

1 March 2018

**To: All Churchwardens in the Diocese of Gloucester**

**PLEASE SHARE THIS LETTER WITH YOUR FELLOW WARDEN**

Only one copy is being sent to each parish

Dear Churchwardens,

**Episcopal Visitation 2018**

Every so often the Archdeacons' Annual Visitation Services are replaced by an Episcopal Visitation presided over by the Bishop of the Diocese. This year Bishop Rachel has decided on this option and we are writing to warmly invite you to attend any one of the Visitation Services detailed below. This is the occasion when Churchwardens are admitted to office and so it is important that all Churchwardens attend one of these services, details of which are on the enclosed notice from the Registrar as well as below. There are two copies of the Citation, one for each Churchwarden. This is a wonderful opportunity to join with each other and with our Bishop in celebrating the mission and ministry of our churches across the Diocese, praying together and committing ourselves to our particular role in the life of the Church for the coming year.

These Visitations also give us the opportunity to thank you as churchwardens for all the care and commitment you bring to the work of the church in the parishes and for the support you give to our clergy, joining with them in making the good news of the gospel known across the Diocese. We are extremely grateful to you all for the very significant part you play in the life of the Church.

**Information Gathering** – For completion and return please by **Tuesday 8<sup>th</sup> May**

Enclosed with this letter are the following documents, which we would be grateful if you could now ensure are completed:

**The Articles of Enquiry** – which you, the churchwardens, should complete in consultation with others as appropriate.

**The Church Electoral Roll Certificate 2018** - to be completed and signed by the chair of the Annual Meeting.

**APCM and data requirements forms** – please pass the enclosed plastic wallet and its contents to your incumbent for completion. Due to changes in Data Regulations, we require the top sheet to be completed with names of those appointed at APCM, and consent forms to be completed and signed by the individuals appointed to confirm their contact information and consent for its use.

Once these forms have been completed please ensure they are returned to you then place them in the enclosed envelope with one copy of the annual report and accounts (if not returned electronically) as presented to the Annual Meeting. These will be collated by your Deanery for return to the diocese. If you are posting the returns please use a '**large letter**' stamp to ensure that the correct postage is paid and to prevent delays in the system.

Cont.../

These forms can also be downloaded from the diocesan website at <http://www.gloucester.anglican.org/about/the-archdeacons>

All of the above must be completed and returned by **Tuesday 8<sup>th</sup> May**

Could we also remind you that your 2017 Statistics for Mission return including the details of Sunday attendance in October, and Christmas and Easter attendance figures, was due by the end of January 2018. This should now be completed online via <http://parishreturns.churchofengland.org>. If you require assistance logging in or completing the information online, please contact Becky at Church House Reception on 01452 410022 and she will be happy to assist you and provide log in details in required.

This letter is being sent to the churchwarden listed first in the Diocesan Directory in order to save postage. We would be grateful if you would share it with your colleague so that they are aware of its contents. Churchwardens will appear in the Directory in the order they appear on the data collection form.

As always, do please ensure that your Terrier and Inventory is up to date and, if there are new churchwardens, they should check it with you and sign it on the back.

The dates and venues planned for the Visitation Services for this year are:-

Tuesday, 8 May at 7pm in St Laurence, The Shambles, Stroud GL5 1AP

Monday, 14 May at 7pm in St Lawrence, Bourton on the Water GL54 2AP

Wednesday, 16 May at 7pm in St Stephen, Belle Vue Road, Cinderford GL14 2AA

Sunday, 3 June at 3pm in Christ Church, Malvern Road, Cheltenham GL50 2JH

**It is, of course, a legal requirement that Churchwardens are formerly admitted to office and if, for any reason, you are unable to attend, please do let us know and we can arrange for you to be “sworn in” by your Area Dean.**

Thank you again for the part you play in the life of the Church and for everything you bring to it. We look forward to seeing you at one of the Visitation Services.

Yours sincerely



**Phil Andrew**  
Archdeacon of Cheltenham



**Jackie Searle**  
Archdeacon of Gloucester



## Diocese of Gloucester

### EPISCOPAL VISITATION 2018

***To all Clergy and Churchwardens in the Diocese of Gloucester***

**BY VIRTUE** of a Citation under the hand and Seal of The Right Reverend Rachel Treweek by Divine Permission Bishop of Gloucester **I HEREBY CITE YOU** to appear before The Bishop and to attend the Visitation according to ancient custom at one of the locations identified on the Schedule below.

**BISHOP RACHEL** will deliver her Charge within an act of worship and churchwardens will be admitted to their office.

You are asked to return your Record of Attendance at this service

Dated this **1st** day of **March** in the year of our Lord **2018**

Jos Moule  
Diocesan Registrar  
c/o 2 College Green  
GLOUCESTER GL1 2LR

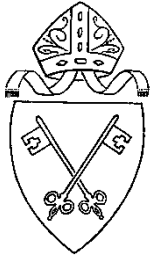
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Light refreshments will be served after the service.

**Area Deans are requested to robe, other clergy should sit  
with their churchwardens.**





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**EPISCOPAL VISITATION 2018  
ARCHDEACONRY OF CHELTENHAM  
ARCHDEACONRY OF GLOUCESTER**

**RECORD OF ATTENDANCE**

Deanery .....

Parish .....

Churchwarden/Priest .....  
*(Please delete as appropriate and sign)*

Name: .....  
*(In BLOCK CAPITALS please)*

To be placed in the box provided at the Visitation and **NOT** to be returned beforehand



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ARCHDEACONRY OF GLOUCESTER**

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Deanery .....

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Archdeacons' Articles of Enquiry
2018

Parish .....

Benefice/Team.....

Deanery .....

This form should be completed by the Churchwardens and returned via the Area Dean in the enclosed envelope Thank you for your time.

1. LIFE Vision (we are asking this question so that we can notice the changes being made as a result of the LIFE vision)

What changes have you noticed in your parish / benefice as a result of the Diocesan 'Life Vision'?

.....
.....
.....

2. Safeguarding (This question will assist continuing safeguarding training and provision)

a) Please state the date your PCC Safeguarding Policies (Child and Adult) were signed off by the PCC in 2017 (This information is needed by the Diocesan Safeguarding Team)

.....

b) What has been your biggest challenge with regard to safeguarding in the past year?

.....
.....
.....

"I have come that they may have life, and have it to the full"

(WORDS OF JESUS FROM JOHN 10:10)

**3. Young People** (these questions will provide information for the LIFE priority group for young people)

How many young people aged 11-18 years is your church engaging with regularly

a) in Sunday services? .....

b) outside of Sunday services? .....

Would your church/benefice/team be interested in support and training about youth engagement and ministry? YES/NO

**4. Church Buildings** (these questions will provide information for the LIFE priority group for church buildings)

Overall, do your church building(s) support (rather than hamper) your vision for mission? YES/NO

Do you have any plans to develop your church building(s) to better support this vision? YES/NO

If so what support (if any) would you like in doing so?

.....  
.....

**5. Other Issues**

Are there any other issues you wish to raise with your Archdeacons?

*(Please note we cannot necessarily respond to every issue raised but it helps us to be aware of matters of concern to you. If you have specific issues relating to your parish or church please do not hesitate to contact us directly).*

.....  
.....  
.....  
.....

Signed: .....

Signed: .....

Warden 1 .....  
(Surname in block capitals please)

Warden 2 .....

Date .....

The Articles will be analysed and this analysis shared with diocesan staff and with you.

**“I have come that they may have life, and have it to the full”**

(WORDS OF JESUS FROM JOHN 10:10)

**Synodical Government Measure 1969****CHURCH ELECTORAL ROLL  
CERTIFICATE**

Parish of .....

in the deanery of ..... and the diocese of Gloucester.

I hereby certify that the number of names entered upon the church electoral roll of the above parish, as revised in preparation for the Annual Parochial Church Meeting held in the year 2018, was .....

Date .....

Signed.....

Chair / Vice-Chair / Secretary / Electoral Roll Officer  
(delete as appropriate)

**Notes:**

1. Under rule 4 of the Church Representation Rules, this certificate is to be signed by the chair, vice-chair, secretary or church electoral roll officer of the parochial church council.
2. Not later than 8 May 2018, one copy of the completed certificate should be sent to your diocesan office, within the returns pack to your Area Dean.
3. A copy of this certificate must also be affixed, for a period of not less than 14 days, on or near the principal door of every church and building licensed for public worship in the parish.



**APCM and data requirements 2018**
**Notice for Incumbents**

At the time of the APCM you will be electing a number of church officers – these include Churchwardens, Treasurers, PCC Secretaries. In addition you will be working with Safeguarding Nominated People.

Under the new UK law on data protection arrangements coming into effect in May consent is required in a number of areas to ensure information is collected, stored and used appropriately.

Please can you ask each of your elected church officers to complete one of the forms attached and return them to you so you can include them in your returns to the diocese via the Archdeacons Visitations Packs and your Area Dean.

Name of Incumbent	
Name of Church / PCC	
Date of APCM/vestry meeting Other appropriate date	

Parish office	Name	Is the consent form attached?
Churchwarden 1		
Churchwarden 2		
Other wardens		
Treasurer		
PCC Secretary		

**Other officers**

Safeguarding Nominated Person		
<i>Complete as appropriate</i>		
<i>Complete as appropriate</i>		

Return2018



**CONSENT FORM  
APCM/PCC elections 2018**

Your privacy is important to us, and we want to communicate with church officers in a way which is in line with UK law on data protection. As a result of a change in UK law, we would like your consent for some of the purposes for which we contact you. So that we know what your preferences are, we would be grateful if you would complete the form below:

<b>Your name</b>	
<b>Name of Church/PCC</b>  <b>Deanery</b>	
<b>What role have you been elected to/agreed to do/appointed to (as appropriate) e.g. Treasurer, PCC Secretary, Nominated Person, Church Warden</b>	<b>Churchwarden I</b>
<b>Address:</b> Please let us know if this is a personal or church office address	
<b>Email Address</b>	
<b>Phone number</b> (please let us know if this is a personal or church office number)	

By signing this form you are confirming that you are consenting to the Diocese of Gloucester holding and processing your personal data for the following purposes (please tick all the boxes where you grant consent):-

I consent to the Diocese of Gloucester contacting me by  post  phone or  email.

To keep me informed about news, events, activities and services through general diocesan e-bulletins (*note you can unsubscribe from e-bulletins at any time*);

To including my details in the 'Diocesan Directory' which is available throughout the Diocese. Your details as they appear on this form will be published.

To keep me informed by the Diocese about news, events, activities and services that will be occurring in the diocese.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent for a particular purpose, we will not be able to use your personal data for that purpose. You can withdraw or change your consent at any time by contacting us through [gdpr@glosdioc.org.uk](mailto:gdpr@glosdioc.org.uk) at Church House, College Green, GL1 2LY; or by contacting us on 01452 410022.

Please note that even if you do not consent (of if you withdraw your consent) we will still use your data in certain other situations, such as where we are required to do so by law or to help us fulfil our legal obligations. You can find out more about how we use your data from our "Privacy Notice" which is available from the diocesan website.





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## **Deanery Return Addresses**

### **Gloucester City**

The Revd J D Faull  
St Barnabas Vicarage  
200 Reservoir Road  
Gloucester  
GL4 6SB

### **Cheltenham**

The Revd N D Davies  
St Philip & St James Rectory  
80 Painswick Road  
Cheltenham  
GL50 2EU

### **Severn Vale**

The Revd S I V Mason  
The Rectory  
43 Court Road  
NEWENT  
GL18 1SY

### **Cirencester**

The Revd H N Gilbert  
The Parsonage  
32 Watermoor Road  
Cirencester  
Gloucestershire  
GL7 1JR

### **Forest South**

The Revd C W Maclay  
St James Vicarage  
Coleford Road  
Bream  
Gloucestershire  
GL15 6ES

### **North Cotswolds**

The Revd Canon K Scott  
St Mary's Rectory  
Copse Hill Road  
Lower Slaughter  
Gloucestershire  
GL54 2HY

### **Stroud**

Mrs S Withers  
Deanery Secretary  
Church Office  
The Shambles  
Stroud  
GL5 1AP

### **Tewkesbury and Winchcombe**

The Revd Canon J Sharpe  
18 Bramble Chase  
Bishop's Cleeve  
Gloucestershire  
GL52 8WN

### **Wotton**

The Revd Canon D J Russell  
The Rectory  
75 High Street  
Wickwar  
WOTTON-UNDER-EDGE  
GL12 8NP