

28 March 2023

To all Churchwardens

Cc Area Deans, Incumbents and PCC Secretaries/Administrators

Dear Churchwarden

Archdeacons' Visitations

We are writing to give you details about the Visitations to be held during June 2023. There will be seven Visitations, three in the Lancaster Archdeaconry and four Visitations in the Blackburn Archdeaconry.

The dates and venues are on the diocesan website,
<https://www.blackburn.anglican.org/archdeacons-annual-deanery-visitations>

Once again, we would like to thank you for your constancy in service to your parish. We are looking forward to having an opportunity to come together to say that in person at the visitation.

Annual Parochial Church Meetings

You should by now be aware that the Church Representation Rules have been updated. The most significant change is that APCMs must now be held before 31 May rather than the end of April, as we are sure you realise. The new rules can be found at <https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules>. Parish Resources has a [handy checklist](#) which is useful to help keep abreast with governance matters, including whether trustees (PCC members) are eligible to serve.

Elections

The various requirements relating to elections of Churchwardens in readiness for the Visitations are detailed below.

All the documents you need in preparation for the Admission of Churchwardens are on the [Diocesan Website](#). These include links to the Churchwarden's nomination form, and the template for the Churchwarden's Declaration. We do not need to receive a copy of the nomination form.

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Churchwarden Declarations

As last year, you will complete your declaration at the visitation on the form provided there and give it to your area dean. This will be the only record that you have been sworn in at a visitation, for recording on our database. Please bring a pen!

As you can imagine, it is a time-consuming task to check and enter the personal data you have previously provided on the declaration form for all wardens onto our database (CMS). We are again requesting that wherever possible, you check and update your information electronically. To do this, after the visitations, you will receive an email with a personal link together with instructions of how to complete the process. Many of you used it last year, and the system has been used to good effect in other dioceses; it means there is less margin for error. We hope this will be straightforward for you but you can of course email us your personal details and privacy settings using this form, [link here](#).

If you do wish to complete the familiar declaration form, please note that because of numbers attending the Visitations on the day, it will not be possible to collect any paperwork on the evening. We would appreciate receiving any documentation electronically, by email. If this is not possible, please could you post it to the office, address above.

As a Diocese, we need to make sure that we comply with the General Data Protection Regulation 2018. If you have not yet completed a [consent form](#), please could you complete and return it. Otherwise, you can amend your privacy details on the online form.

Attendance at the Visitation

This year, we are inviting wardens and incumbents only; if under exceptional circumstances you are unable to attend a Visitation then please let your Archdeacon's PA know as soon as possible. There is no requirement this year to bring your staves.

We suggest that there is an acknowledgement of your office at your parish service following the Visitation. This could also be an opportunity to admit your sides people who unfortunately cannot attend the Visitation service this year. A liturgy has been provided for this, which is on the diocesan website.

We would encourage car sharing for those attending from a parish together; if expense is an issue, then trustees can legitimately reclaim travel expenses from the PCC.

The Notice of the Visitation for your Church door can be found on the [Diocesan Website](#).

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General information

Over the course of a year, wardens are expected to submit information to teams located both here at Clayton House and nationally. There is [matrix](#) on the parish finance and mission returns page on the Diocesan website which explains what is required, by whom and when, which we hope you will find useful. Increasingly, it is possible to post much of this information via the Church of England portal, in the Parish Returns section.

Registering is straightforward, requiring an email address and creating a password. If you need help with this, please contact Chrissie.oakley@blackburn.anglican.org

Articles of Enquiry

There are no Articles this year.

Giving - Archdeacons' Charity This year, following Bishop Joseph's visit, the Archdeacons have chosen CRESS as their charity. <https://cressuk.org/contact/> CRESS was established to educate and train South Sudanese people with the knowledge and skills to empower them to establish self-sustaining communities. CRESS works with the local church as this is not only a good strategy, it's at the very heart of their work. CRESS wants to see local churches creating and leading change in their communities.

If you are unclear about any aspect of the process or documentation, please do contact one of our offices. We realise there is much information here, as well as changes to our processes. We have sent this by email, and by letter where we have no email address, to Churchwardens, and copied in your PCC secretary and also parish incumbents and area deans for information. If this is your last few months as a Churchwarden, we would be grateful if you could pass this letter on to your successor.

We are looking forward to coming together to celebrate our life together as a diocese in these visitation services.

Yours sincerely



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