

**The Office of the Archdeacons of Blackburn and Lancaster**  
*The Venerables Mark Ireland and David Picken*

1 March 2023

By Email to PCC Secretaries and Administrators

*Cc Incumbents and Churchwardens in vacant parishes*

Dear all

**VISITATIONS 2023**

As promised by the Archdeacons, we are writing to give more detail about the Visitations this year.

The next few months are generally busy ones for the PCC Secretary as you prepare for your Annual Parochial Church Meeting. We are writing to give you some information about APCMs and Visitations, as well as request your help. Throughout the coming months, if you need any information or other support, please do contact our offices – either Gill or Kelly are happy to help – contact details below.

All APCMs should take place before May 31<sup>st</sup> 2023, in line with the Church Representation Rules 2022. The Church Representation Rules 2022 give you all the detail you would ever need, but our PCC Secretaries' Handbook also has summaries and useful information. The links are [CRR2022](#) and [Handbook](#). Another useful site for documents relating to the APCM is [Parish Resources](#).

We shall be sending details of the Visitations to your wardens (cc Incumbents and you) in due course. There will be three Visitations in the Lancaster Archdeaconry and four in the Blackburn Archdeaconry. Dates, venues and the notice for your church door have been posted on the [Diocesan website](#).

/continued

-2-

We would also appreciate your help. One of our challenges is to keep the diocesan database up to date so that we can make sure that wardens and secretaries receive information about visitations. We would be grateful if you could tell us about any **new wardens** by completing [this form](#) as soon as possible after the APCM. There is a section for each warden who is newly elected to office. Please also on the form let us know who has stood down as warden. If there have been no changes to your wardens, you do not need to open or complete this form unless there has been a change of PCC secretary. We would also request that you let new wardens have details of the visitations which will be sent to you in due course

As you are probably aware, wardens do not legally stand down from office until the new warden has been sworn in at the visitation. If there is no warden, then the current warden stands down at 31 August or when they have resigned to the Bishop. For a period of time, therefore there may be an overlap on our database as it is tidied up over summer.

Just to let you know, we will not be asking for churchwarden declaration forms before the visitations. We do not need to see the nomination form either – that is for your records. So essentially no paper returns this year from you. The churchwardens will complete their declaration at the visitation as they did at last year's. The wardens will be given chance to check the details we hold for them on the database for GDPR purposes after the Visitations.

/continued

-3-

All this is to try to minimise paperwork and keep costs to a minimum. To summarise, we would be grateful if you

- 1 could complete the form if you have new wardens, using the link above to complete a new form for each warden and let us know which warden has not been re-elected or has stood down
- 2 let new wardens have any visitation information in case we do not have their details

We are extremely grateful for all you do as PCC Secretary. Do please ask if any of this is unclear (and for the length of the letter!).

Yours sincerely

*Gill Beeley*

*Kelly Quinn*

Gillian Beeley  
PA to the Archdeacon of Lancaster  
[Gillian.beeley@blackburn.anglican.org](mailto:Gillian.beeley@blackburn.anglican.org)

Kelly Quinn  
PA to the Archdeacon of Blackburn  
[kelly.quinn@blackburn.anglican.org](mailto:kelly.quinn@blackburn.anglican.org)

Tel 01254 503272

Tel 07384 819825