedule attached.
- A contact audit will be run again this year and we request this is completed as soon as possible after the APCM. There is a particular reason this year, so we can be advised of the deanery synod representatives to meet the General Synod elections process deadlines.
- The PCC is to assign the task of reporting the ER figure to the diocese to one individual, to report to the diocese by the latest by the deadline of 1 July.

***In more detail:***

**Detailed information on the APCM process**

Certain notices and reports concerned with the electoral roll and the APCM process must be publicised at times in accordance with the legal process specified in the Church Representation Rules. We provide a timetable of steps you need to undertake, with links to the respective forms that you'll need, on the APCM page of the diocesan website. We also provide an APCM calculator to help you work when the respective actions are needed – all you need to do is enter your PCC-agreed APCM and MoP date (assuming they are the same date), and it will populate the dates of the other actions.

**Deanery synod representatives**

This year parishes must elect their deanery synod representatives for the next three years, as the last election year was 2023, so the term of these posts is from 1 July 2026 until the triennium end, 30 June 2029.

Each parish's allocated number of deanery synod representatives is provided to you in the attached document. The number of deanery synod representatives has been calculated based on the electoral roll figures presented at each 2025 APCM submitted to Church House up to 31 August 2025. This information has been taken from parish returns online, electoral roll certificates posted to Church House, or information received by email and phone.

You need to communicate your deanery synod representative number in accordance with the timetable for your APCM, with an election for these roles being held at your APCM if you have more nominations than places. The election of these posts follows the same process as the election of PCC lay members, i.e. candidates can nominate themselves in the APCM meeting or via the submission of a form (see D2 form) before the meeting. With either approach there must be a proposer and seconder of the candidate who are on the parish electoral roll.

Your deanery synod representatives, whether new or re-elected individuals must legally be reported to us at the very latest by 30 June, but in practice we would like this information sooner please. These individuals make up the electorate for this year's General Synod elections, so it is essential that the list of electors is completely accurate. We need your help to achieve this. We will need to finalise the list in July, so we will be sending reminders in June.

To report this information to us, we would very much prefer if you used the post-APCM contact audit (see below for more about this process), but if you have any difficulties with using this, please email **dero@oxford.anglican.org**. You should also advise your deanery synod (your usual contact either Secretary, Area Dean or Lay Chair) of the newly elected representatives.

**Electoral roll revision**

Please note it is a revision year for the annual electoral roll process. This involves giving due notice, as set out in the links above, to enable those interested to apply to be added (who are eligible), or removed (where appropriate). This culminates in an updated electoral roll figure that is then used to determine how many parish representatives your PCC may have for this year's APCM. It is also the number that must be reported at the APCM and then the diocese (see note on submission below).

**Notification of parish officer appointments to the diocese**

As with recent years, we are again asking PCC secretaries (or another appropriate contact where there is no PCC secretary) to respond to **an audit email from the diocese, to be sent in early May**. The email will ask you to confirm or amend the existing list of officers we hold for your parish by the **end of June**. These will include PCC secretary, PCC treasurer, deanery synod representatives, parish safeguarding officers and administrators. It will not include churchwardens as these are subject to a separate process conducted by the area offices, who will contact each parish.

*Therefore, there is no need to send us your election results following your APCM if you complete this audit*. Please note you must still use the M6 form to display the parish election results in your parish. Where there is a change to parish officer roles at another time of year, i.e. to fill a casual vacancy outside of the APCM process, please complete and submit the M4 form as usual to dero@oxford.anglican.org.

**Important reminders about the annual meetings**

Please be aware that the APCM and MoP are legally distinct, as the latter's function is solely to elect churchwardens, so must be treated as such with separate notices and agendas, as specified in the APCM page of the diocesan website, even though it is common practice to hold the APCM directly after the MoP (so anyone not eligible to attend the APCM may leave). In some churches, the first PCC meeting of the season is held directly after this meeting.

As a reminder, those entitled to attend and vote at the MoP meetings are the parish electorate (government electoral role) and those on the church electoral roll. Those permitted to attend and vote at APCM meetings are only those on the church electoral roll. Those attending PCC meetings may only be PCC members or those specifically invited to attend. It is often helpful for the Chair to advise this at the beginning of the MoP.

For more information about convening the APCM regarding where to display notices, and parishes with more than one church, please refer to the CRR part 9 M1 and M2 .

Rolls may be published electronically instead of in paper form. The roll, as published, must include every name entered on the roll but no other personal data (e.g. addresses). See **CRR part 1 (5)**.

**After the meeting, you must:**

**Display a copy of the electoral roll certificate** (E3) for at least 14 days on or near the principal door of every church and building in the parish licensed for public worship.

**Submission of the electoral roll number to the diocese**: The electoral roll number culminating from the APCM process also needs to be reported to the diocese. The preferred way to report this figure is via the national Church's Parish Returns system, which will require a log-on. If this is unknown or lost, a new log-on can be obtained via parishreturns@oxford.anglican.org. However, if having to using this system would cause a delay in submission, you may email the ER number to dero@oxford.anglican.org straight after your APCM, and no later than 1 July 2026. If submitting the certificate, please make sure you identify your parish and not just your church name. ***You never need to send a list of people on the electoral roll*** which is, in any event, contrary to data protection regulations.

Please don't also email us the number after entering onto the parish returns system, as this will simply duplicate the information (if you email us, we then must check it is entered onto the parish returns system). We also request that the PCC allocates the task of reporting this number to one individual to avoid us receiving multiple submissions from individual parishes (which sometimes contain different numbers).

**Other actions after the meetings:**
You will receive separate instructions from your archdeacon's office relating to churchwarden appointments and steps needed for them to be formally admitted.

Within 28 days of the APCM you must also send copies of the annual report and financial statements, as approved by the PCC and received at the APCM, to the Finance department at Church House Oxford, preferably by email, or by post as above (See CRR 9 M5 (8)). For a full list of actions after the APCM, see the relevant webpage.

If you have queries relating to anything in this letter, please in the first instance contact PCC Governance Officer Sue Zajac sue.zajac@oxford.anglican.org. Please bear in mind that Sue only works for the diocese one day a week, so there may be a slight delay in responding to your queries.

Many other useful resources, including information on responsibilities of PCC members as charity trustees, requirements for registering with the Charity Commission, guidance on PCC accounts and much else, are provided on the Church of England's national Stewardship and Resources website.

Thank you for your support in managing this vital part of the Church's local and national life.



Kim Grosvenor
Director of Secretariat