

Application for enrolment on to the Electoral Roll of your parish church

Parish HARPENDEN ST JOHN
Full Name and Title
Full address
Postcode
Email address (optional)

1: I declare that (please tick only one box from options A or B)

1 I am baptised, am a lay person, and am aged 16 or over or become 16\* on

\*Those who become 16 in the next twelve months may complete the form and become eligible to be entered on the roll on their sixteenth birthday.

2: I declare that (please tick only one box from options A, B or C)

2A I am a member of the Church of England or of a Church in communion with the Church of England and am a resident in the parish\*\*.

2B I am a member of the Church of England or of a Church in communion with the Church of England, am not resident in the parish [but have habitually attended public worship in the parish during the preceding six months] or [and would have habitually attended public worship in the parish during the preceding six months but was prevented from doing so because ...]

2C I am a member in good standing of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity am also a member of the Church of England [and have habitually attended public worship in the parish during the preceding six months] or [and would have habitually attended public worship in the parish during the preceding six months but was prevented from doing so because ...]

\*\* To see if you live in the Parish, visit the Church of England's 'A Church Near You' www.acny.org.uk.

See further notes overleaf

What do I do now?

Please speak with a member of the Ministry Team, the Churchwardens, the Electoral Roll Officer or the Treasurer to follow up any questions you have. Please complete and return the form to the St John's Electoral Roll Officer - Neil Middleton, preferably as a scanned copy sent to electoral.roll@stjohnsharpenden.org.uk; - alternatively via a Churchwarden, or c/o of the Parish Office.

Welcome to the new Roll and thank you for your support for your church in this way.

## **Electoral Roll form: Notes**

- 1 The only Churches at present in communion with the Church of England are other Anglican Churches and certain foreign Churches, as listed in the Supplementary Material to the Canons (but note Rule 83(3) of the Church Representation Rules, which provides for any question as to whether a particular Church is in communion with the Church of England to be decided by the Archbishops of Canterbury and York acting jointly).
- 2 Membership of the electoral roll is also open to members in good standing of a Church not in communion with the Church of England which subscribes to the doctrine of the Holy Trinity where those members are also prepared to declare themselves to be members of the Church of England.
- 3 Every six years a new roll is prepared and those on the previous roll are informed so that they can reapply. If you are not resident in the parish but were on the roll as a habitual worshipper and have been prevented by illness or other sufficient cause from worshipping for the past six months, you should complete declaration 2B or 2C as follows –
  - (a) delete the first set of words in square brackets and
  - (b) at the end of the second set of words in square brackets, briefly state the reason for not having worshipped as mentioned.
- 4 If you have any problems with this Form, please approach the clergy or lay people responsible for the parish, who will be pleased to help you.
- 5 In this Form 'Parish' means ecclesiastical parish.

## **Electoral Roll: Use of email addresses and other personal data**

- 6 You do not have to provide an email address on this Form. If you do provide one, the Parochial Church Council and the electoral roll officer are entitled to use that email address to communicate with you in connection with the maintenance or revision of the Roll or the preparation of a new Roll or with elections to or membership of the Council.
1. We ask you to complete the separate 'Consent to Contact you' form to give us permission to update you more generally about news, events etc at St John's
- 7 The Church Representation Rules impose certain requirements for your name and address to be given to a third party, such as the diocesan electoral registration officer, in connection with elections to or membership of a deanery synod, diocesan synod or the House of Laity of the General Synod. If you provide an email address on this Form, it will be given to the third party along with your postal address.
- 8 A third party to whom your name and address have been given under the Church Representation Rules is in certain cases required by the Rules to pass them on to another person, such as the presiding officer in a synodical election. If you provide an email address on this Form, that email address will be given to the other person along with your postal address.
- 9 Any person to whom your email address or other personal data is given under the Church Representation Rules is required by those Rules to hold the data securely. Furthermore, if you do provide an email address on this Form, that does not give anybody the right to use it for any purpose other than those permitted by the Rules; so it cannot, for example, be used for social matters or fund-raising.
- 10 The roll is published after each annual revision and after the preparation of a new roll. The published roll will include your name (as well as the name of every other person on the roll) but none of your other personal data (as defined by the Data Protection Act 2018) will be made public as a result of your inclusion on the roll.

## Consent to Contact you



Your privacy is important to us, and we want to communicate with church members in a way which has their consent, and which is in line with UK law on data protection. Please fill in the contact details you want us to use to communicate with you:

Title & Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

By signing this form, you are confirming that you are consenting to the PCC of St John the Baptist, Harpenden holding and processing your personal data for the following purposes (please tick the boxes where you grant consent).

I consent to the church contacting me by  post  phone and/or  email.

To keep me informed about news, events, activities and services at St John's (*note church e-bulletins will include unsubscribe options; otherwise contact the Parish Office by email / by letter at any time*)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

If you already receive our weekly email newsletter, only complete this form if you want to receive occasional updates by phone or in the post. There are unsubscribe links in each newsletter.

Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available at <http://stjohnsharpenden.org.uk/information/privacy/> or from the Parish Office.

You can withdraw or change your consent at any time by contacting the Parish Office at St John's Church, St John's Road, Harpenden, AL5 1DJ or [parish.office@stjohnsharpenden.org.uk](mailto:parish.office@stjohnsharpenden.org.uk). Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

*St John's PCC is a Registered Charity, No 1131603*