

March 2020

The Venerable Phil Andrew
The Venerable Hilary Dawson
Archdeacons of Cheltenham & Gloucester
The Bishop's Office
2 College Green, Gloucester GL1 2LR
archdchelt@glosdioc.org.uk
archdglos@glosdioc.org.uk

To: All Churchwardens in the Gloucester and Cheltenham Archdeaconries

PLEASE SHARE THIS LETTER WITH YOUR FELLOW WARDEN

Only one copy is being sent to each parish

Dear Churchwardens

The Annual Visitation Services 2020

We are looking forward very much to seeing you at one of this year's visitation services, details of which are on the enclosed notice from the Registrar. There are two copies of the Citation, one for each Churchwarden.

Churchwardens are required to attend so as to be 'sworn in' to office for the next year. Ideally it would be best if you can attend the service in your deanery but if this is not possible you are welcome to attend any of the services in your Archdeaconry or, if all of these prove difficult, in either Archdeaconry. As many of you will be aware, the recently published Church Representation Rules 2020 extend the time limit by which all APCMs must be completed from the end of April to the end of May. We hope very much that our early planning of the visitation dates have not caught us out and that most, if not all, APCMs will have been completed by the time of the visitation services. If this causes a problem please do speak to your Area Dean who can make exceptional provision for you to be 'sworn in'. Our intention is to hold the visitation services after the end of May in future years. We enclose the attendance slip which you are asked to bring to this service to register your attendance.

We expect the services to last around an hour and be followed by refreshments which we hope you will be able to stay for and meet fellow wardens.

Any who are retiring as Churchwardens will also be most welcome to attend as there will be an opportunity in the service to express thanks for your ministry. Do please pass on this invitation as appropriate.

Information Gathering – To be completed and returned by Monday 1 June. Please note that this year we are asking for information to be returned to Church House and not to your Area Dean.

Enclosed with this letter are the following documents, which we would be grateful if you could ensure are completed after your APCM and returned directly to **Helen Crawford**, Church House, College Green, Gloucester GL1 2LY by Monday 1 June:

The Church Electoral Roll Certificate 2020 - to be completed and signed by the chair of the Annual Meeting. Please do not send a list of those on the electoral roll. We only need the certificate with the total number on your roll.

Continued/-

gloucester.anglican.org

☎ 01452 410022 ✉ church.house@glosdioc.org.uk

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Diocese of Gloucester | Church House | 2 College Green | Gloucester | GL1 2LR

Return of Parish Officers Form – This amended form requests updated information on parish officers, plus some additional roles that are held on the Diocesan Database. We would be grateful if you could complete this form as soon as possible after your APCM, completing all boxes that are relevant for your parish. Please note that we do not require any contact details for roles that are not mentioned on the form.

Data Protection Forms – These are revised forms for Churchwardens, PCC Secretaries and Treasurers to complete which ask for confirmation of the level at which information can be shared. These forms replace all previous forms we have received over the last couple of years. We have included four copies of the form for completion. Please feel free to make additional copies if required.

Annual report and accounts and Finance Return – Please forward a copy of your approved accounts to financeteam@glosdioc.org.uk. The Parish Returns website is ready for your annual Finance Return to be submitted by your Treasurer. Further reminders by email will be sent in due course. The deadline for this return is 15 June 2020.

Please put the **electoral roll certificate, Return of Parish Officers form, Data Protection Forms and annual accounts** (if not returned electronically) into the enclosed envelope and return directly to Helen Crawford. 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.

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 Monday 15 June 2020

In addition to the above forms please also complete **the Archdeacons' Articles of Enquiry** (copy enclosed for your information), **which are being collected online using the Church of England's parish returns website.** <http://parishreturns.churchofengland.org/> The Articles are available now on the same system, and using the same password, as your annual Statistics for Mission and Finance returns. As this year's Articles include information regarding the 'LIFE' vision, please ensure you consult with clergy and others as most appropriate for answering the questions.

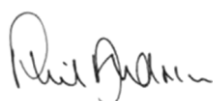
If you do not have login details for the parish returns website, someone else in your parish should have them e.g. your Incumbent, Secretary, Administrator or Treasurer. If you have forgotten your password or would like a new account to be set up, please contact Laura on Church House Reception who can do this for you. Please contact her on 01452 410022 or reception@glosdioc.org.uk.

Paper copies must be returned with the returns to Helen Crawford by Monday 1 June, the online system will remain open after that date.

We are enormously grateful for all you do in your ministry as Churchwardens and we look forward to seeing you at the Visitation Services.

With our prayers and very best wishes

Yours sincerely



The Venerable Phil Andrew
Archdeacon of Cheltenham



The Venerable Hilary Dawson
Archdeacon of Gloucester

ARCHDEACON'S VISITATION 2020

To: All Clergy and Churchwardens in the Gloucester and Cheltenham Archdeaconries

BY VIRTUE of a Citation under the hand and Seal of The Venerable Phil Andrew, Archdeacon of Cheltenham and the Venerable Hilary Dawson, Archdeacon of Gloucester, **I HEREBY CITE YOU** to appear before The Archdeacon and to attend the Visitation according to ancient custom at one of the locations identified on the Schedule below.

THE ARCHDEACON will deliver the Charge within an act of worship and Churchwardens will be admitted to their office. Retiring Wardens, Families, Sidesmen and Women and other PCC members are also invited.

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

Dated this **2nd** day of **March** in the year of our Lord **2020**

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

Schedule of Visitations

Monday 4 May 2020 at 7:30pm – St Michael and All Angels, Church Lane, Guiting Power GL54 5TX

Tuesday 5 May 2020 at 7:30pm – St James's, Upton Street, Tredworth, Gloucester GL1 4LA

Monday 11 May 2020 at 7:30pm – The Parish Church of St Mary the Virgin, Culverhay
Wotton-under-Edge GL12 7LS

Tuesday 12 May 2020 at 7:30pm - St John Baptist, Market Place, Cirencester GL7 2NX

Thursday 14 May 2020 at 7:30pm – St Mary the Virgin, Hartpury GL19 3DE

Sunday 17 May 2020 at 4.00pm – All Saints, Almshouses Road, Newland, Coleford GL16 8NL

Continued/-

Monday 18 May 2020 at 7:30pm – St Matthew's, Church Road, Cainscross GL5 4JE

Wednesday 20 May 2020 at 7:30pm – Holy Trinity Church, 10 Oldbury Road, Tewkesbury GL20 5NA

Sunday 24 May 2020 at 3pm – St Peter's Church, Leckhampton, Cheltenham GL53 0QJ

Light refreshments will be served after the service.

Area Deans are requested to robe; other clergy attending the Visitation are requested to sit in the congregation with their churchwardens.

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**Archdeacon's Visitation 2020
Gloucester and Cheltenham Archdeaconries**

RECORD OF ATTENDANCE

Name

Date of Visitation Service

Churchwarden/Priest
(Please delete as appropriate and sign)

Deanery

Parish

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

**Archdeacon's Visitation 2020
Gloucester and Cheltenham Archdeaconries**

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Deanery

Parish

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CHURCH ELECTORAL ROLL CERTIFICATE

Parish of.....

in the Deanery of..... and the Diocese of

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 2020, was

Date.....

Signed.....

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

Notes:

1. 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 1 June 2020, one copy of the completed certificate should be sent by post to your diocesan office.
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.