

# **A guide to the annual revision of the Electoral Roll and preparing a new Electoral Roll**

The Church electoral roll is the foundation of the whole structure of synodical government in the church. It contains the names and addresses of everyone who can vote at the Annual Parochial Church Meeting.

## **Revision of the Electoral Roll**

The electoral roll is revised annually. A notice announcing the revision of the roll should be displayed on or near the church door for at least two weeks before the commencement of the revision. The only people who need to fill in an application form are those who have recently moved into the parish, joined the church, or reached the age of 16. Announcements should be made in church each Sunday during the 14 days the notice is displayed. The revision should be completed not less than 15 days or more than 28 days before the Annual Meeting (which must take place before 30<sup>th</sup> April). During this period, corrections may be made, but no names may be added or removed between the time that the revised roll is completed and the close of the Annual Meeting.

The Electoral Roll Certificate (SG7) should be completed and signed immediately after your Annual Parochial Meeting. One copy should be returned to the Synod Office at The Old Deanery (Secretary, Diocesan Synod) by 1st June. The second copy should be put up on or near the principal door of the Parish Church for a period of 14 days. Copies should also be fixed to the doors of any daughter churches in your parish.

The number certified should include any Daughter or District Churches. Each Parish should have only one electoral roll, even if there is more than one place of worship within the Parish. Ensure that the name of the Parish and Deanery are clearly indicated on the Electoral Roll Form.

When someone leaves your parish and their name is removed from the electoral roll, a notice should be sent to their new parish. Likewise when someone applies for enrolment on the electoral roll of your parish, a notice should be sent to their former parish electoral roll officer.

## **Preparation of a new Electoral Roll**

Every six years each parish is required to prepare a new electoral roll.

A notice should be displayed on or near the main door of every C of E church in the parish. This needs to be done at least two months before the Annual Parochial Church Meeting (APCM) and has to stay up for at least 14 days. Once the notice is up, the preparation of the new electoral roll begins. During the 14 days while the notice is up, whoever is conducting services at the church needs to announce to the congregation that the new roll is being prepared.

The PCC needs to ensure that reasonable efforts are made to let everyone on the old electoral roll know that a new one is being prepared. These steps do not have to be taken for anyone who is no longer qualified to be on the roll, i.e. anyone who has become a clerk in Holy Orders or anyone living outside the parish who no longer worships regularly in the parish.

During the period of preparation of the roll, members on the previous roll need to apply to be included - inclusion is not automatic. New people can also apply during this period. A person applies by filling out an application for enrolment form. The preparation of the roll needs to be completed by a fixed date between 15 and 28 days before the APCM.

As with the annual revision, once the roll is complete a copy needs to be put up on or near the main door of the parish church, for at least 14 days before the APCM. During this time corrections may be made to the entries on the roll, for example how a name is spelt or amending the details of an address. No names can be added or removed during this period, this can only happen after the APCM.

The next scheduled preparation of a new Electoral Roll is in 2013 although you should start thinking about the process in autumn 2012. The timetable below will help the preparation run smoothly. New Electoral Rolls will also be prepared in 2019 and 2025.

## Notes and Queries

### **How can I make sure everything happens at the right time and in the right order?**

It is useful to work out when the important dates in the process are, starting with the APCM and working backwards. The two tables below will help in both the revision of your electoral roll (Table 1) and, when needed, the creation of a new electoral roll (Table 2).

### **Who can be on the electoral roll?**

To be on the electoral roll a person needs to have been baptised, be at least 16 years old and either:

- Living in the parish and a member of the Church of England or a Church in communion with the Church of England
- Not resident in the parish but is a member of the Church of England (or a Church with which the Church of England is in communion) and has regularly attended worship in the parish during the six months prior to enrolment
- A member in good standing of a Church which subscribes to the doctrine of the Holy Trinity and they are prepared to declare themselves a member of the Church of England, having regularly attended worship during the six months prior to enrolment

All the necessary forms are posted to PCC secretaries in the winter and should be passed on to the electoral roll officer where appropriate. They have been included below and can also be downloaded from the PCCs section of the Diocesan website [www.exeter.anglican.org](http://www.exeter.anglican.org)

Please note that the Church Electoral Roll Certificate included below has been dated for 2011. You can update this before printing for subsequent years.

You can also put any questions you may have to Mrs Sara Knaggs at The Old Deanery, Tel: 01392 294931, email: [synod@exeter.anglican.org](mailto:synod@exeter.anglican.org)

**Table 1: Revising the electoral roll**

Action/event	When it needs to happen	Date in your parish
Put up notice regarding the revision	At least 14 days before the start of the revision	
Undertake the revision	A fixed date 15 to 28 days before the APCM	
Display the revised roll with a list of those names removed	At least 14 days before the APCM	
Annual Parochial Church Meeting (APCM)	By 30 <sup>th</sup> April	

**Table 2: Preparation of a new electoral roll**

Action/event	When it needs to happen	Date in your parish
Put up notice	At least 2 months before the APCM	
Announcements during services	The first two Sundays once the notice is displayed	
PCC informs those on the previous roll	Once the notice has been displayed	
Completion of the roll	A fixed date 15 to 28 days before the APCM	
Display the completed roll	At least 14 days before the APCM	
Annual Parochial Church Meeting (APCM)	By 30 <sup>th</sup> April	

**DIOCESE OF EXETER**

**REVISION OF CHURCH ELECTORAL ROLL**

Parish of .....

Notice is hereby 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 such Revision, a copy of the Roll will be exhibited for not less than 14 days on, or near to, the principal door of the Parish Church for inspection.

Under the Church Representation Rules any persons are entitled to have their names entered on the roll if they:

- (i) are baptised and aged 16 or over;
- (ii) have signed a form of application for enrolment;
- and either
- (iii) are members of the Church of England or of any Church in communion with the Church of England being resident in the parish or (not being resident in the parish) having habitually attended public worship in the parish during the six months prior to the application for enrolment;
- or:
- (iv) are members in good standing of a Church (not in communion with the Church of England) which subscribes to the doctrine of the Holy Trinity declaring themselves also to be members of the Church of England and having habitually attended public worship in the parish during the period of six months prior to enrolment.

Forms of application for enrolment can be obtained from the undersigned. In order to be entitled to attend the Annual Parochial Church Meeting and to take part in its proceedings, forms of application for enrolment must be returned by the date shown above for the ending of the revision of the Electoral Roll by the Parochial Church Council. Any error discovered in the Electoral Roll should at once be reported to the undersigned.

Dated this..... day of..... 2.....

.....  
Church Electoral Roll Officer

Address .....

Tel: .....

\* The Revision must be completed not less than 15 days or more than 28 days before the Annual Parochial Church Meeting.

**DIOCESE OF EXETER**

**NOTICE OF PREPARATION OF NEW ELECTORAL ROLL**

Parish of .....

Notice is hereby given that under the Church Representation Rules a new Church Electoral Roll is being prepared. All persons who wish to have their names entered on the new roll, whether their names are entered on the present roll or not, are requested to apply for enrolment not later than .....

The new roll will come into operation on .....

The new roll shall be published for not less than 14 days. Forms of application for enrolment can be obtained from the undersigned. In order to be entitled to attend the annual parochial church meeting and to take part in its proceedings, forms of application for enrolment must be returned by the earlier of the dates given above.

Under the Church Representation Rules any person is entitled to have their name entered on the roll, if they –

- (i) are baptised and aged 16 or over;
  - (ii) have signed a form of application for enrolment;
- and either

(iii) are members of the Church of England or of any Church in communion with the Church of England being resident in the parish or (not being resident in the parish) having habitually attended public worship in the parish during the six months prior to the application for enrolment;

or:

(iv) are members in good standing of a Church (not in communion with the Church of England) which subscribes to the doctrine of the Holy Trinity declaring themselves to be also members of the Church of England and having habitually attended public worship in the parish during the period of six months prior to enrolment.

Any error discovered in the roll should at once be reported to the undersigned.

Dated this..... day of..... 2.....

.....  
Church Electoral Roll Officer

Address .....

.....

.....

.....

Tel: .....

NOTE: In this notice 'parish' means an ecclesiastical parish.

# DIOCESE OF EXETER



Parish of .....

## APPLICATION FOR ENROLMENT ON THE CHURCH ELECTORAL ROLL

Full Name.....

Preferred title (if any).....

Full Address.....

.....Postcode.....

### I declare that

1. I am baptized and am aged 16 or over

(or become 16 on.....)

2. Tick one only of boxes A, B or C

**A**  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

**B**  I am a member of the Church of England (or of a Church in communion with the Church of England) and, not being resident on the parish\*, I have habitually attended public worship in the parish during the period of six months prior to enrolment.

Or

**C**   I am a member in good standing of a Church (not in communion with the Church of England) which subscribes to the doctrine of the Holy Trinity and also habitually attended public worship in the parish during the period of six months prior to enrolment.

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

Signed :.....

Date :.....

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### Notes

Those who become 16 during the next 12 months may complete the form, and become eligible to be entered on the roll on their sixteenth birthday.

\*In this form 'parish' means an ecclesiastical parish

## **Notes**

1. The only Churches at present in communion with the Church of England are other Anglican Churches and certain foreign Churches.
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 6 years a new roll is prepared and those on the previous roll are informed so that they can re-apply. If you are not resident in the parish but were on the roll as an habitual worshipper and have been prevented by sickness or absence or other essential reason from worshipping for the past six months, you may write 'would' before 'have habitually attended' on the form and add 'but was prevented from doing so because.....' and then state the reason.
4. If you have any problems over this form, please approach the clergy or lay people responsible for the parish, who will be pleased to help you.

## **The Church Electoral Roll**

- Is your parish church's register of electors and is the list of those qualified to attend and to vote at the Annual Parochial Church Meeting in the elections for the parochial church council and the parish's representatives on the deanery synod.

Any person entitled to attend the Annual Parochial Church Meeting may raise any question of parochial or general church interest.

In 2007 and every 6 years thereafter the electoral roll is renewed. In a year of renewal, no names are carried over from the old roll and everyone must apply for inclusion on the new roll.

If you enrol you become a voting member of the Church of England and so help to ensure that all the synodical councils of the Church – the Parochial Church Council, your Deanery Synod, the Exeter Diocesan Synod and the General Synod – are fully representative of its members.

## **Synodical Government**

- Gives an opportunity for partnership and collaboration between bishops, clergy and laity in the life of the Church.
- Enables church people at every level to be in touch with the Church as a whole and to play their part in decision making.
- Ensures that the laity have their place in every aspect of church life including its doctrine and services.

Synodical Government Measure 1969

# Church Electoral Roll Certificate

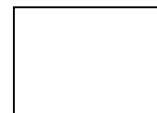
## DIOCESE OF EXETER

Parish of \_\_\_\_\_

in the Deanery of \_\_\_\_\_

I hereby certify that the number of electors upon the Church Electoral Roll of the above parish as revised in preparation for the Annual Meeting held in the year 2012 was

Date: \_\_\_\_\_ 2012



(Signed) \_\_\_\_\_

(Chairman or Vice Chairman or Secretary or  
Electoral Roll Officer)

### **NOTES**

- (1) This certificate must be signed by one of the above (please delete as relevant).
- (2) A copy of the Certificate must be sent to the Secretary of the Diocesan Synod (**Synod Office**) not later than the **1 June 2012**
- (3) At the time of sending this, a further copy must be fixed, for a period not less than 14 days, at or near the principal door of every church or building licensed for worship.
- (4) Photocopies are acceptable, or  
Further copies of the notice can be obtained from:  
The Synod Office, The Old Deanery, The Cloisters, Exeter EX1 1HS.  
Tel: 01392 294931

### Notes

1. All persons whose names are entered upon the Church Electoral Roll of the parish (and such persons only) are entitled to vote at the election of parochial representatives of the laity.
  
2. Subject to the provisions of rule 14(3)(c), a person is qualified to be elected a parochial representative of the laity if -
  - (a) his name is entered on the Church Electoral Roll of the parish;
  - (b) he 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 is of eighteen years or upwards (for election to the Deanery Synod) or of sixteen years or upwards (for election to the Parochial Church Council); and
  - (d) he is not disqualified as referred to in paragraph 3 of these Notes.
  
3. (a) A person shall be disqualified from being nominated, chosen or elected from serving as a churchwarden, a member of a parochial church council, a district church council or any synod under these rules if he is disqualified from being a charity trustee under section 72(1) of the Charities Act 1993 and the disqualification is not for the time being subject to a general waiver by the Charity Commissioners under subsection (4) of that section or to a waiver by them under that subsection in respect of all ecclesiastical charities established for purposes relating to the parish concerned.

In this paragraph 'ecclesiastical charity' has the same meaning as that assigned to that expression in the Local Government Act 1894;

  - (b) A person shall also be disqualified from being nominated, chosen or elected from servicing as a churchwarden or member of a parochial church council if he has been so disqualified from holding office under section 10(6) of the Incumbent (Vacation of Benefice) Measure 1997.
  
4. Any person whose name is on the electoral roll may be appointed as a sidesman.
  
5. \*\*A resolution 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 that council and that synod may make application on the appropriate form to the undersigned for a postal vote. The completed form must be received before the commencement of the Annual Parochial Church Meeting.

Signed ..... †Minister of the parish

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\* Include where applicable.

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

† Or 'Vice-Chairman of the Parochial Church Council' as the case may be (see rule 7(3) of the Church Representation Rules.

Note: In this notice 'parish' means an ecclesiastical parish.