

**GUIDANCE FOR ANNUAL PAROCHIAL CHURCH MEETING**

**& REVISION OF CHURCH ELECTORAL ROLL**

**What is the Electoral Roll?** - the Electoral Roll is a membership list of those who consider themselves committed members of their respective parish, and as such gives them the opportunity to have their say and also vote at the Annual Parochial Church Meeting, (APCM).

**More formally - the Electoral** Roll is used to determine eligibility for attendance and participation at the APCM and for election to the parochial church council (PCC). It is also used to determine eligibility for election to the deanery, diocesan and general synods. In addition it is used for the calculation of the number of representatives who may be elected to each of these synods.

**New Electoral Rolls** prepared every 6 years - details of the preparation of the New Roll have not been included in this guide as the next one is not due until 2025

**Revision of the Roll dates** –2020; 2021; 2022; 2023; 2024

This guide follows the Church Representation Rules 2020 which are available online:-

<https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules>

**Forms are available to download:-**

<https://www.portsmouth.anglican.org/search/?q=electoral>

As you may or may not be aware the Church Representation Rules 2020 have been updated.

The main points of what this means for Annual Parochial Church Meeting (APCM) and the Revision of the Church Electoral Roll are listed below:-

**“ANNUAL PAROCHIAL CHURCH MEETING**

* the annual parochial church meeting must now be held between 01 January and 31 May (rather than 30 April) - see [**Rule M1**](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_9_parish_governance_model_rules_rules_m1_to_m42.xhtml#rm1);
* the annual meeting no longer appoints sidesmen - they are now appointed by the PCC - see [**Rule M6(6)**](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_9_parish_governance_model_rules_rules_m1_to_m42.xhtml#rm6);
* a person who is elected in 2020 or subsequently to serve as a lay member of a deanery synod is limited to two successive terms of office;
* Having served two successive terms, the person is ineligible for election for the next three-year term before becoming eligible again. But the annual meeting may pass a resolution disapplying the limit on the number of terms which may be served by lay members elected by the parish to the deanery synod. The term limit does not apply to any term of office which began before 2020 and will therefore not become material until the deanery synod elections in 2026 - see [**Rule M8(5)**](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_9_parish_governance_model_rules_rules_m1_to_m42.xhtml#rm8) **to** [**(7)**](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_9_parish_governance_model_rules_rules_m1_to_m42.xhtml#rm8).

**REVISION of CHURCH ELECTORAL ROLL**

**& PREPARATION of NEW ROLL**:-

* the provisions relating to the revision of church electoral rolls and the preparation of new rolls in **Part 1** have been simplified;
* names no longer need to be removed from the roll during the course of the year; they only need to be added - see [**Rule 2**](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_1_church_electoral_roll_rules_1_to_10.xhtml#r2);
* names are still removed, as appropriate, at the annual revision - see [**Rule 4**](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_1_church_electoral_roll_rules_1_to_10.xhtml#r4);
* provision has been made to avoid a person’s name incorrectly being removed from a roll - see [**Rule 4(8)**](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_1_church_electoral_roll_rules_1_to_10.xhtml#r4);
* rolls may be published electronically instead of in paper form;
* the roll as published must include every name entered on the roll but not other personal data (e.g. addresses) - see [**Rule 5**](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_1_church_electoral_roll_rules_1_to_10.xhtml#r5).

**PUBLICATION OF REVISED ROLL**

After the completion of a revision of the roll of a parish under [Rule 4](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/church-representation-rules-online-part-1#r4), the PCC must:–

* publish the roll in such form (whether electronic or otherwise) as it decides;
* make a copy of the roll available for inspection, on a reasonable request being made;
* the period for which the revised roll is published under paragraph (1)(a) must be at least 14 days;
* the roll as published, and the copy made available for inspection, must include every name entered on the roll but no other personal data;

A name may not be added to or removed from the roll between the completion of the revision of the roll and the conclusion of the annual parochial church meeting, except in so far as is necessary:–

* to correct an omission or other error, or
* for complying with [Rule 1(2)(b)](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/church-representation-rules-online-part-1#r1_2b) and [(7)](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/church-representation-rules-online-part-1#r7) (persons becoming 16).

**ELECTRONIC COMMUNICATION**

The Rules now make comprehensive provision for the use of communication by email - see [**Rule 76**](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_8_miscellaneous_rules_72_to_84.xhtml#r76):-

* providing an email address is optional; but if one is provided, any communication under the Rules may be sent to that email address;
* an email will satisfy any requirements in the Rules for a communication to be in writing;
* where in the past there was an obligation to pass on addresses (e.g. by the PCC secretary to the secretary of the deanery synod), any email address given by a person must also be passed on.

**DATA PROTECTION**

The Rules take account of recent changes to the law contained in the General Data Protection Regulation and the Data Protection Act 2018:-

* the Rules have been designed to avoid any need to obtain consent from individuals for processing their personal data for the purposes of the Rules;
* instead, personal data can be processed in the ways required by the Rules on the basis:-
1. that doing so ‘is necessary for compliance with a legal obligation’ (as the Rules have the force of law);

and

1. so far as data includes ‘special category personal data’ because it reveals a person’s religious beliefs, that the processing is carried out internally in the course of the Church of England’s legitimate activities;
* personal data contained in the published version of the electoral roll is data which ‘is manifestly made public by the data subject’ when he or she applies to have his or her name included on the roll and is covered on that basis;
* a person who holds personal data for the purposes of the Rules must ensure that the data is held securely - see [**Rule 72**](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_8_miscellaneous_rules_72_to_84.xhtml#r72).”

Further information and guidance about data protection for parishes is available on the Parish Resources website:

<https://www.parishresources.org.uk/gdpr/>

The 4 forms that are required for the revision of the Electoral Roll (ER) are:-

**FORM M1 – NOTICE OF ANNUAL PAROCHIALCHURCH MEETING**

As the name suggests this is the calling notice for the APCM which must be held every year between 01 January and 31 May as the revised Church Representation Rules state.

It must be displayed, and the congregation made aware of the planned APCM at least 14 days, which must include 2 Sundays, prior to the date of APCM –.

**FORM 2 – NOTICE OF REVISION OF CHURCH ELECTORAL ROLL**

The notice of the revision of the Electoral Roll needs to be displayed, and congregation members made aware of, at least 14 days prior to the start of the planned revision itself.

Congregation members who have become eligible to be on the ER know the timescale in which to apply.

Also it allows the removal of those members who are no longer eligible to be removed unless certain criteria is met.

As it is not a new ER then those already on the list need not reapply but it does give them the opportunity to check that their details are still current and correct, as well as, if desired, to furnish the ER Officer/PCC Secretary of their email address if they haven’t already done so.

***Don’t forget that you need to specify on the form, where highlighted in blue, the intended method of publication of the revised roll.***

**FORM 1 – APPLICATION for ENROLEMENT on the CHURCH ELECTORAL ROLL of the PARISH of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

These forms must be made available at the same time as the ER notice is displayed, and for the period as stated on the notice.

**PUBLICATION OF REVISED ROLL** – see above

After completion of a revision of the roll, and no later than 01 July in each year, give the secretary of the diocesan synod written notification of the number of names there are on the roll of the parish as a the date of the APCM.

This can either be done by email to jane.dobbs@portsmouth.anglican.org clearly stating which parish and deanery the figure refers to; or use the form “Notification of Church Electoral Roll Number 2020” whichever you prefer and send to the address below:-.

The Electoral Roll Officer

Diocese of Portsmouth

1st Floor

Peninsular House

Wharf Road

Portsmouth

PO2 8HB

See example timetable below which is hoped will help the process run smoothly.

**Text in blue is just an example not definitive dates to follow as this will be dependent on the date of your APCM**

|  |  |  |
| --- | --- | --- |
| **ACTION /** **EVENT** | **WHEN IT NEEDS TO HAPPEN** | **DATE IN YOUR PARISH** |
| Put up notice regarding the revision  | At least 14 days before the start of the revision | *From Sunday 01 March until Monday 16 March (14 days including 2 Sundays)* |
| Complete the revision  | A fixed date 15 to 28 days before the APCM | *By Saturday 29 March (from initial display until close 28 days)* |
| Display the revised roll with a list of those names removed  | At least 14 days before the APCM | *From Sunday 30 March until APCM – meets the 14 day requirement)* |
| Annual Parochial Church Meeting (APCM) | By 31 May (CRR M1(1)) | *20 April*  |

The forms are available in an easy print format on the Portsmouth Diocesan website:-

[www.portsmouth.anglican.org/PCC-secretary/](http://www.portsmouth.anglican.org/PCC-secretary/)

and the Parish Resources website:-

[www.parishresources.org.uk/pccs/apcms/](http://www.parishresources.org.uk/pccs/apcms/)

The Church Representation Rules can be viewed on their website:-

[www.churchofengland.org/more/policy-and-thinking/church-representation-rules/church-representation-rules-online-part-1](http://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/church-representation-rules-online-part-1)

For ease of reference the Church Representation Rules referenced on Form M1: Form1: and Form 2 are replicated below.

But don’t forget if you have any queries or are unsure of any of the process please feel free to contact Jane Dobbs, jane.dobbs@portsmouth.anglican.org or

023 9289 9661

**FORM M1 – NOTICE OF ANNUAL PAROCHIAL CHURCH MEETING**

Referenced on Form M1 – Church Representation Rule M2(1) as below:-

“**Convening meeting – M2**

(1) The minister must convene the annual meeting by displaying a notice in Form M1 –

(a) in the case of the parish church or, where there is more than one church in the parish, each of those churches, on or near the principal door, and

(b) in the case of each building in the parish licensed for public worship, in a location readily visible to members of the congregation.

(2) The period for which a notice under paragraph (1) is on display must include the last two Sundays before the day of the meeting.

(3)   The annual meeting must be held at a place in the parish unless the PCC decides otherwise.

(4) In a case where the minister is absent or incapacitated by illness or for some other reason or where there is nobody who is the minister within the meaning of these Rules (see [rule 83(1)](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_8_miscellaneous_rules_72_to_84.xhtml#r83)), the minister’s function under this Rule is to be carried out by –

(a) the vice-chair of the PCC, or

(b) if there is not a vice-chair or the vice-chair is unable or unwilling to act, the secretary of the PCC or some other person appointed by the PCC."

**FORM 2 – NOTICE OF REVISION OF CHURCH ELECTORAL ROLL**

Referenced on Form 2 – Church Representation Rules [[3(2)](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_1_church_electoral_roll_rules_1_to_10.xhtml#r1)](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_1_church_electoral_roll_rules_1_to_10.xhtml#r3) as below:-

**“Revision of the roll: notice**

**3(2)** Notice of the proposed revision must be given on Form 2 and displayed by or under the direction of the minister –

1. in the case of the parish church or, where there is more than one church in the parish, each of those churches, on or near the principal door, and

(b) in the case of each building in the parish licensed for public worship, in a location readily visible to members of the congregation.”

The only people who need to fill in an application form, available:-<https://www.portsmouth.anglican.org/search/?q=electoral>, are those who have recently moved into the parish, joined the church, or reached the age of 16

**FORM 1 – APPLICATION for ENROLEMENT on the CHURCH**

**ELECTORAL ROLL of the PARISH of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Referenced on Form 1 – Church Representation Rules [[1(2)](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_1_church_electoral_roll_rules_1_to_10.xhtml#r1); 1[(7)](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_1_church_electoral_roll_rules_1_to_10.xhtml#r1); 1[(12)](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_1_church_electoral_roll_rules_1_to_10.xhtml#r1); [7(3)](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_1_church_electoral_roll_rules_1_to_10.xhtml#r1); [(5)](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_1_church_electoral_roll_rules_1_to_10.xhtml#r1)](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_1_church_electoral_roll_rules_1_to_10.xhtml#r3) as below:-

**“Compilation of the roll**

**1(2)** A lay person is entitled to have his or her name on the roll of a parish if he or she –

1. is baptised,
2. is aged 16 or over (but see paragraph (7)),

(c) has made one of the following three declarations, and

**1(7)** Where a lay person, who is going to become 16 after a revision of the roll or the preparation of a new roll is complete but before the date of the annual parochial church meeting, duly applies for enrolment on Form 1, the enrolment may take effect on the person’s 16th birthday.

**1(12)** Where a person has provided an email address on Form 1, the roll must specify that email address.

**Preparation of new roll: process**

**7(3)** On the preparation of a new roll, the name of each person who is entitled to have his or her name entered under [Rule 1](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/church-representation-rules-online-part-1#r1) must be entered on the roll; and a fresh application on Form 1 is required from each person whose name is already on the roll.

**Publication of revised roll**

**5(1)** After the completion of a revision of the roll of a parish under [Rule 4](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/church-representation-rules-online-part-1#r4), the PCC must –

1. publish the roll in such form (whether electronic or otherwise) as it decides, and
2. make a copy of the roll available for inspection, on a reasonable request being made.

**(2)** The period for which the revised roll is published under paragraph (1)(a) must be at least 14 days.

**(3)** The roll as published, and the copy made available for inspection, must include every name entered on the roll but no other personal data.

**(4)** A name may not be added to or removed from the roll between the completion of the revision of the roll and the conclusion of the annual parochial church meeting, except in so far as is necessary

1. to correct an omission or other error, or
2. for complying with [Rule 1(2)(b)](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/church-representation-rules-online-part-1#r1_2b) and [(7)](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/church-representation-rules-online-part-1#r7) (persons becoming 16).”