

DH/ES

13 December 2016

To:- Parochial Church Council Secretaries

Dear Secretary

I am writing to you about three administrative issues with which we need your help.

1. Deanery Synod Elections

Deanery Synod elections take place at your 2017 Annual Parochial Church Meeting. I enclose a note of the number of members to be elected from your parish to the House of Laity of the Deanery Synod, together with a copy of the formula used in this calculation. I also enclose two forms to show the results of the elections. The **PINK** form is to be returned to me and the **BLUE** form to be returned to the **Secretary of your Deanery Synod both by 12th May 2017 at the latest.**

2. Church Electoral Roll

The number of names on your Church Electoral Roll as at the date of the Annual Parochial Church Meeting must be notified to us in writing by 1st June. It is important that this certificate is returned to us as these numbers will be used to determine the number of parochial representatives to be elected to the Diocesan Synod in 2018. Please find enclosed a certificate for this purpose to be returned to me **at the latest by 1st June 2017.** Last year we had to contact 84 parishes who overlooked this matter, so please do help us try to keep costs down by returning your form within the deadline. At the same time as you return the form you must display a copy "at or near the principal door of every church in the parish and every building licensed for public worship in the parish". The copy must be displayed for not less than 14 days.

3. Parochial Information

The other form enclosed is to record information about parochial office holders. Please complete and return it to me as soon as possible after the Annual Elections and the first meeting of the Parochial Church Council but at **the latest by 30th May 2017.** This form must be signed for the purposes of the Data Protection Act. If the form is not returned, the information currently in the Directory will be reproduced, and consent under the Data Protection Act will be assumed to have been given.

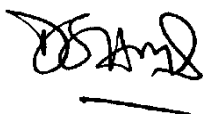
These forms can be downloaded from our Diocesan Website at

<http://www.carlisediocese.org.uk/our-diocese/diocesan-office/diocesan-secretary-downloads.html>

If you have any queries please contact Eleanor Scott on 01768 807760 or email eleanor.scott@carlisediocese.org.uk

Thank you very much for your help.

Yours sincerely,



Derek Hurton