



PCC Secretaries

cc by email to all parochial Clergy
copy of information to DCC Secretaries

November 2024

Dear PCC Secretary

Preparation of New Parochial Electoral Roll

No doubt you will be preparing your new electoral roll in time for the Annual Parochial Church Meeting (APCM), which will take place between 1st January and 31st May 2025 (in accordance with the Church Representation Rules 1-2 and 6-8:

<https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/church-representation-rules-online-part-1>) .

Please note that 2025 is the year (in the 6-year cycle) in which it is necessary to prepare an entirely new parochial electoral roll rather than revise the existing one. The PCC should take reasonable steps to inform every person whose name is on the existing roll that a new roll is being prepared and to invite them, should they so wish, to apply for enrolment.

Please find attached an Electoral Roll Certificate for your parish. This should be completed and signed immediately after your Annual Parochial Meeting and may be published along with the electoral roll. A copy of the certificate should be returned to the Synod Office. Alternatively, your Electoral Roll Certificate can be completed and submitted electronically. All the forms for your APCM along with the electoral roll certificates can be downloaded from the PCC and Church Officers page of our website: <https://exeter.anglican.org/resources/church-officer-resources/> scrolling down to the 'Annual Parochial Meeting and Electoral Roll documents' section.

Where a parish does not have a PCC Secretary, this mailing has been sent to the Churchwarden or other PCC officer.

Please return your completed certificate to the Synod Office at The Old Deanery, Exeter. EX1 1HS or synod@exeter.anglican.org by 1st July 2025.

Please ensure that the number certified includes any Daughter or District Churches. Each Parish should have only **one electoral roll**, even if there is more than one place of worship within the Parish.

Please insert the name of the Parish (not the church) and Deanery on the Electoral Roll Form together with the number on the roll.

For your convenience, I also attach a copy of

- Notice of Preparation of New Church Electoral Roll
- Notice of Annual Parochial Church Meeting.
- Notice of Meeting of Parishioners for the Election of Churchwardens
- Application for Enrolment on Church Electoral Roll

Please feel free to print and copy these forms. They can also be downloaded from the PCC and Church Officers page of our website: <https://exeter.anglican.org/resources/church-officer-resources/> scrolling down to the 'Annual Parochial Meeting and Electoral Roll documents' section.

Please be aware that the forms relating to annual meetings changed significantly at the start of 2020. Please make sure you are using up to date material.

If you have any queries, please do not hesitate to get in touch with the Synod Office – details as above, or 01392 294931 or email: synod@exeter.anglican.org.

Yours sincerely,



Ed Moffatt
Assistant Diocesan Secretary and
Diocesan Electoral Registration Officer