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|  | A picture containing drawing  Description automatically generated**Diocesan Secretariat** |

January 2025

**To: PCC and DCC Secretaries**

**Cc: Incumbents and Churchwardens**

Dear Colleague

**2025 ANNUAL MEETINGS AND PREPARATION OF NEW ELECTORAL ROLL**

*Preparation of new electoral roll*

1. In accordance with the Church Representation Rules (‘CRR’), 2025 is a year in which an entirely new church electoral roll must be prepared in advance of the annual parochial church meeting in every parish in the Church of England.
2. Under CRR rule 6(1), not less than two months before the annual meeting, the form of notice available on the [Parish Resources website](https://parishresources.org.uk/the-pcc-as-a-charity/apcms-and-electoral-roll/#Preparation_new_roll) should be fixed on or near the principal door of every church and building in the parish licensed for public worship according to the rites of the Church of England, for a period of not less than 14 days. At every service held on each of the two Sundays following the affixing of the notice or, in the case of a church in which no service is held on either of those Sundays, at every service held on the first Sunday after that date, the person conducting the service must inform the congregation of the preparation of the new roll.
3. Whether or not a person has their name entered on the existing electoral roll, anyone wishing to be enrolled on the new roll must complete a fresh form of application. Under CRR rule 7(1), the PCC must take reasonable steps to inform all those whose names are entered on the existing roll that a new roll is being prepared, and that they must make a fresh application if they wish their name to appear on the new roll. The standard form of application is available on the [Parish Resources Website](https://parishresources.org.uk/the-pcc-as-a-charity/apcms-and-electoral-roll/#Preparation_new_roll).
4. After completion of the new roll, a copy must be published by the PCC in such form (electronic or otherwise) as it decides, for not less than 14 days. A copy must also be made available for inspection, on a reasonable request being made. In both cases, the roll must include every name entered on the roll but **no other personal data**. A name may not be added or removed from the roll in the 14 days beginning with day of publication except to correct an omission or error, or to include someone becoming 16 before the date of the APCM. The new roll takes effect on its publication at which point the previous roll ceases to have effect.

*Annual parochial church meeting and meeting for election of churchwardens*

1. Under CRR rule 6(1), the 2025 Annual Parochial Church Meeting must be held not later than 31st May. The standard form of notice of the meeting is available on the [Parish Resources website.](https://parishresources.org.uk/the-pcc-as-a-charity/apcms-and-electoral-roll/#Preparation_new_roll)
2. Also available is a form of notice of the annual meeting of parishioners for election of churchwardens to be held under the provisions of the Churchwardens Measure 2001 again not later than 31st May. Nomination forms are also available on the same webpage.
3. Under CRR rule M2 and paragraph 5(4) of the Churchwardens Measure respectively, both notices should be fixed on or near the principal door of all churches and buildings in the parish licensed for public worship, for a period including the last two Sundays before the dates of the respective meetings. Though in practice it is usual for the two meetings to be held on the same occasion, in legal terms they are distinct, and it is therefore important that two separate notices should be used.
4. Under CRR rule M5(8), within 28 days of the annual parochial church meeting, copies of the annual report and financial statements as approved at that meeting should be sent to the Diocesan Secretary for retention by the Diocesan Board of Finance.

*Electoral roll certificates*

1. **Not later than 1 July 2025**, parishes are asked to complete the certificate attached to certify the number of names on the new church electoral roll and return a copy to me at St Mary’s House or by email to jo.durber@lichfield.anglican.org. In the case of parishes subdivided into districts, it is helpful either for a single electoral roll certificate to be submitted stating the total number of electoral roll members for the parish as a whole or, if preferred, for the certificates for all districts in the parish to be submitted together.

More detailed information on elections, conduct of meetings, electoral roll revision and other related matters may be found in the [Church Representation Rules](https://www.churchofengland.org/about/leadership-and-governance/legal-resources/church-representation-rules).

I enclose some notes which I hope are helpful.

With all good wishes and thanks in advance for your assistance.

Yours sincerely

**Jo Durber**

Governance Officer

**THE CHURCH REPRESENTATION RULES: SOME NOTES FOR PCC SECRETARIES**

*Numbers of elected lay representatives on PCCs*

In addition to the various categories of ex-officio members specified in CRR rule M15(1), a certain number of representatives of the laity must be elected to the PCC each year, and it is important to ensure that the correct numbers are used. Total numbers of elected lay representatives are by default laid down in CRR rule 14(1)(g), by reference to the size of the church electoral roll of the parish, as follows: up to 50: 6 representatives, 51–100: 9 representatives, 101–200: 12 representatives, 201 and above: 15 representatives.

It is not permissible for parishes to amend the electoral roll bands, however it is possible under rule M15(9) for the numbers of lay representatives to be elected for the various bands to be varied, by a resolution passed at the annual meeting; such a resolution will take effect at the following year’s meeting.

*Qualifications for election to PCCs and deanery synods*

Under CRR rule M8(1), no one may be elected as a lay representative to a parochial church council or deanery synod unless his or her name is on the church electoral roll of the parish and he or she is at least sixteen years old and an actual communicant (i.e. having received communion according to the use of the Church of England or of a Church in communion with the Church of England at least three times in the preceding twelve months). Except in the case of those under 18, the names of those standing for election must in addition have been entered on the church electoral roll for a period of six months preceding the election.

*Nomination of candidates for election*

Candidates for election to the parochial church council or deanery synod must be nominated by two persons whose names are on the church electoral roll, either in writing before the meeting or at the meeting.

*Term of office of elected lay representatives on PCCs*

Under CRR rule M16(1), the default term of office of lay representatives elected to the PCC is three years, running from the conclusion of the annual meeting at which they are elected to the conclusion of the third annual meeting thereafter, a third to retire each year. This means, for example, that the PCC of a parish with an electoral roll of 80 will have 9 elected lay representatives in total, 3 of whom will retire (to be re-elected or replaced) each year. Under CRR rule M16(2), the term of office of three years may be varied only by the annual meeting deciding that all elected lay representatives should serve for one year at a time; such a decision will not affect the term of office of existing representatives, and it must be reviewed by the annual meeting at least once every six years. Unless the annual meeting decides otherwise (under CRR M16(7), there is no limit to the number of terms elected lay representatives may serve on the PCC.