



Episcopal Visitations 2024

April 2024

To Churchwardens in the Dorchester Archdeaconry

Thank you for your willingness to stand as Churchwarden in your parish. This letter contains the instructions you need to complete the relevant paperwork to enable you to be sworn into office as Churchwarden for the coming year.

Churchwardens begin their term of office from the date of their being sworn in at the Annual Visitation. It is therefore very important that you can attend one of the Visitations in the Archdeaconry. This gives us the opportunity to get to know one another, to offer prayer and mutual support, and to be encouraged in the work that lies ahead of us. It gives the Bishop, Archdeacon, Associate Archdeacon and Registrar the opportunity to meet you and thank you in person. Only in exceptional circumstances and by prior agreement with us can you be sworn into office on a separate occasion in your parish. Although we have stated particular deaneries for each Visitation, you are welcome to attend whichever one is convenient for you.

All the papers you need are on the Dorchester section of the Diocesan website Visitations page: <https://www.oxford.anglican.org/visitations.php>. If you need paper copies, please contact your Deanery Administrator. **All completed paperwork should be sent to your Deanery Administrator whose details are attached, not to the Registrar's Office nor the Archdeacon's Office.**

Instructions:

1. Read the Duties of Churchwardens as stated in **Canon E1**.
2. Read the **Registrar's letter**.
3. To be elected as Churchwarden, please use the **Nomination Form**, which should be signed and handed to your incumbent or whoever is chairing your Annual Meeting of Parishioners. This form should be retained in the parish.
4. Once elected, complete the **Churchwarden's Declaration Form** and send it to your Deanery Administrator with the Attendance Form (see below). We prefer you to print and sign a paper copy of the Declaration form, but if this is not possible, we can accept an electronic signature on your Declaration form. Please write clearly and legibly to ensure we can read your details correctly. Your signed paper form is the one you must send to the Deanery Administrator prior to the Visitation Service.
5. Check the list of **Venues and Dates for the 2024 Dorchester Archdeaconry Visitations** and decide which one you are attending. Complete the **Visitation Attendance Form** and send it (with your Declaration Form) to your Deanery Administrator as soon as possible after your Annual Meeting. If you are bringing any guests with you to the service, please indicate this on the form.
6. The **deadline by which all churchwardens must be sworn into office is 31st August**. If for some reason you are unable to attend any of the Visitation Services, please contact our office to arrange to be sworn in before that date. If you are not admitted to office by 31st August, your incumbent will need to arrange an exceptional meeting of parishioners to re-elect you as Churchwarden.

Resources to help you in your role can be found on our website at
<https://www.oxford.anglican.org/parish-support/pcc-guidance/churchwardens/>

If you need help or have any questions on any of these matters, please do contact your Deanery Administrator or Paula on 01865 208245 paula.bennett@oxford.anglican.org.

With thanks and every blessing for your ongoing ministry in Christ's name.



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