

The Venerable Jonathan Chaffey
Archdeacon of Oxford

Swearing Churchwardens into office in 2020

September 2020

To Churchwardens in the Oxford Archdeaconry

Thank you for your patience during this challenging time, and 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.

As you will know, the Covid-19 pandemic and associated restrictions have meant that the regular annual meetings to elect Churchwardens and PCC representatives have been delayed with the new deadline set by Bishop Steven for holding these meetings by 30th November.

Once elected, churchwardens begin their term of office from the date of their being sworn in at the Annual Visitation. This is usually done at a Visitation service held in the cathedral but this year this has of course had to be cancelled.

For this year only, Bishop Steven has appointed all incumbents as his substitute so that you will be sworn into office locally by your incumbent, rather than attending a Visitation Service. If your benefice is vacant, please contact your Area Dean who will arrange to swear you into office.

All the papers you need are on the Guidance for Churchwardens page of the Diocesan website <https://www.oxford.anglican.org/support-services/parish-support/guidance-for-churchwardens/>. If you need paper copies, please contact my PA Claire Barratt.

All completed paperwork should be sent to Claire at the Archdeacon's Office.

Instructions:

1. Read the Duties of Churchwardens as stated in **Canon E1**.
2. 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.

3. Once elected, complete the **Churchwarden's Declaration Form** and hand it to your incumbent. For legal reasons, you must print and sign the paper form of Declaration, 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 give to your incumbent who will send it to the Archdeacon's office.
4. Your incumbent will be sent the Admission to Office form my office once he/she has received your signed Declaration Form. This form will be used when your incumbent admits you to office and will need to be signed by your incumbent and yourself once you have been sworn into office at a mutually convenient time.
5. Your incumbent will then return this Admission to Office form to my office.
6. Churchwardens must be sworn into office by 31 January 2021. If that is not possible for you, please contact my office to make alternative arrangements.

If you need help or have any questions on any of these matters, please do contact Claire Barratt, Peter Groves or myself.

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

The Venerable Jonathan Chaffey
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