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**Preparation of new church Electoral roll in 2025**

**Guide based on an Annual Parochial Church Meeting held on 25 May 2025**

**1. No later than 27 March (but earlier if possible)**

Display ‘Notice of Preparation of New Roll’\* and begin preparation:

• At every service for at least the next two Sundays, announce that a new roll is being prepared

• Everyone comes off the roll and must re-apply

• Have application forms\* ready to give out [*Detailed notes para D*]

**2. From 27 March until 10 May (at the latest)**

• Contact those on the current roll

• Give out application forms\*, and collect in completed forms

• Compile the new roll [*Detailed notes paras E & F*]

**3. No later than 10 May (and no earlier than 27 April)**

Complete preparation of the new roll [*Detailed notes para G*]

**4. No later than 11 May**

Display a copy of the new roll until the Annual Parochial Church Meeting, during which time:

• Only make corrections, or add the name of a person becoming 16yrs of age

• Otherwise, no names are to be added or removed until after the Annual Parochial Church Meeting [*Detailed notes para G*]

**5. 25 May Date of the Annual Parochial Church Meeting**

• New roll to be available for inspection at the meeting

**NOTES**

1. *Detailed notes* on preparing the new Roll are attached for further information.
2. \* A copy of the Notice of Preparation of New Roll, and of the Electoral roll application form is attached, and these are also available at [https://www.cofesuffolk.org/for-parishes/parish-administration/apcms-and-electoral-roll](https://www.cofesuffolk.org/for-parishes/parish-administration/apcms-and-electoral-roll/)

**Application forms being completed electronically and GDPR**

**Application form for enrolment being completed electronically**

The current requirement can be met by the submission of an application in electronic form if the form is completed in accordance with the Church Representation Rules, and the applicant inserts characters which are clearly intended to be his or her signature, and the date of signing, in the places indicated on the form.

**GDPR (General Data Protection Regulation)**

Parishes must provide details at the bottom of the form, as to how the parish’s Privacy Notice can be accessed, if the individual so desires (e.g. by providing details of the parish’s website address).

**The collection of personal data on the Electoral Roll form is compliant with GDPR, but you should only use the personal data on the Electoral Roll form for the purposes for which it is collected.**

Gary Peverley

Diocesan Secretary

January 2025