

**Role description for Electoral Roll officer**

(The Electoral Roll is a list of church members eligible to vote at the Annual Parish Meeting and to be voted onto the Parochial Church Council)

**Role:** To be appointed by the PCC as Electoral Roll Officer, to prepare the Electoral Roll and update it at required

**Role requirements:**

**To be:** To be a person of integrity who seeks to serve in a gracious, Christ-like manner; and who supports the ministry and mission of All Saints through their work

**To do:**

- To prepare a completely new roll every six years (2019, 2025 etc) and in the intervening years to prepare a revision of the roll in time for the APCM (usually in March).
- Prior to the preparation of a new roll (or a revision), a notice has to be prepared and exhibited near the principal door of the church (2 months in advance). Arrange for an article to be published in the church magazine and application forms to be available in the church porch, office and on the website. A brief note is to be placed in the This Week Sheet for three Sundays and a final date set for the return of completed application forms before the review period. During the review period the roll is closed and no names can be added or removed.
- On completion of a new roll, or a revision, to exhibit a copy continuously, near the principal door of the church for at least 14 days prior to the annual parish meeting.
- To attend the annual meeting and give details of additions and deletions for the past year and give the total number of names on the roll.
- To notify the Diocesan Secretary of the number of names on the roll annually after the Annual Parish Meeting.
- To provide copies of any new electoral roll to the church members who are on the distribution list; and when only a revision is undertaken, provide them with a list of details for additions during the previous year, any changes of address/phone numbers and deletions.
- To comply with the rules and timetable set out in the latest Church Representation Rules, which can be found on the Church of England website
- To attend an annual meeting of the Administration Team, for support and supervision by the Incumbent (This includes the Administrator, the Hall Booking Co-ordinator, the Website/Social Media Co-ordinator, the Magazine Editor and the Electoral Roll Officer)

**Reports to:** The Incumbent

**Agreement:** I agree to hold the position of Electoral Roll officer, under the governance structures of the Incumbent and the PCC.

I agree to comply with all aspects of the All Saints Safeguarding Policy:

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>), including recruitment and training requirements; and all other church policies.

I agree to read and adhere to the Church of England's Parish Safeguarding Handbook:

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

Name (print and sign): \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_