



ST MARY, PRESTWICH – APCM TIMETABLE FOR APPROVAL BY THE PCC

Action / Task	Lead	Timescale	Comments
ELECTORAL ROLL			
Publish notice of electoral roll revision	Julia / Adele	27 Sep 2020	PCC to approve period. Proposed: Sun 27 Sep 2020 – Sun 11 Oct 2020  Notice_of_Revision_of_Church_Electoral
Commence electoral roll revision	Julia	27 Sep 2020	Forms will be made available both in hard copy and electronically.  Application_for_Enrolment_on_the_Church Forms should be returned to the electoral roll officer either in hard copy or by email. <i>NB. Only those on the electoral roll are entitled to stand for office, to propose and second those nominated and to participate in the APCM.</i>
Complete electoral roll revision	Julia	11 Oct 2020	This must complete not less than 15 days before the APCM.
Publish the revised roll	Julia / Adele	12 Oct 2020	This must be published for 14 days i.e to 27 Oct 2020.
ANNUAL REPORT			
Collect individual reports	Adele	30 Sep 2020	Email requests have been sent to all contributors.
Publish Annual Report	Adele	18 Oct 2020	This must be available at least 7 days before the APCM meeting.
APCM			
Display notice of meeting	Adele / Susie / Stewart	11 Oct 2020	This must be done at least 2 Sundays before the meeting. As well as the notice displayed in church and on the pews news, the meeting will be advertised via the parish twitter feed and on the website.
Email / Postal notification to be issued	Adele	11 Oct 2020	Additionally, all those currently on the electoral roll and all those on the parish contacts list will be notified via email or letter.
Collect Nominations for: Church Wardens Assistant Wardens Sidespeople PCC Deanery Synod Reps	Adele / Stewart		Nominations may be made in writing or in person up to and including during the annual meeting. Church Wardens – are elected at the annual meeting of parishioners which takes place immediately before the APCM. The term of office for the current church wardens (Susie + Stewart) has been extended to 31 January 2021. Should no nominations be made at the annual meeting, they will continue in office until that date. If nominations are received and new wardens elected then those new wardens will take up office at the archdeacon’s visitation (date TBC but expected to be in Nov). Assistant Wardens – are elected at the APCM. The term of the current assistant wardens will end at the APCM. If the current office holders wish to continue they will need to be nominated, proposed and seconded.

			<p>Sidespeople - are elected at the APCM. The term of the current sidespeople will end at the APCM. If the current office holders wish to continue they will need to be nominated, proposed and seconded</p> <p>PCC – the size of our electoral roll allows for 12 lay representatives on the PCC (plus church wardens who along with clergy and deanery synod reps are ex-officio). The term of the current PCC members will end at the APCM. If the current office holders wish to continue they will need to be nominated, proposed and seconded. <i>Please note that assistant wardens are not automatically PCC members and therefore will need to be nominated, proposed and seconded if they wish to be on PCC.</i></p> <p>Deanery Synod Reps – the size of our electoral roll allows for 3 lay representatives. The term of office of the current parish representatives has been extended to 30 November 2020. If the current post holders wish to continue they will need to be nominated, proposed and seconded. Deanery synod reps are ex-officio on the PCC.</p>
			<p>NOMINATION PROCESS TO BE APPROVED BY PCC</p> <p><u>Via usual forms:</u> Forms will be placed in church as usual for completion.</p> <p><u>Via email:</u> Those wishing to stand should email their intention/wish to stand to their proposer, who should in turn forward the email to the seconder along with a statement of intent to propose. The seconder should forward the email trail to Stewart Barnet along with a statement of intent to second. <i>E.G.</i> <i>Adele emails Susie – I wish to stand for PCC/ church warden etc.</i> <i>Susie forwards to Julia – I wish to propose Adele for PCC/ church warden etc</i> <i>Julia forwards to Stewart – I wish to second Adele for PCC/ church warden etc.</i></p> <p><u>Via post:</u> Those without access to email and not able to complete the forms in church should follow the email process but via letter.</p> <p><u>In person:</u> Nomination, proposal and seconding can be done in person during the meeting.</p>
APCM	Either Shaun or Stewart will chair this meeting	28 Oct 2020	<p>The meeting will be held via zoom with a phone dial in option available for anyone without internet access. <i>NB: The date has been chosen to allow for Shaun's licensing and for his first services to have taken place.</i></p> <p>Voting Should a vote be required during the meeting it will be done via a show of hands and verbally for those people dialing in by phone or without cameras.</p>