

Frequently Asked Questions

Can we take off the Electoral roll people who have moved away?

Yes, you should take off people who have died or moved away and are no longer worshipping in the parish. If people move away, Church Representation Rules (CRRS) [Part 1](#)

When do we have to start again with the Electoral Roll?

The next time you will start again from a blank Electoral Roll is in 2025.

Where can I enter my electoral roll figures?

The online parish data system is at <https://parishreturns.churchofengland.org/index.php>.

Where can I get login details for, or help with the on-line parish data system?

Please contact someone in the data collection team at Church House (01865 208200) or by email to parishreturns@oxford.anglican.org

I have entered the electoral roll on-line: do I need to send you the form?

No, this is not necessary. We may ask for a copy if we have any queries so please keep in your PCC records.

Shall I send you my Easter Attendance figures?

No, please enter them on line at <https://parishreturns.churchofengland.org/index.php>

Our PCC secretary has resigned / We have a new PCC secretary. What shall I do?

Please tell Caroline Todd at Church House Oxford. Her contact details are dero@oxford.anglican.org (01865 208297). If a new person has not previously served in an official capacity in the diocese, please also send in a Data Protection Form (M4) on website

Our Treasurer has resigned / We have a new Treasurer. What shall I do?

Please tell Finance at Church House Oxford. Contact details are finance@oxford.anglican.org (01865 208206). If a new person has not previously served in an official capacity in the diocese, please also send in a Data Protection Form (M4).

We have a new Electoral Roll Officer. What shall I do?

We do not keep records of Electoral Roll Officers: so there is nothing to do.

We have a new Deanery Synod representative/ Our Deanery Synod representative has resigned. What shall I do?

Please tell the Deanery secretary, and also email Church House Oxford dero@oxford.anglican.org. If a new representative has not previously served in an official capacity in the diocese, please also send in a Data Protection Form (M4) to dero@oxford.anglican.org.

We have some new members on the PCC. Who shall I tell?

We do not keep records of PCC members: so there is nothing to do.

What shall I do with a form?

Look at the bottom of each form. There is a new box marked record keeping that tells you whether you should keep it locally and for how long, or whether you send it on to someone.

I have lost the APCM letter you sent me.

This information is all on the website, but do get in touch and we will send it again.