

Notes for completing application form

1. The only churches at present in communion with the Church of England are other Anglican Churches and certain foreign Churches.
2. Membership of the Electoral Roll is also open to members in good standing of a Church not in communion with the Church of England which subscribes to the doctrine of the Holy Trinity where those members are also prepared to declare themselves to be members of the Church of England.
3. Every six years a new roll is prepared and those on the previous roll are informed so that they can re-apply. If you are not resident in the parish but were on the roll as an habitual worshipper and have been prevented by sickness or absence or other essential reason from worshipping for the past six months, you may write "would" before "have habitually attended" on the form and add "but was prevented from doing so because" and then state the reason.
4. If you have any problems over this form, please approach the clergy or lay people responsible for the parish, who will be pleased to help you.
5. In this form, "parish" means ecclesiastical parish.

**Those who become 16 in the next twelve months may complete the form and become eligible to be entered on the roll on their sixteenth birthday.*

What do I do now?

Please speak with your Vicar, Churchwardens or Treasurer to follow up any questions you may have. Please then complete and return the form to your church's Electoral Roll Officer.

**Welcome to the new Roll,
and thank you for your support for your church in this way.**



CHURCH ELECTORAL ROLL

Application for enrolment on to the Electoral Roll of your Parish church



What is the Electoral Roll?

At its simplest, it is the list of names and addresses of every person who can vote at a parish's Annual Meeting (and any special or extra church meetings).

Who can be on it?

Any lay person (i.e. not ordained clergy) who is baptised and over 16 years old, provided they live in the parish or have worshipped at the church regularly for at least six months. It is possible to be on the Roll of more than one church, but in that case a choice must be made over which one church you wish to vote in.

How can I be more involved in the church?

For many people being on the Electoral Roll and having the right to vote at the annual meeting will be but a start of their involvement in the life of the church and support for the week to week work of the church in Living God's Love.

What is Living God's Love?

It is the initiative in the Diocese of St Albans which helps us to focus our aims in the Christian life

- *Going Deeper into God*..... through worship, prayer and study of our faith
- *Transforming Communities*..... through Christian service in, and beyond, our congregations
- *Making New Disciples*.....through encouraging and building faith in the people of our communities.

How can I show support for the church?

At its heart, support for the church is our response to God's love. It is spiritual (through prayer and regular participation in worship services), practical (through involvement in the week to week activities which support the life and ministry of the church), and financial (in contributing to the financial resources for the parish).

What about financial support?

Such support is very much welcomed, although there is absolutely no church 'membership fee'! Biblical guidelines make clear that Christian giving to God's work through the church is a priority, and should be planned, regular and a suitable proportion of our income.

Where do church funds come from?

There is no Government funding for the Church nationally, so the vast majority of funds for the day to day running of the church to support its ministry and mission is provided by the local congregations and friends of individual parish churches.

What is the best way of giving to the church?

Regularity in giving is best achieved either through a standing order through your bank – or regular giving in a weekly envelope. For anyone who is a taxpayer, donations using Gift Aid provide an additional benefit to the church.

What is Gift Aid?

It is a Government scheme to allow churches, as charities, to reclaim tax paid on donations. Donors need to have made a simple declaration, and that then allows a reclaim of tax to be made (£2.50 on every £10 gift at the current 20% basic rate of tax). Gift Aid costs the donor nothing!



Diocese of St Albans

APPLICATION FOR ENROLMENT ON THE CHURCH ELECTORAL ROLL

See overleaf for notes on completing this form.

Parish _____

Full Name and Title _____

Full address _____

Postcode _____

I declare that: (tick ONE box only of boxes 2a, 2b, 2c)

1 I am baptised and am aged 16 or over (or, become 16* on _____)* see note overleaf

2a I am a member of the Church of England (or of a Church in communion with the Church of England) and am a resident in the parish.

2b I am a member of the Church of England (or a Church in communion with the Church of England) and, not being resident in the parish, I have habitually attended public worship in the parish during the period of six months prior to enrolment.

2c I am a member in good standing of a Church (not in communion with the Church of England) which subscribes to the doctrine of the Holy Trinity and also declare myself to be a member of the Church of England and I have habitually attended public worship in the parish during the period of six months prior to enrolment.

I declare that the above answers are true and I apply for inclusion on the church electoral roll of the parish.

Signed _____ Date _____

**Telephone _____ **E-mail _____

Items marked ** are optional. They will assist the parish in keeping in touch with you.

Please tick here if you also consent to your email address being used by other bodies within the Church of England, who will not share this data with any external organisation.

ELECTORAL ROLL PRIVACY NOTICE

Who are we?

St Mary's Church Apsley End is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

Why do we process your personal data?

We use the personal data you provide on the electoral roll application form to enable us to manage, maintain and publish the electoral roll in accordance with Church Representation Rules (CRR) to:

- determine eligibility for attendance and participation at the Annual Parochial Church Meeting and for election to the Parochial Church Council, deanery, diocesan and general synods where applicable;
- calculate the number of representatives who may be elected to each of these synods in the following year;
- undertake a review and revision of the electoral roll as necessary; and
- publish your name and address, by exhibiting the roll in the parish church or the church website.

What is the lawful basis for processing your personal data?

1. *Processing for the purpose of determining eligibility, creating the electoral roll and use of the roll to calculate numbers for election to synod is necessary for compliance with a legal obligation.* The processing is a statutory requirement imposed by the Church Representation Rules, which means that you must give us this information if you want to be included on the electoral roll.
2. *Processing for the purpose of determining eligibility and creating or revising the electoral roll is carried out in the course of our legitimate activities, as this relates solely to members the Church of England in connection with its purposes.*
3. *Processing for the purpose of publishing the electoral roll relates to personal data which are manifestly made public by the data subject.* When you apply to have your name added to the church electoral roll, the automatic legal consequence as stated in the CRR, (Part I Formation of the Roll 1(8) and Revision of Roll and Preparation of New Roll 2(1), 2(3) and 2(7)) is that your name and address will be published, and by submitting your application form you are making that data public.

Sharing your personal data

Your personal data will be shared within the institutional Church of England and with the general public.

How long do we keep your personal data?

We keep your personal data for 6 years after a complete review of the electoral roll.

Your rights and your personal data

Unless subject to an exemption you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data be erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- The right to object to the processing of your personal data for direct marketing and to have that processing stopped;
- The right to lodge a complaint with the Information Commissioners Office.

Contact Details

Adrian Whalley, Electoral Roll Officer: 07894 901961 adrian@friendsofcrs.co.uk

If you have any issues with this you can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.