



Briefing Paper on the 2025 Electoral Roll Revision Process

1. The details of the procedure are governed by rule 3(1)-(4) of the Church Representation Rules (attached) and is summarised below.
2. The date which governs the timetable for the preparation of the new roll is that of the annual parochial church meeting ("the annual meeting"). Under rule 6(1)-(6) the form of notice for the preparation of the new roll (enclosed) must be completed and affixed, by the minister or under the minister's direction, on or near to the principal door of every church and every place licensed for public worship in the parish. This must be done at least two months before the date of the annual meeting, and the notice or notices must then remain in position for at least fourteen days. At every service on the two Sundays after the notice has been affixed, the person conducting the service must inform the congregation of the preparation of the new roll. If no services are held in a particular church on either of those Sundays, then the requirement to inform the congregation of the preparation of the new roll at each service applies on the first Sunday after the affixing of the notice on which one or more services are held in the church.
3. To help you plan your APCMs and Electoral Roll revisions, we have developed an [APCM Date Tool](#), specifically for the six year revision, available on the website which will give the dates of various tasks that are undertaken once you know the date of your APCM. We hope this is helpful.
4. Under rule 7, a person who wishes to have his or her name entered on the new roll must apply for entry by completing Form 1 as application for enrolment, a copy of which is enclosed (further copies can be [downloaded](#) from the Diocesan website or by request from the office of the Diocesan Secretary).
5. The PCC must take reasonable steps to inform all those on the existing roll (other than those whose names could have been removed in any event in accordance with rule 4(1) that the new roll is being prepared and that if they wish to be entered on it they must apply for enrolment. Such a person will not be disqualified from entry on the roll solely by reason of the fact that he or she has not habitually attended public worship in the parish during a six month period prior to enrolment, if he or she was prevented from doing so by illness or other sufficient cause.
6. It is of course also open to a person who does not have his or her name on the existing roll to apply for entry on the new roll. In that case, the normal rules as to the requirements which he or she must satisfy in order to qualify for the right to entry on the roll, as laid down in rule 1, apply.
7. Rule 6(1)-(6) provides that the preparation of the new roll starts on the affixing of the notice or notices under paragraph 2 above. Under rule 6(3), it must be completed not less than fifteen nor more than twenty-eight days before the annual meeting. Upon completion of the roll, a copy must be exhibited on or near the principal door of the parish church, in the manner decided on by the PCC, for a continuous period of not less than fourteen days before the annual meeting. During this period any errors or omissions in the roll may be corrected, but subject to that no names may be added to the roll until the end of the annual meeting. The one exception to this rule is that under rule 1(7), a lay person who will reach the age of 16 after the new roll is completed but before the annual

meeting may complete an enrolment form and, if otherwise qualified, will be added to the roll with effect from the date of their 16th birthday.

8. As soon as the copy of the new roll is first exhibited under rule 8(5), the previous roll ceases to have effect.
9. As in any other year, the chair, vice-chair, secretary or electoral roll officer of the PCC must, under rule 4, inform the Diocesan Secretary at Trinity House as soon as possible after the Annual Meeting and in any event no later than 1st June, the number of names on the roll as at the date of the annual meeting. This is done by using the enclosed Certificate (Blue Form) which also asks for the names of the Deanery Synod members elected by the parish. A similar form should also be sent to the Deanery Secretary (Yellow Form). When this notification is sent to the Diocesan and Deanery Secretary the parish copy (White Form) (which excludes the names of the Deanery Synod members) must be affixed at or near to the principal door of each church and each building licensed for public worship in the parish, and must remain there for at least 14 days.
10. If you or your PCC have any questions about the process please for completing the new roll please contact Charles Hudson-Beddows governance@southwark.anglican.org