

PREPARATION OF NEW CHURCH ELECTORAL ROLL 2019

Why do we need a new Electoral Roll?

1. The Church Representation Rules require that every 6 years a new Electoral Roll is prepared. The last roll was prepared in 2013 and so the next new roll is due in 2019.

When to begin the revision?

2. **Not less than 2 months** before your 2019 APCM, a notice (FORM ER1) should be fixed on or near the principal door of every church in the parish and every building in the parish licensed for public worship. **It should remain there for not less than 14 days.**
3. At every service on each of the 2 Sundays within that 14 day period the person conducting the service should inform the congregation that a new roll is being prepared.
4. In a church in which no service is being held on either of those Sundays then the congregation should be informed at the first service thereafter.

Who to include?

5. The PCC should take reasonable steps to inform every person whose name is entered on the existing roll that a new roll is being prepared and that if they wish to have their name on the new roll they must apply for enrolment (i.e. in 2019 a fresh application will be required from those whose names were on the previous roll and who wish to be on the new roll)
6. Clergy are not entitled to be on the Electoral Roll.
7. A lay person shall be entitled to have their name entered on the roll of a parish if they are baptised, of 16 years or upwards, has signed an application (FORM ER2) for enrolment and declares themselves either:
 - a. to be a member of the Church of England or of any Church in communion with the Church of England and resident in the parish, or
 - b. to be a member of the Church of England and, not being resident in the parish, to have regularly attended public worship in the parish during a period of 6 months prior to enrolment, or
 - c. to be a member in good standing of a Church which subscribes to the doctrine of the Holy Trinity (not being a Church in communion with the Church of England) and also prepared to declare himself/herself to be a member of the Church of England having regularly attended public worship in the parish during a period of 6 months prior to enrolment.

(If regular attendance during a period of 6 months has not been possible due to illness or other legitimate cause, an application may still be made and the circumstances should be stated on the form.)

What next?

8. Preparation of the new roll should be completed not less than 15 days nor more than 28 days before the APCM.
9. After completion of the new roll a copy should be displayed continuously for not less than 14 days before the APCM **on or near** the principal door of the parish church '**as the council shall decide**'.

10. For example, so that addresses might not be on open display, your PCC may **decide** to pass a resolution that a notice be affixed to the door stating that the roll itself will be available for inspection in the parish office (or some other suitable place).
11. During that period any errors and omissions should be corrected but no names should be added or removed. The new roll comes into effect from this point on.

Tell the Diocesan Office

12. Not later than 1 June 2019 the PCC should notify the Diocesan Office the number of names on the roll of each parish as at the date of the APCM (FORM ER3).
13. Insert dates in the following table as a guide to what should happen when:-

Action / Event	Calculations	Insert Date
Date of Annual Parochial Church Meeting	Date A	
Latest date Notice ER1 to be posted	Date A – 2 months	
Earliest date new Electoral Roll can be completed	Date A – 28 days	
Latest date new Electoral Roll can be completed	Date A – 15 days	
Date new Electoral Roll completed and displayed (see paragraph 9 above)	Date B	
Date new Electoral Roll comes into effect	Date B + 14 days	
Latest date by which Diocesan Sectary should be informed of the total number on the new Electoral Roll	Date C	1 June 2019

Who should be taken off the roll between APCMs?

14. Once the roll comes into effect a person’s name should be removed from the roll if they:-
 - a. die
 - b. become a clerk in Holy Orders
 - c. signify in writing their desire that their name should be removed
 - d. cease to reside in the parish (unless after ceasing they continue in any 6 month period to regularly attend public worship in the parish, unless prevented from doing so by illness or other sufficient cause)
 - e. are not resident in the parish and have not regularly attended public worship in the parish during the preceding 6 months (and not having been prevented from doing so by illness or other sufficient cause)
 - f. were not entitled to have their name entered on the roll in the first place.