

January 2019

To All PCC Secretaries
CC All Deanery Secretaries & Treasurers and Deanery Lay Chairs for Info

Dear PCC Secretary

PREPARATION OF NEW ELECTORAL ROLL

The Church Representation Rules require that every six years a new church electoral roll be prepared for each parish. The last new roll was prepared in 2013 and it therefore follows that the next is due in 2019.

This letter details what parishes need to do but if you wish to read the rules for yourself the latest (2017) version of the Church Representation Rules may be viewed on-line at:

<http://www.churchofengland.org/about-us/structure/churchlawlegis/church-representation-rules/church-representation-rules-online.aspx>

Electoral Roll Revision Process

The details of the procedure are contained in rules 2(4)-(7) of the Church Representation Rules and the various forms that should be used are set out in section 3 of Appendix 1 to the Rules. However to save you looking up these details you will find the following enclosures accompanying this letter:-

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| ER Guidance | Gives detail of what you need to do and when to do it. |
| FORM ER 1 | The form that needs to be publicly displayed 2 months before your Annual Parochial Church Meeting (APCM) |
| FORM ER 2 | The form individuals need to use if they wish to be on your parish electoral roll after your APCM. |
| FORM ER 3 | The form that should be returned to me after your APCM. |

Please do not hesitate to contact me if you have any queries.

Yours Sincerely,

Kerry Preedy (Mrs)
Office Manager