

Preparing for the Annual Parochial Church Meeting (APCM)

This document is intended to assist those who are new to preparing for the Annual Meeting of Parishioners (sometimes known as the Vestry Meeting) and the Annual Parochial Church Meeting.

It sets out the relevant information from the Church Representation Rules and the Churchwardens Measure 2001. These are the national Church's regulations and ensure consistent practice across the country.

There is an illustrative timetable for 2019 on page 2 of this document

The APCM must take place on or before 30th April.

In order for the APCM to take place:

1. The financial statements (accounts and accompanying reports e.g. examiners report)
 - must be prepared
 - independently examined (or audited in larger parishes)
 - approved by the PCC
 - displayed in or outside the church for at least seven days, including one Sunday when there is a service at that church.
2. The Electoral Roll must be revised or renewed. In 2019, there will be a complete revision of the Roll. See *timeline below*
3. In addition to the financial statements, the PCC must agree certain reports which then go to the APCM:
 - on the Electoral Roll
 - the churchwardens report on the fabric, goods and ornaments of the church
 - on the proceedings of the PCC
 - on the proceedings of the deanery synod
4. A notice advertising the Parishioners meeting and the APCM must be displayed at the church door, for a period including two Sundays before the meeting.

As the timeline overleaf shows, there needs to be a PCC meeting within the 28 days before the APCM.

This example is for the APCM and Vestry meeting to be on Tuesday 30 April 2019
2019 is a year in which everyone who wishes to belong to the Electoral Roll must (re)apply

Timing	Church Representation Rules	Illustrative example	notes
The PCC needs to set the date of the APCM and set a timetable that is convenient for the incumbent, churchwardens, treasurer and electoral roll officer	The APCM must be held between January 1 and April 30 each year	30 April 2019	This is the last possible day for the APCM. If you want to hold the meeting earlier, please adjust the timetable accordingly
Before the start of the Vestry meeting	Parishioners NOMINATIONS OF CHURCH WARDENS MUST BE RECEIVED (for election at the Vestry meeting)	30 April 2019	Perhaps have nomination forms available on Sunday 28th if not before
at least 7 days before (to include a Sunday when there is a service at that church)	DISPLAY ANNUAL REPORT & FINANCIAL STATEMENTS	20 April 2019	Could be 22 April, but Holy Saturday (in 2019) might be better; so that those attending at Easter can see them
At least two clear Sundays before	Display formal notice of the Meeting of Parishioners and the APCM	13 April 2019	The Saturday before Palm Sunday (in 2019). This gives three clear Sundays, and brings it to the maximum number
at least 15 days before	DISPLAY THE RENEWED ELECTORAL ROLL	13 April 2019	The Saturday before Palm Sunday (in 2019)
No earlier than 28 days before	A PCC MEETING must receive and finalise financial statements and specified reports.	08 April 2019	Or sometime in the week beginning 8th April
No more than 28 days before	CLOSING DATE FOR RENEWED ELECTORAL ROLL as specified in the notice period	05 April 2019	A Friday, so that the report can be prepared for the PCC the following week
At least TWO MONTHS before	NOTICE OF RENEWAL OF ELECTORAL ROLL to be displayed for fourteen days and announced at services	no later than 28 February 2019	The PCC needs to decide how long the revision will take