

Electoral Roll Application



APPLICATION FOR ENROLMENT ON THE ELECTORAL ROLL OF

ST ANDREW'S CHURCH, COBHAM

Church Representation Rules 2020

We invite all who attend,
or wish to be considered part of,
St Andrew's Church
(and who meet the qualification criteria)
to be on our parish Electoral Roll

**PLEASE SEE BOTH SIDES OF THIS FORM
the application and also GDPR permissions.**

The names of people on the Roll will be published but with no other information.

Please hand completed forms to any of the clergy or to:

Parish Office, Church Gate House,
Downside Bridge Road, Cobham, KT11 3EJ.
email : elaine@sac.church

or to the Electoral Roll Officer, David Greenwood,
email : davidg@sac.church

APPLICATION FOR ENROLMENT ON THE CHURCH ELECTORAL ROLL

Full name _____

Preferred title (if any) _____

Full address _____

_____ Postcode _____

Email Address (optional) _____

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 _____].

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 parish.

Signed: _____ Date: _____

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\(3\)](#) 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 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 lay people responsible for the parish, who will be pleased to help you.
- 5 In this Form ‘parish’ means ecclesiastical parish.

Use of email addresses and other personal data

- 6 You do not have to provide an email address on this Form. If you do provide one, the 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.
- 7 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.
- 8 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.
- 9 Any person to whom your email address or other personal data is given under the Church Representation Rules is required by those Rules to hold the data securely. Furthermore, if you do provide an email address on this Form, that does not give anybody the right to use it for any purpose other than those permitted by the Rules; so it cannot, for example, be used for social matters or fund-raising.
- 10 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.

The Electoral Roll is a legally required part of Church of England governance and is the list of those registered to vote at the Annual Parochial Church Meetings to appoint members of the Parochial Church Council (PCC), Deanery Synod representatives and on any resolutions to be passed at the meeting.

This is NOT related in any way to the UK Government Electoral Register

Our **Electoral Roll Privacy Notice** can be read at sac.church/electoral-roll/.

By signing the application you are accepting the policy.

Can We Keep You Informed Too?

Under the GDPR legislation of 2018, we need people to give us explicit permission for the church to hold their contact details and to use these to contact them with news and invitations (considered to be “marketing”), which we hope you will do. This is *separate* to being on the Electoral Roll which only gives permission for contacts related to the purposes of the Electoral Roll as in the Notes on the previous page.

Note that permission is not required for “operational” communications related to your involvement in the church such as rotas, committees, services, for pastoral matters, or for matters related to your being on the Electoral Roll.

Our Data Privacy Notice can be read at sac.church/data-privacy-notice/

Please tick here if you would like us to keep you informed about news, services, events and activities at St Andrew’s.

By ticking here, you will allow us to send you invitations and communications about services and events coming up (usually through the Weekly Email). You can withdraw these permissions at any time (or opt out of just the Weekly Email).

We will usually contact by email, however the Vicar would also like to be able to write to people by letter occasionally such as a thank you or about a major initiative.

**I consent to the church holding my data and contacting me by
(tick all that apply)**

email*

post

phone

* Please ensure you gave us your email address overleaf if you tick that option.

Phone Number (if ticked) _____

Signed: _____

Dated: _____