To: PCC Secretaries (or parish contact)  
(copy of letter to Incumbents)

December 2018

Dear Secretary,

Renewal of the Electoral Roll and Annual Parochial Church Meeting

I am writing, as usual at this time of the year, to remind you of the various procedures relating to the preparation of the Electoral Roll, the Annual Parochial Church Meeting and the returns which need to be made after the meeting. Before the 2019 APCM the PCC needs to prepare a **NEW ELECTORAL ROLL**. Notice of this renewal must be displayed for not less than **two months** before the date of the APCM.


1. The following guidance is available from [http://www.stalbans.anglican.org/diocese/meetings/](http://www.stalbans.anglican.org/diocese/meetings/)
   - a booklet summarising the information in the Church Representation Rules
   - an outline timetable covering the various procedures

2. The following forms are **enclosed (attached to this email)** and available from the website, (as above):
   - the Church Electoral Roll Certificate for 2019
   - the form for enrolment on the Church Electoral Roll
   - an Ethnicity Monitoring Form and Return
   - the form for members of the PCC confirming their eligibility to act as a charity trustee

   Section 3(iii) in the booklet sets out guidance on PCC members confirming their eligibility to serve as charity trustees. Details are also included on where to obtain further information about the responsibilities of charity trustees. This form should be retained by you.

It is particularly important this year that the Church Electoral Roll Certificate is returned promptly to the Diocesan Secretary following the meeting, as these numbers inform the calculations for Deanery Synod elections in 2020. Paper copies of the forms, guidance notes and timetable are available on request to Ruth Carl at diosecpa@stalbans.anglican.org or on 01727 818131.

Also included is an ethnicity monitoring form which should be included with Electoral Roll forms.
The Bishop of Bedford has asked me to draw this to your attention and writes, “As a diocese we are committed to welcoming all within our churches and to celebrating our diversity. The collection of this data, which will only be used in an aggregated and anonymous way, will help us to better understand who we are as God’s family and help us in our mission”.

Please encourage all electoral roll applicants to complete the monitoring form. When these are collected by your Electoral Roll Officer, please ask them to collate the information contained onto the return form and return it with the total Electoral Roll number.

After the meeting, forms and documents should be submitted as follows:

<table>
<thead>
<tr>
<th>Form</th>
<th>Method of Return</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electoral Roll certificate</td>
<td>(i) Send via email to <a href="mailto:diosecpa@stalbans.anglican.org">diosecpa@stalbans.anglican.org</a> OR by post to Holywell Lodge, 41 Holywell Hill, St Albans, Herts, AL1 1HE</td>
<td>By 1 June 2019</td>
</tr>
<tr>
<td></td>
<td>AND (ii) Send to Deanery Synod Secretary</td>
<td></td>
</tr>
<tr>
<td>Ethnicity Monitoring Return</td>
<td>Input online at <a href="https://myd.io/stalbans">https://myd.io/stalbans</a> * OR Send via email to <a href="mailto:diosecpa@stalbans.anglican.org">diosecpa@stalbans.anglican.org</a> or by post to Holywell Lodge (as above)</td>
<td>By 1 June 2019</td>
</tr>
<tr>
<td>Accounts</td>
<td>Input online at <a href="https://myd.io/stalbans">https://myd.io/stalbans</a> * or email to <a href="mailto:aboon@stalbans.anglican.org">aboon@stalbans.anglican.org</a></td>
<td>Within 28 days of APCM</td>
</tr>
<tr>
<td>Finance statistics</td>
<td>Input online at <a href="https://myd.io/stalbans">https://myd.io/stalbans</a> * or email to <a href="mailto:aboon@stalbans.anglican.org">aboon@stalbans.anglican.org</a> using the form available from <a href="http://www.stalbans.anglican.org/finance/annual-returns-finance/">http://www.stalbans.anglican.org/finance/annual-returns-finance/</a></td>
<td>By 1 May 2019</td>
</tr>
</tbody>
</table>


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

With best wishes for Christmas and the New Year.

Yours sincerely,

Susan Pope
Diocesan Secretary

Encs.

Going Deeper into God  ●  Transforming Communities  ●  Making New Disciples
The St Albans Diocesan Board of Finance, a company limited by guarantee registered in England and Wales No 145227. Registered Charity No 248887
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