The Diocesan Office  
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 February 2021

To all PCC Secretaries and Churchwardens (where there is no PCC Secretary)

**Annual Request for Information 2021/2022**

I hope this letter finds you well. The last 12 months have been extremely difficult and we would like to thank you for all that you have continued to do in that time.

Following on from the government’s road map for easing us out of lockdown we are now in a position to update you regarding holding APCM’s and completing the return of parish officers form.

At this stage due to the restrictions if APCM’s are to be held before May they will need to be held via zoom and accompanying this letter is an Instrument issued by the registrar to enable this to happen.

Church Representation Rules changed in 2020 extending the time APCM’s need to be completed by to 31st May instead of April. Following on from your APCM please can you complete the attached Return of Parish Officers form and Electoral Roll certificate (a copy must be returned to us and one posted on the principal door of your church). We appreciate that this is time consuming, but it is really important we have the correct and most up to date information on our database to enable us to communicate effectively with parishes.

For those of you are new to the role guidance can be found on the national parish resources website at <https://www.parishresources.org.uk/pccs/apcms/>

Please send completed forms to Judy Pearce, The Diocesan Office, The Palace, Hereford, HR4 9BL or [j.pearce@hereford.anglican.org](mailto:j.pearce@hereford.anglican.org)

Should you have any queries please do not hesitate to contact me or Judy.

Thank you for your help in gathering this information and, indeed, for all the work you do.

Yours Sincerely

Kerry Preedy  
HR & Office Manager