



Visitations 2022

March 2022

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 Archdeacon and Registrar the opportunity to meet you and thank you in person. Only in exceptional circumstances and by 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). For legal reasons, you must print and sign a paper copy of the Declaration form, though the other details can be completed electronically. 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 2022 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 a further meeting of parishioners to re-elect you as Churchwarden.

You should already have had details about the **Articles of Enquiry**, which are available via the *Parish Returns* website <https://parishreturns.churchofengland.org/> and due to be completed by 30th April. Please contact me for further information if needed.

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

Finally, we plan to hold a training session on the morning of **Saturday 1st October** for churchwardens from the Oxford and Dorchester Archdeaconries. This will include presentations from the DAC and Ecclesiastical Insurance and will be held at Christ Church Abingdon, so please do note this date in your diaries. We will send you more information about this event nearer the time.

If you need help or have any questions on any of these matters, please do contact your Deanery Administrator or our office.

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



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