

St Mary's, Bourne Street

Founded in 1874 • The Church of England in the Diocese of London



A GUIDE TO THE ANNUAL MEETINGS

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A. Annual Meeting of the Parishioners

This is a meeting of persons whose names are entered on the church electoral roll and all persons resident in the parish whose names are entered on the register of local government electors by reason of their residence in the parish.

The substantive business of the meeting is the choosing of two churchwardens by way of election from among persons who have been duly nominated and seconded in writing by persons entitled to attend the meeting. A nomination must contain a declaration by the nominated candidate that he/she is willing to serve if elected and is not disqualified from serving. To qualify for election, a candidate must be baptised and:

- (a) enrolled on the church electoral roll;
- (b) an actual communicant;
- (c) over 21 years old; and
- (d) not disqualified under section 2 or 3 of the Churchwardens Measure 2001.

Nominations must be received by the Vicar before the commencement of the meeting.

A churchwarden holds office from admission to office by the bishop or a person appointed by him (usually the archdeacon) until the admission to office of a successor.

B. Annual Parochial Church Meeting

The persons entitled to attend and take part in the Annual Parochial Church Meeting (“APCM”) are:

- lay persons whose names are enrolled on the church electoral roll of the parish; and
- clerks in holy orders beneficed in or licensed to the parish (and certain other clerks in holy orders as specified in rule 6 of the Church Representation Rules).

The business of the APCM is as follows:

1. ELECTORAL ROLL REPORT

The new roll is displayed for 14 days prior to the APCM. This report will note changes in the roll since the last APCM. The report is open to discussion.

2. ANNUAL REPORT ON THE PROCEEDINGS OF THE PCC AND ACTIVITIES OF THE PARISH GENERALLY

This has been published in advance and is open to discussion.

3. FINANCIAL STATEMENTS

This item covers the financial statements for the year ending 31st December 2010 and is open to discussion.

4. ST MARY’S TRUST

Because of the relationship between St Mary’s Trust and the parish, it is conventional for the managing trustee to be invited to present a report at this point. (This is not formally part of the APCM and the trustees are not under an obligation to report to the meeting or to answer questions though they may agree to do so.)

5. REPORT ON THE FABRIC, GOODS AND ORNAMENTS OF THE CHURCH

This is normally presented by one of the churchwardens who have responsibility for these matters. The item is open to discussion.

6. REPORT ON THE PROCEEDINGS OF THE DEANERY SYNOD

A report of the proceedings of the Deanery Synod is presented which is open to discussion.

7. ELECTION OF REPRESENTATIVES OF THE LAITY TO THE PCC

Because the number of names entered on St Mary's church electoral roll is in the range 101-200 the number of elected representatives of the laity on the PCC is 12. Four representatives of the laity are elected each year at the APCM to serve for a three-year term of office. (Any casual vacancies among the places on the PCC for lay representatives are also be filled.)

The qualifications of a person to be elected a parochial representative of the laity to the PCC are that –

- (a) his name is entered on the roll of the parish and has been so entered for at least the preceding six months;
- (b) he is an actual communicant; and
- (c) he is at least sixteen years old.

The APCM has previously resolved, pursuant to rule 17 of the Church Representation Rules, that no representative of the laity on the PCC may hold office continuously for more than three years but that such a person may again stand for election after an interval of one year.

A candidate for election must be nominated and seconded by persons entitled to attend the APCM whose names are on the electoral roll. A candidate must be nominated or seconded either before the meeting in writing or at the meeting.

If the number of candidates is not greater than the number of seats to be filled, the candidates who have been duly nominated are declared elected.

If more candidates are nominated than there are seats to be filled, an election is conducted at the meeting.

Votes are by show of hand unless one or more persons object, in which case voting papers are used. (If at least one tenth of those present and voting so request, numbered voting papers are used.) The clergy are not entitled to vote in elections for parochial representatives of the laity. Each person entitled to vote has as many votes as there are seats to be filled but may not give more than one vote to any one candidate. In the event of an equality of votes the result is determined by lots.

8. APPOINTMENT OF SIDESMEN

Sidesmen are appointed from among those whose names are entered on the church electoral roll of the parish.

9. APPOINTMENT OF INDEPENDENT EXAMINER OR AUDITOR

The meeting is required to appoint an independent examiner or auditor of the PCC's accounts.