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NOTICE OF PREPARATION OF NEW ROLL

CHAPLAINCY OF

**Notice is given** that under the Church Representation Rules a new Chaplaincy Electoral Roll\* is being prepared. Every person who wishes to have his or her name entered on the new Roll, whether it is entered on the present Roll or not, is requested to apply for enrolment not later than:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The new Roll will take effect on

The new Roll will be published by the Chaplaincy Council [ *method of publication to be entered here* ] for at least 14 days and a copy of the Roll will be available for inspection on a reasonable request being made to the Council.

Applications to be on the new roll are made on the form available from

[ \_\_\_\_\_*insert contact / electoral roll officer / chaplaincy council secretary*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ]

The form can also be found on the diocesan website [here](https://www.europe.anglican.org/sites/default/files/2025-01/Application%20for%20enrolment%20on%20the%20Chaplaincy%20Electoral%20Roll.pdf) or search the site for ‘Forms’.

Under the Church Representation Rules, a lay person is entitled to have his or her name entered on the roll, if the person –

1. is baptised,
2. is aged 16 or over (though where local laws stipulate a higher age requirement for membership of a religious organisation, that higher age shall apply),

and

1. has made **one** of the following three declarations and duly applied for enrolment.

**A:**  That the person is a member of the Church of England or of a Church in communion with it and has their name entered on the electoral roll of a parish or chaplaincy in the Province of Canterbury or York.

**B**: That the person is a member of the Church of England or of a Church in communion with it, but has habitually attended public worship in the chaplaincy during the preceding six months (or would have but for illness or other good reason).

**C**: That the person is 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 and is also a member of the Church of England and has habitually attended public worship in the chaplaincy during the preceding six months (or would have but for illness or other good reason).

Any error discovered in the roll should at once be reported to the Church Electoral Roll Officer.

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_day of 2025.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Chaplaincy Electoral Roll Officer*

Address:

Email address (optional):

\* The new roll must be completed at least 15 days, but no more than 28 days, before the Annual Chaplaincy Council Meeting.

In this Notice, Chaplaincy is the equivalent to an ecclesiastical parish in England.

**Form 3 Updated: January 2025**