

FORMS

Enrolment (see Rules 1(2), (7) and (12) and 7(3) and (5))

Form 1

APPLICATION FOR ENROLMENT ON THE CHURCH ELECTORAL ROLL OF THE PARISH OF:

.....

Full Name

Preferred title (if any)

Postal Address

Postcode

Email address (optional)

I declare that –

1 I am baptised, am a lay person and am aged 16 or over (or become 16* on

.....)

**2A. I am a member of the Church of England or of a Church in communion with the Church of England and am resident in the parish.

OR

2B. I am a member of the Church of England or of a Church in communion with the Church of England, am not resident in the parish, [but have habitually attended public worship in the parish during the preceding six months] [and would have habitually attended public worship in the parish during the preceding six months but was prevented from doing so because.]***.

OR

2C. I am a member in good standing of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity, am also a member of the Church of England [and have habitually attended public worship in the parish during the preceding six months] [and would have habitually attended public worship in the parish during the preceding six months but was prevented from doing so

because]***.

I declare that the above answers are true and I apply for inclusion on the Church Electoral Roll of the parish.

Signed Date

Notes

*A person who is going to become 16 during the next 12 months may complete this Form, and will then be eligible to have his or her name entered on the Roll on his or her 16th birthday.

**Tick only one of 2A, 2B and 2C.

***If you tick 2B or 2C in circumstances where a new Roll is being prepared, you must delete either the first set of words in square brackets or the second set. If you delete the first set, you must complete the second set by filling in the space at the end. See [Note 3](#) for further information.

Notes

General matters

1 The only Churches at present in communion with the Church of England are other Anglican Churches and certain foreign Churches, as listed in the Supplementary Material to the Canons (but note [Rule 83\(3\)](#) of the Church Representation Rules, which provides for any question as to whether a particular Church is in communion with the Church of England to be decided by the Archbishops of Canterbury and York acting jointly).

2 Membership of the electoral roll is also open to members in good standing of a Church not in communion with the Church of England which subscribes to the doctrine of the Holy Trinity where those members are also prepared to declare themselves to be members of the Church of England.

3 Every six years a new roll is prepared and those on the previous roll are informed so that they can reapply. If you are not resident in the parish but were on the roll as a habitual worshipper and have been prevented by illness or other sufficient cause from worshipping for the past six months, you should complete declaration 2B or 2C as follows –

(a) delete the first set of words in square brackets and

(b) at the end of the second set of words in square brackets, briefly state the reason for not having worshipped as mentioned.

4 If you have any problems with this Form, please approach the clergy or lay people responsible for the parish, who will be pleased to help you.

5 In this Form 'parish' means ecclesiastical parish.

Use of email addresses and other personal data

6 You do not have to provide an email address on this Form. If you do provide one, the Parochial Church Council and the electoral roll officer are entitled to use that email address to communicate with you in connection with the maintenance or revision of the Roll or the preparation of a new Roll or with elections to or membership of the Council.

7 The Church Representation Rules impose certain requirements for your name and address to be given to a third party, such as the diocesan electoral registration officer, in connection with elections to or membership of a deanery synod, diocesan synod or the House of Laity of the General Synod. If you provide an email address on this Form, it will be given to the third party along with your postal address.

8 A third party to whom your name and address have been given under the Church Representation Rules is in certain cases required by the Rules to pass them on to another person, such as the presiding officer in a synodical election. If you provide an email address on this Form, that email address will be given to the other person along with your postal address.

9 Any person to whom your email address or other personal data is given under the Church Representation Rules is required by those Rules to hold the data securely. Furthermore, if you do provide an email address on this Form, that does not give anybody the right to use it for any purpose other than those permitted by the Rules; so it cannot, for example, be used for social matters or fund-raising.

10 The roll is published after each annual revision and after the preparation of a new roll. The published roll will include your name (as well as the name of every other person on the roll) but none of your other personal data (as defined by the Data Protection Act 2018) will be made public as a result of your inclusion on the roll.

Revision of roll (See Rule 3(2))

Form 2

NOTICE OF REVISION OF CHURCH ELECTORAL ROLL

Diocese of

Parish of

Notice is given that the Church Electoral Roll of the above parish will be revised by the Parochial Church Council, beginning on the day of 20 ... and ending on the day of 20 ...*

After the revision, a copy of the Roll will be published by the Parochial Church Council [method of publication to be specified here] for at least 14 days and a copy of the Roll will be available for inspection on a reasonable request being made to the Council.

Under the Church Representation Rules, a lay person is entitled to have his or her name entered on the roll if the person –

(a) is baptised,

(b) is aged 16 or over, and

(c) has made one of the following three declarations and duly applied for enrolment.

The first declaration is that the person is a member of the Church of England or of a Church in communion with it and is resident in the parish.

The second declaration is that the person is a member of the Church of England or of a Church in communion with it, is not resident in the parish, but has habitually attended public worship in the parish during the preceding six months.

The third declaration is that the person is a member in good standing of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity and is also a member of the Church of England and has habitually attended public worship in the parish during the preceding six months.

Application Forms for enrolment can be obtained from the Church Electoral Roll Officer. In order for a person to be entitled to attend the annual parochial church meeting and to take part in its proceedings, an Application Form for enrolment must be returned by the date shown above for the ending of the revision of the Church Electoral Roll by the Parochial Church Council.

Any error discovered in the Roll should at once be reported to the Church Electoral Roll Officer.

Dated this ** day of 20

.....

Church Electoral Roll Officer

Address

Email address (optional)

Notes

* The revision must be completed at least 15 days, but no more than 28 days, before the Annual Parochial Church Meeting.

** At least 14 days' notice must be given.

In this Notice, 'parish' means an ecclesiastical parish.

Preparation of new roll (see Rule 6(1))

Form 3

NOTICE OF PREPARATION OF NEW ROLL

Diocese of

Parish of

Notice is given that under the Church Representation Rules a new Church Electoral Roll* is being prepared. Every person who wishes to have his or her name entered on the new Roll, whether it is entered on the present Roll or not, is requested to apply for enrolment not later than

The new Roll will take effect on

The new Roll will be published by the Parochial Church Council [method of publication to be specified here] for at least 14 days and a copy of the Roll will be available for inspection on a reasonable request being made to the Council.

Under the Church Representation Rules, a lay person is entitled to have his or her name entered on the roll, if the person –

(a) is baptised,

(b) is aged 16 or over, and

(c) has made one of the following three declarations and duly applied for enrolment.

The first declaration is that the person is a member of the Church of England or of a Church in communion with it and is resident in the parish.

The second declaration is that the person is a member of the Church of England or of a Church in communion with it, is not resident in the parish, but has habitually attended public worship in the parish during the preceding six months.

The third declaration is that the person is a member in good standing of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity and is also a member of the Church of England and has habitually attended public worship in the parish during the preceding six months.

Application Forms for enrolment can be obtained from the Church Electoral Roll Officer. In order to be entitled to attend the annual parochial church meeting and to take part in its proceedings, you must return the Application Form for enrolment by the earlier of the dates given above.

Any error discovered in the roll should at once be reported to the Church Electoral Roll Officer.

Dated this day of 20

.....

Church Electoral Roll Officer

Address

Email address (optional)

Note

* The new roll must be completed at least 15 days, but no more than 28 days, before the Annual Parochial Church Meeting.

In this Notice, 'parish' means an ecclesiastical parish.

Election to diocesan synod (see Rule 40(3))

Form 4

NOTICE OF ELECTION TO HOUSE OF CLERGY OR HOUSE OF LAITY OF DIOCESAN SYNOD

Diocese of

Deanery of

1 An election of members of the House of Clergy/Laity of the Diocesan Synod will be held in the above Deanery on

.....

2 Every candidate must be nominated by two qualified electors on forms to be obtained from

..... All members, other than co-opted members, of the House of Clergy/Laity of the

deanery synod are qualified electors. Each qualified elector nominating must be a member of the House of Clergy/Laity of the deanery synod to which the candidate belongs.

3 For the qualifications to be a candidate for election to the House of Clergy/Laity of the diocesan synod, see Rule 36 of the Church

Representation Rules.

4 The election will be decided by simple majority/the single transferable vote.

Nomination for election to diocesan synod (see Rule 40(3))

Form 5

NOMINATION TO HOUSE OF CLERGY OR HOUSE OF LAITY OF DIOCESAN SYNOD

Diocese of

Deanery of

Election of members of the House of Clergy/Laity of the Diocesan Synod

We the proposer and seconder, each being qualified electors and members of the House of Clergy/Laity of the Deanery Synod for the above Deanery, nominate the following person as a candidate at the election in the above Deanery.

Surname Christian Names Postal address Email address Year of Birth

Proposer's signature

Proposer's full name

Address

Secunder's signature

Secunder's full name

Address

I, the above named declare that I am not subject to any disqualification referred to in the Notes on this form and signify my willingness to serve as a member of the House of Clergy/Laity of the Diocesan Synod if elected.

Candidate's signature

This nomination must be sent to

Notes

- 1 All members, other than co-opted members, of the House of Clergy/Laity of the deanery synod are qualified electors.
- 2 (1) A person is disqualified from being nominated for membership of a diocesan synod if the person is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006).

(2) A person is disqualified from being nominated for membership of any Synod if the person has been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (with that expression being construed in accordance with **Rule 71(2)** of the Church Representation Rules).

(3) A person's disqualification under sub-paragraph (2) may be waived by the bishop of the diocese by giving the person notice in writing.

Voting paper for election to diocesan synod (see Rule 42(1) and (8))

Form 6

VOTING PAPER FOR ELECTION TO HOUSE OF CLERGY OR HOUSE OF LAITY OF DIOCESAN SYNOD (SIMPLE MAJORITY SYSTEM)

..... Diocesan Synod

Election of members of the House of Clergy/Laity

Deanery of

..... members to be elected.

Voting Paper

Mark your vote in this column Candidates' names, addresses and year of birth

Guidance to Voters

1 The voting paper must be signed and the full name written on the reverse.

2 You have as many votes as there are members to be elected.

3 You may not give more than one vote to any one candidate.

4 You vote by placing an 'X' opposite the name(s) of the candidate(s) of your choice.

5 If you inadvertently spoil your voting paper you may return it to the Presiding Officer who will give you another paper.

6 This voting paper duly completed on the reverse must be delivered (by post or otherwise) to

so as to arrive by no later than

The following to be printed on back of form –

Signature of voter

Full name

Address

.....

Alternative voting paper for election to diocesan synod (See Rule 42(1) and (9))

Form 7

VOTING PAPER FOR ELECTION TO HOUSE OF CLERGY OR HOUSE OF LAITY OF DIOCESAN SYNOD (STV SYSTEM)

..... Diocesan Synod

Election of members of the House of Clergy/Laity

Deanery of

..... members to be elected.

Voting Paper

Mark your vote in this column Candidates' names, addresses and year of birth

Guidance to Voters

1 The voting paper must be signed and the full name written on the reverse.

2 Use your single transferable vote by entering '1' against your first preference, and if desired, '2' against your second preference, '3' against your third preference, and so on as far as you wish. The sequence of your preferences is crucial. NO CROSS should be used.

3 You should continue to express preferences for as long as you are able to place successive candidates in order. A later preference is considered only if an earlier preference either has a surplus above the quota (the minimum number required to guarantee election) or has been excluded because of insufficient support.

4 The numbering of your preferences must be consecutive and given to different candidates. Remember that marking a second or subsequent preference cannot affect the chances of any earlier preference.

5 If you inadvertently spoil your voting paper you may return it to the Presiding Officer who will give you another paper.

6 This voting paper duly completed on the reverse thereof must be delivered (by post or otherwise) to so as to arrive by no later than

The following to be printed on back of form –

Signature of voter

Full name

Address

.....

Annual meeting (see Rule M2(1))

Form M1

NOTICE OF ANNUAL PAROCHIAL CHURCH MEETING

Parish of

The Annual Parochial Church Meeting will be held in

..... on the day of

..... 20..... at

For election of parochial representatives of the laity as follows –

*To the Deanery Synod representatives.

To the Parochial Church Council representatives.

For the appointment of the Independent Examiner or Auditor.

For the consideration of:

(a) a report on changes to the Roll since the last annual parochial church meeting OR** a report on the numbers entered on the new Roll;

(b) an Annual Report on the proceedings of the parochial church council and the activities of the parish generally;

(c) the financial statements of the council for the year ending on the 31st December preceding the meeting;

(d) the annual report on the fabric, goods and ornaments of the church or churches of the parish;

(e) a report of the proceedings of the deanery synod; and

(f) other matters of parochial or general Church interest.

In this Notice, 'parish' means an ecclesiastical parish.

Notes

* To be included in a year in which parochial representatives of the laity are to be elected to the Deanery Synod.

** To be included in a year when a new Church Electoral Roll is prepared. Delete as applicable.

Notes

1 Every lay person whose name is entered on the Church Electoral Roll of the parish (and no other person) is entitled to vote at the election of parochial representatives of the laity.

2 A person is qualified to be elected a parochial representative of the laity if –

(a) his or her name is entered on the Church Electoral Roll of the parish and, unless he or is under 18, has been entered there for at least the preceding six months;

(b) he or she is an actual communicant (which means that he has received Communion according to the use of the Church of England or of a Church in communion with the Church of England at least three times during the twelve months preceding the date of the election);

(c) he or she is at least 16; and

(d) he or she is not disqualified as referred to in paragraph 3 of these Notes.

3 (1) A person is disqualified from being nominated, chosen or elected or from serving as a churchwarden or a member of a parochial church council, a district church council or a joint council if the person is disqualified from being a trustee of a charity (and the disqualification is not subject to a waiver which permits membership of a parochial church council, district church council or joint council).

(2) A person is disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council, a district church council, a joint council or a deanery synod if the person is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006).

(3) A person is disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council, a district church council, a joint council or a deanery synod if the person has been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (with that expression being construed in accordance with Rule 71(2) of the Church Representation Rules).

(4) A person's disqualification under sub-paragraph (3) may be waived by the bishop of the diocese by giving the person notice in writing.

(5) A person is disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council if the person has been disqualified from holding office under section 10(6) of the Incumbent (Vacation of Benefices) Measure 1977.

4* A scheme is in operation in this parish which provides that any person entitled to vote in the elections of parochial representatives of the laity to the parochial church council or to the deanery synod or to both may apply on the appropriate form to the Minister of the parish (or other person signing below) for a postal vote. The completed form must be received before the commencement of the annual parochial church meeting.

Signed

Minister of the parish**

Notes

* This paragraph should be deleted if no scheme for postal voting is in operation in the parish.

** Or vice-chair of the parochial church council as the case may be (see Rule M19(2) of the Church Representation Rules).

Postal vote (see Rule M11(1) and (5))

Form M2

APPLICATION FOR POSTAL VOTE

Parish of

I (full Christian name and surname)

of..... (address)

declare that my name is entered on the church electoral roll of the above parish and I apply for a postal vote in any elections to which postal voting applies to be held at the forthcoming annual parochial church meeting for the parish.

The voting paper should be given to me at the above address OR* at the following address –

.....

Dated 20

Signed

Note

* Delete as appropriate.

Where can I purchase the Church Representation Rules?



Purchase a physical version

Available as a book from Church House Publishing



Purchase an electronic version

Available as an electronic version from Amazon

Source URL: <https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-10>