

C3 ANNUAL PAROCHIAL CHURCH MEETING

General

The annual meeting must be held in every parish each year not later than 30th April. The Annual Parochial Church Meeting (sometimes called the APCM or simply the annual meeting) is to be distinguished from the entirely separate meeting (sometimes called, not entirely accurately, the vestry meeting) of the parishioners for the purpose of choosing churchwardens. In practice the one generally follows the other, but it must be remembered that those entitled to attend and the procedural rules are different. Matters relating to churchwardens are dealt with in section C11. The provisions relating to the annual meeting are set out in full at CRR 6-12.

Entitlement to Attend

All those on the Electoral Roll are entitled to attend and take part, but no other lay person may take part in the proceedings. As regards clergy, those entitled to attend and participate are:

- (a) any beneficed in or licensed to the parish or any other parish in the benefice;
- (b) any resident in the parish, if not beneficed in or licensed to any other parish;
- (c) any declared by the PCC to be habitual worshippers in the parish;
- (d) any co-opted to the PCC.

There are special provisions relating to team and group ministries: CRR 6(4).

Convening of Meeting

The meeting is to be convened by the minister, notice in the prescribed form being exhibited on or near the principal door of any church (and every building licensed for public worship) in the parish for a period including the last two Sundays before the day of the meeting.

Business of the Annual Meeting

- (1) To receive from the PCC and, if desired, to discuss:
 - (a) a report on the electoral roll;
 - (b) an annual report on the proceedings of the PCC and the activities of the parish generally;
 - (c) the audited/examined financial statements of the PCC for the preceding calendar year
 - (d) a report upon the fabric, goods and ornaments of the church(es) of the parish;
 - (e) a report on the proceedings of the Deanery Synod.

The financial statements must be exhibited before the meeting, for at least seven days.

- (2) To elect / appoint, in the following order:

- (a) parochial representatives of the laity to the Deanery Synod (every third year – 2005, 2008 and so on);
- (b) parochial representatives of the laity to the PCC;
- (c) sidesmen;
- (d) auditor or independent examiner to the PCC (who shall not be a member of the PCC).

(3) Any Other Business

Additionally, any person entitled to attend the annual meeting may ask any question about parochial church matters or bring about a discussion of any matter of parochial or general church interest.

The qualifications of persons to be chosen or elected by the annual meeting are set out in CRR 10.

The conduct of elections at annual meetings is set out in CRR 11-12.

The conduct of elections for churchwardens is set out in CRR 13.