

Flourish House
Cathedral Park
Wells
Somerset
BA5 1FD

T: 01749 670777 (Main)

E: Jenny.Hollingsworth@bathwells.anglican.org

5th December 2024

To: All PCC Secretaries

Dear PCC Secretary,

New Electoral Roll 2025

Thank you for everything you do on behalf of the parish.

I am writing to ask for your support in compiling a new Church Electoral Roll in 2025, as the Church Representation Rules require that every 6 years a completely new electoral roll should be prepared for each parish.

The preparation of a new roll is an opportunity to encourage those new to church life, or to the community, to join the roll, as a practical symbol of commitment to the church. It allows us to take part in decisions which affect the church and parish, to take part in the Annual Parochial Church Meeting (APCM), and to stand for the Parochial Church Council. The APCM held after the new roll has been formed can be an occasion to welcome newcomers.

The procedure is governed by the 2022 edition of the Church Representation Rules, available either through Church House Publishing, or online: [Church Representation Rules | The Church of England](#)

I set out below a summary of the required steps, and an example of a timetable.

1 Publication of notice “Preparation of New Electoral Roll”

Under the existing Rules, the Annual Parochial Church Meeting must be held by 31st May. At least two months before this meeting, the Church Electoral Roll Officer should arrange for the attached notice “Preparation of New Electoral Roll”, to be completed and displayed on or near the principal door of every church and building in the parish which is licensed for worship.

www.bathandwells.org.uk

The notice should remain on display for at least 14 days, which will include two Sundays. At each service on those two Sundays, the person conducting the service must inform the congregation that the new roll is being prepared. If services are not held every Sunday, the congregation must be informed on the first Sunday a service is held after the notice has been put up.

The Electoral Roll Officer should inform each person on the existing roll that he or she needs to make a fresh application to be entered on the new roll.

Two dates are required to be inserted into the notice. Firstly the deadline for applications for inclusion on the new roll, and secondly the date when the new role will come into operation (the second date needs to be at least 14 days before the date of the APCM).

You should allow enough time between these dates to compile the new roll, based on the applications received.

2 Application Forms

Every person wishing to be included on the new electoral roll (including those on the existing roll), should complete the enclosed application form and return it to the Church Electoral Roll Officer. This form, together with the other attachments to this letter, can be downloaded from the diocesan website: [Electoral Roll - Bath and Wells Diocese](#)

3 Completion and publication of the new electoral roll

Once the deadline for applications has passed, the new roll should be compiled by the Church Electoral Roll Officer. The roll must be completed at least 15 days, but no more than 28 days, before the Annual Parochial Church Meeting. After completion the new roll will be published, and comes into effect, on the second date given in the notice (see paragraph 1 above). Publication takes the form of display on or near the principal door of the parish church for at least 14 days before the APCM. During this period corrections may be made, but otherwise no names are to be added until the close of the APCM.

4 Notification to the Diocese

The Church Electoral Roll certificate (attached) should be completed, signed, and displayed on or near the principal door of every church and building in the parish which is licensed for worship. The certificate should then be sent to: Secretariat, Flourish House, Cathedral Park, Wells, BA5 1FD, or by email to generalmailbox@bathwells.anglican.org, by **1st July 2025**.

5 Next steps

Please discuss these arrangements with your Church Electoral Roll Officer, your PCC, and clergy. You may also want to arrange for an article to appear in the parish magazine and on your website.

If you have any queries about procedures or need further assistance, please contact Peter Evans at Flourish House (01749 685108 or peter.evans@bathwells.anglican.org).

Thank you for your assistance with this important task in parish life.

Yours sincerely



Jenny Hollingsworth
Diocesan Secretary (CEO)

EXAMPLE - TIMETABLE FOR PREPARATION OF NEW CHURCH ELECTORAL ROLL

(Based on an assumed date for the APCM of **Monday 3 March 2025**)

- Notice published "Preparation of New Electoral Roll": **3 January 2025** (display for at least 14 days)
- Deadline for receipt of applications: **2 February 2025**
- New Electoral Roll published at church door (for at least 14 days), and comes into effect: **15 February 2025**
- APCM: **3 March 2025**
- Send Electoral Roll certificate to the Diocesan Office (after APCM): **by 1 July 2025**