

To  
**Churchwardens in Bedfordshire Archdeaconry**  
**Those receiving Churchwarden mailings**  
Copied to clergy and PCC Secretaries for info

**The Venerable Dave Middlebrook**  
**Archdeacon of Bedford**  
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Date 10<sup>th</sup> March 2021

Dear Churchwardens

### **Annual Church Warden Mailing regarding Annual Parish Meetings**

Firstly, a huge thank you for all that you have done in the last year as church life has changed so much and the challenges have been many. I am so appreciative of everything that you have done in terms of supporting the life of your church and parish, adapting in so many ways to the unfolding Covid-19 crisis, and for the support you have offered to your clergy.

You may well have seen, in the details sent out (21<sup>st</sup> Jan 2021) by Susan Pope, that provided we are adhering to the latest government guidelines, Annual Parishioners Meeting (APM), and Annual Parish Church Meetings (APCM), can now happen with people physically present with one another, or on-line, or a combination of both. This means that we are now able to elect new Churchwardens for 2021-22. The Certificate of Election is attached to this email and will need to be completed following your APM and returned to Tricia Reed [archdbedpa@stalbans.anglican.org](mailto:archdbedpa@stalbans.anglican.org).

Once again, in view of the current pandemic, Bishop Alan is delegating the Archdeacon's authority to admit Churchwardens into office to the minister (Incumbent, Priest-in-Charge, Team Rector) of each parish. Where churches are in vacancy, this will be done by the Rural or Area Dean, or by me as Archdeacon of Bedford – I am afraid that Curates are unable to admit a Churchwarden even when a parish is in Vacancy.

A copy of the Warden's Oath is attached; you need to swear this in front of your Minister. Please then complete and return the Certificate of Declaration and Admission, which both you and your Minister (Area or Rural Dean/Archdeacon) need to sign once you have sworn your oath, also to Tricia Reed [archdbedpa@stalbans.anglican.org](mailto:archdbedpa@stalbans.anglican.org).

As last year these differing arrangements present a lovely opportunity to be sworn in during a Sunday act of worship, but the arrangements are left to you and your Minister. If your church is in vacancy I will coordinate with your Area or Rural Dean to agree who will admit you, and then make arrangements for this to happen.

Continued ...

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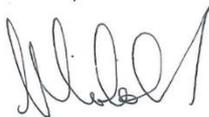
We would prefer documents to be scanned as one document (certificates and declarations saved together and named with the parish name, and sent to us via email this year to Tricia [archdbedpa@stalbans.anglican.org](mailto:archdbedpa@stalbans.anglican.org) . However, if this is not possible, please send the original documents to Mrs Tricia Reed, Archdeacon of Bedford's Office, 17 Lansdowne Road, Luton LU3 1EE. There is no need to send hard copies of documents if you have managed to send them electronically.

While we will not be having the usual 'visitation' service – when I have the opportunity to swear in the churchwardens from across the archdeaconry – we are planning online gatherings for churchwardens on three separate occasions when we can worship together, share together, and I can pray for you in your ministry. Please put one of the following dates in your diary and invitations will be sent out in the near due course: 23<sup>rd</sup> June (7pm), 30<sup>th</sup> June (2pm), 7<sup>th</sup> July (7pm).

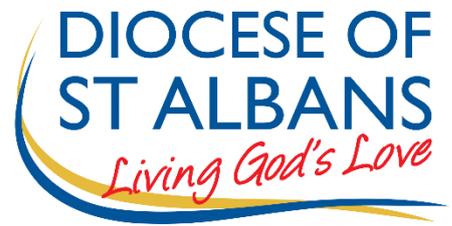
Throughout this year we are aiming to provide training to Churchwardens. It was good to see many of you at the "Churchwardens Juggle" sessions in Feb/March, and I hope you found it useful. The next churchwardens training will be "Help I'm a (new) Churchwarden" and the dates for your diary are: 21<sup>st</sup> June (2pm), 23<sup>rd</sup> June (2pm), 12<sup>th</sup> July (7pm) . This is aimed primarily at new churchwardens but will be a helpful reminder for long-standing and other churchwardens too so please put one of the dates in your diary and further details will be coming out in due course

Thank you again for all that you do and please don't hesitate to contact Tricia or myself if you have any questions regarding this process, and, if you are stepping down as Churchwarden, please pass this email onto whoever will be taking your place.

God bless,



**Venerable Dave Middlebrook**  
**Archdeacon of Bedford**



### Archdeacon's Discretionary Fund

As many of you are aware during the service to swear in churchwardens each year, we usually take up an offering for the Archdeacon's Discretionary Fund, which helps clergy and their families in financial difficulty or with unexpected costs. This year, due to the current circumstances and the fact we are not gathering together in the same way, we are not circulating details of the fund or requesting donations. However, a few parishes have asked us about the fund and how they can make a donation, so if you would like to the details are:

**Account Name** St Albans Diocesan Board of Finance  
**Sort Code** 20-05-03  
**Account Number** 20776041  
**Reference** 4110101

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If you would like to gift aid any donations please use this form and send it to Archdeacon's Discretionary Fund, Holywell Lodge, 41 Holywell Hill, St Albans AL1 1HE.

St Albans Diocesan Board of Finance Charity No 248887

#### Gift Aid Donation

I understand this offering will go to the St Albans Diocese Archdeacons' Discretionary Fund (Payments by BACS please, if possible, otherwise Cheques payable to **St Albans DBF**).

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Please print clearly

**NAME** (surname & initials)

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**ADDRESS** \_\_\_\_\_

**POSTCODE** \_\_\_\_\_ **DATE** \_\_\_\_\_

I wish Gift Aid to apply to the enclosed \*donation/**BACs payment of £** .....  
made on \***date** ..... and I confirm I will pay in this tax year an amount of Income Tax  
and/or Capital Gains Tax at least equal to the amount that all charities and Community Amateur Sports  
Clubs to which I give will reclaim for this year (25p for each £1 given).

I understand that other taxes such as Council Tax and VAT do not qualify.

\* Please complete as necessary

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