

2025 PREPARATION OF NEW ELECTORAL ROLL and APCM

This guide explains the steps needed to Prepare a new Electoral Roll, and the link to the Annual parochial church meeting (APCM). There is also an 'at a glance' timetable and quick step guide for ease of reference.

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 APCM in every parish in the Church of England.
2. Under CRR rule 6(2)(a), not less than two months before the APCM, the form of notice available at **Appendix 1** should be fixed on or visibly 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 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 as **Appendix 2**
4. In accordance with CRR 8(1-5), after completion of the new roll, for at least 14 days, the PCC must publish the roll in such form (whether electronic or otherwise) as it decides, and make a copy of the roll available for inspection, on reasonable request being made. Ensuring that only names, and no other personal data, is shared. During this period, only the following amendment are permitted;
- errors or omissions in the roll may be corrected, but no new names may be added until the end of the annual meeting;
- the one exception is that a person whose sixteenth birthday falls after the revision of the new roll has been completed but before the annual meeting may fill out a form of application and will then be enrolled with effect from the date of their birthday.
On publication of the new roll, the previous roll ceases to have effect.

Guidance around handling personal data, and a privacy notice is available at **Appendix 3** and **Appendix 4**.

APCM - Annual parochial church meeting

5. Under CRR rule M1, the 2025 APCM must be held in the period beginning 1 January, ending in 31 May 2025.
6. Under CRR M2(1) the minister* must convene the annual meeting by displaying a notice at **Appendix 5**. Which should be fixed on or visibly 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, which must include the last two Sundays before the day of the meeting.

The APCM must be held at a place in the parish unless the PCC decides otherwise.

*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)), the minister's function under this Rule is to be carried out by one of the following: the vice-chair of the PCC, or 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.

7. Under CRR rule M5(8), within 28 days of the APCM, 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 at: finance@derby.anglican.org
8. **Conduct of an election – CRR M9(1)** applies in the case of every election which is to take place at the APCM, subject to any variations made by a resolution under Rule M10 or M11. Nomination forms are found at **Appendix 6**.
[CRR M9, M10 and M11 are copied in full at the end of this letter for ease of reference]
9. **Result of an election CRR M12** election results, held at the APCM, must be announced as soon as practicable by the presiding officer and a notice of the result must be fixed on or visibly 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 – see **Appendix 7**.
After the end of the period for which the notice was on display under paragraph, the secretary of the PCC must keep a list of every member's name and address. The list of names only must be made available for inspection, on reasonable notice being given to the secretary by a person who is resident in the parish or has his or her name on the roll; but the secretary need not provide a copy of the list.
Where a member has provided the secretary with an email address, the address recorded for that member on the list must include that email address. Additionally, PCC secretary (or delegate) must give the name and address of every person elected to the deanery synod as a parochial representative of the laity to, (a) the diocesan electoral registration officer, and (b) the secretary of the deanery synod. [return APCM Results - **Appendix 7**]

Electoral roll certificates

10. **Not later than 1 July 2025**, in accordance with CRR (8) parishes are asked to complete the certificate available at **Appendix 8** to certify the number of names on the new church electoral roll and return a copy to Church House or by email to: PCC Results PCCresults@derby.anglican.org

Timetable for Preparing the New Electoral Roll:

Action	When it needs to happen
Put up the notice that a new roll will be prepared	At least two months before the APCM
Announcements during services	The first two Sundays once the notice is up
PCC informs those on the previous roll	Once the notice is up
Completion of the new roll	A fixed date 15 to 28 days before the APCM
Display the completed roll	At least 14 days before the APCM
APCM	By 31st May

Quick Guide to Steps:

Preparing a New Electoral Roll (next due 2025):

- Must be done every six years (last completed 2019)
- Notice displayed near the main door of every church in the parish
- At least two months before the APCM
- Notice must stay up for at least 14 days

- Announcements made in church during the 14 days that the notice is up to say that the roll is being prepared
- PCC must ensure that reasonable efforts are made to let everyone on the old roll know that a new Roll is being prepared
- Exception is anyone no longer qualified to be on the roll (e.g. someone who no longer worships regularly in the parish and lives outside the parish)
- Members of the previous roll need to fill in applications (no one is automatically included)
- New people may also apply by filling in an application for enrolment
- New roll must be complete on a fixed date between 15 and 28 days before the APCM
- Completed new roll is posted near the main church door at least 14 days before the APCM
- During this time corrections may be made (e.g. correcting a misspelling) but no new names added or removed

Annually after the APCM:

- Result of Elections completed
- Electoral Roll Certificate (SG7) completed and signed
- Copy sent to Diocesan Secretary (Church House, Full Street, Derby DE1 3DR or enquiries@derby.anglican.org) **no later than 31 May 2025**
- Copy of Electoral Roll Certificate posted near the principal door of the church for 14 days (and also posted at doors of any daughter churches for 14 days).