An email was recently sent to all PCC Secretaries, PCC Administrators, Parish Priests, and Deanery Secretaries with a parish-specific link to click to allow you to complete your APCM return directly into the diocesan database. Please find detailed instructions on how to complete this return below. The deadline for submissions of your APCM return this year is the **14th November (extended from 14th June due to the Coronavirus epidemic)**.

Instructions on Submitting your Return

* On the Place Audit page, you will see a list of PCC posts in your area, with the role name, place, name of the person occupying the role, and the start and end dates of the role displayed.
* In order to submit your return, click the purple ‘View details’ button next to a role.
* This will take you to a page summarising the information we currently hold on the person filling that post.
* If the person detailed on the summary will be continuing in this post after your recent APCM, check that the contact details that we have for the person are accurate.
	+ If the contact details are not correct, please enter the correct contact details and any further information in the text box at the bottom of the page.
	+ After this, click the ‘Save’ button underneath the box.
	+ Finally, click the **black ‘No change’ button** on the right.
* If the post has ended and nobody has succeeded the previous post holder, click the **red ‘End post’ button**.
	+ On the resulting page, enter the new end date as the date of your APCM.
	+ **Please make sure you check the box** to make the post vacant.
	+ Then click the **red ‘End post and submit for moderation’** button.
	+ If you have made a mistake, click the **grey ‘back to process post’** button instead.
* If somebody who was not previously filling the Post was elected in your APCM, click the **blue ‘Succeed post’ button**.
	+ Here, you can see the former occupant of the post and enter the details of the newly elected person.
	+ Enter the ‘Date of Succession’ as the date of your APCM.
	+ Enter the contact details for the new post holder and click ‘search for contact’. This searches the database for an existing profile for the person. This is to prevent duplicate profiles being created on the database.
	+ If the correct details for the person appear when you submit your search, click the **purple ‘select and submit for moderation’** button next to their name.
	+ If the correct person does not appear, or no details are shown, click the **teal ‘Request the creation of a new contact and submit for moderation’ button** under ‘CREATE A NEW CONTACT’.
* Please go down the list of posts on the Place Audit page until all of them are faded and have ‘Submitted’ under the ‘Status’ column.
* If the Place Audit has not allowed you to reflect all elected posts in your PCC (e.g. PCC Representative of the Laity) please supply this information to me directly by email at databaseadministrator@chichester.anglican.org

Help and Guidance

If you are having any issues with completing this APCM audit, don’t hesitate to contact me for assistance. If you do not yet have a login for the diocesan database – I can create this for you. You can contact me at:

Email: [databaseadministrator@chichester.anglican.org](file:///C%3A%5CUsers%5Cmicaela.mitchell%5CAppData%5CLocal%5CTemp%5Cdatabaseadministrator%40chichester.anglican.org)
Telephone: 01273 421 021

I am contactable Mon-Fri, during office hours. If for whatever reason I am unable to take your call, please leave a message for me and I will get back to you as soon as possible.

Please see the guidance on APCM on the diocesan website [here](https://www.chichester.anglican.org/apcm/) for general information and guidance. A copy of the above instructions for submitting your return are available on that page.

I will be monitoring the information submitted in your Returns and may be contacting some of you for clarification. As mentioned in my previous email, once you have submitted your returns, I will forward them to your Deanery Secretaries for you.

**The deadline for the submission of your APCM Return is the 14th of November (extended from 14th June due to the Coronavirus epidemic).**

I wish you all the best for this year’s APCM.

Kind Regards,

Michael Squire

**Database and Statistics Administrator**



WWW: [http://www.chichester.anglican.org](http://www.diochi.org.uk/)  | Email: [databaseadministrator@chichester.anglican.org](file:///C%3A%5CUsers%5Cmicaela.mitchell%5CAppData%5CLocal%5CTemp%5Cdatabaseadministrator%40chichester.anglican.org)

The Chichester Diocesan Fund and Board of Finance (Incorporated) Charity No 243134

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