**APPLICATION FOR ENROLMENT ON THE CHURCH ELECTORAL ROLL OF THE PARISH OF KEYNSHAM**



Mr/Mrs/Miss/Ms…………………………………………………………….

Full Name ……………………………………………………………………………………….

Full Address ……………………………………………………………………..…………….

………………………………………………………… …Post Code……………................

Tel:........................................... ………………. Mobile: …………………………………………………………….

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| --- |
| **1: I declare that** (please tick only one box from options A or B) |
| 1A |  | I am baptised, am a lay person, and am aged 16 or over  |
| 1B |  | I am baptised, am a lay person, and become 16\* on \_\_\_\_\_\_\_\_\_\_\_\_\_*\*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.* |
| **2: I declare that** (please tick only one box from options A, B or C) |
| 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 of a Church in communion with the Church of England, am not resident in the parish, [but have habitually attended public worship in the parish during the preceding six months] [and would have habitually attended public worship in the parish during the preceding six months but was prevented from doing so because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

 Email:................................................

|  |  |  |
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| 2C\* |  | I am a member in good standing of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity, am also a member of the Church of England [and have habitually attended public worship in the parish during the preceding six months] [and would have habitually attended public worship in the parish during the preceding six months but was prevented from doing so because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.\*If you tick 2B or 2C in circumstances where a new Roll is being prepared, you must delete either the first set of words in square brackets or the second set. If you delete the first set, you must complete the second set by filling in the space at the end. see Note 3 for further information. |

**I declare that the above answers are true and I apply for inclusion on the Church Electoral Roll of the church of:** *(Please put an* ***X*** *next to the appropriate box)*

 **St John** ☐ **St Francis** ☐ **St Michael, Burnett** ☐ **St Margaret, Queen Charlton** ☐

Signed ………………………………………….. Date ………………………

*(A typed name on an electronic form is acceptable)*

My details may be made available to other church members Yes☐ No☐

***Please see next page….***

**Notes**

***General matters***

1   The only Churches at present in communion with the Church of England are other Anglican Churches and certain foreign Churches, as listed in the Supplementary Material to the Canons (but note [Rule 83(3)](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/part_8_miscellaneous_rules_72_to_84.xhtml#r83_3) of the Church Representation Rules, which provides for any question as to whether a particular Church is in communion with the Church of England to be decided by the Archbishops of Canterbury and York acting jointly).

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 (next time will be in 2025) a new roll is prepared and those on the previous roll are informed so that they can reapply. If you are not resident in the parish but were on the roll as a habitual worshipper and have been prevented by illness or other sufficient cause from worshipping for the past six months, you should complete declaration 2B or 2C as follows –

(a) delete the first set of words in square brackets and

(b) at the end of the second set of words in square brackets, briefly state the reason for not having worshipped as mentioned.

4   If you have any problems with this Form, please approach the clergy or electoral roll officer: Ali Cohen (contact details at the end of these notes).

5   In this Form ‘parish’ means ecclesiastical parish.

6 The Church Electoral Roll is your parish’s record of those qualified to attend an Annual District Church Meeting and the Annual Parochial Church Meeting and to vote in elections to the District and Parochial Church Councils (DCC and PCC) and the Deanery Synod.

1. Anyone wishing to stand for election to a District Church Council or the Parochial Church Council or Deanery Synod must have had his or her name entered on the Church Electoral Roll for not less than six months prior to the election (except in the case of those under the age of eighteen). He or she must also be at least sixteen years of age and an ‘actual communicant.’ Details are in rule M8 of the Church Representation Rules.

***Use of email addresses and other personal data***

8   You do not have to provide an email address on this Form. If you do provide one, the Parish Office, Parochial Church Council and the electoral roll officer are entitled to use that email address to communicate with you in connection with the maintenance or revision of the Roll or the preparation of a new Roll or with elections to or membership of the Council, or to parish matters generally.

9   The Church Representation Rules impose certain requirements for your name and address to be given to a third party, such as the diocesan electoral registration officer, in connection with elections to or membership of a deanery synod, diocesan synod or the House of Laity of the General Synod. If you provide an email address on this Form, it will be given to the third party along with your postal address.

10 A third party to whom your name and address have been given under the Church Representation Rules is in certain cases required by the Rules to pass them on to another person, such as the presiding officer in a synodical election. If you provide an email address on this Form, that email address will be given to the other person along with your postal address.

1. The roll is published after each annual revision and after the preparation of a new roll. The published roll will include your name (as well as the name of every other person on the roll) but none of your other personal data (as defined by the Data Protection Act 2018) will be made public as a result of your inclusion on the roll.
2. The information collected on this form will be collated by the parish’s Electoral Roll Officer and processed according to General Data Protection Regulations (GDPR). You can find out more about how we use your data from our “Privacy Notice” which is available on our church noticeboards, our website and the Parish Office. If you wish to withdraw or change your consent at any time, this will need to be done in writing by contacting the Office Manager at Keynsham Parish Office, 1 The Park, Keynsham, Bristol, BS31 2BL or by emailing office@keynshamparish.org.uk.

*Please return this form electronically direct to Ali Cohen (electoral roll officer) at* *cochicken.ac@gmail.com* *(or via the Parish Office* *office@keynshamparish.org.uk* *). If you wish to return the completed paper to the Parish Office, the address is above.*