

To be answered by the Minister and Churchwardens of every parish and sent to your Archdeacon by Tuesday 1 May 2007 at the latest.

Thank you for your help.

Parish	Deanery

Number of electors on the Church Electoral Roll at the Annual Church Meeting, 2007 _____
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1. CHURCHWARDENS (BLOCK LETTERS PLEASE)

The following persons were duly elected on the day of 2007 to serve in the office of Churchwarden of the parish for the ensuing year.

Names in full	Title Mr, Mrs	Tick if new in post	Contact Details	Sign to agree publication	Tick to withhold phone no
			Address: Postcode: E-mail: Tel No:		
			Address: Postcode: E-mail: Tel No:		
			Address: Postcode: E-mail: Tel No:		
			Address: Postcode: E-mail: Tel No:		
2. PCC SECRETARY (BLOCK LETTERS PLEASE)					
			Address: Postcode: E-mail: Tel No:		
3. PCC TREASURER (BLOCK LETTERS PLEASE)					
			Address: Postcode: E-mail: Tel No:		
4. PARISH REPRESENTATIVES ON THE DEANERY SYNOD (BLOCK LETTERS PLEASE)					
			Address: Postcode: E-mail: Tel No:		
			Address: Postcode: E-mail: Tel No:		

5. AUDITOR: Please give the name and address of the person who acted as your auditor or independent examiner for the 2006 PCC accounts:

Name	Contact details
	Address:
	Postcode:
	E-mail:
	Tel No:

6. LIST OF DOCUMENTS REQUIRED TO ACCOMPANY THIS FORM

- (a) Summary report of the proceedings of the PCC for the past year.
- (b) **Three copies** of the Annual Report and Financial Statements of the PCC for the year ended 31.12.06 with the full auditor's/independent examiner's report and a Statement of PCC Funds/Property at 31.12.06. (One will be sent to Malcolm Halliday, one to the Rural Dean and one will be kept for the Archdeacon)
- (c) A copy of the PCC's budget for 2007;
- (d) The fabric, goods and ornaments report of the Church/s presented at the Annual Parochial Meeting.

7. THE CHURCHWARDENS' MEASURE 2001

The general rule is that an individual's maximum continuous period of service as churchwarden of the same parish is six terms of office after which the churchwarden must take at least a two year break before re-appointment. This service period expires for the first time in 2008. While the six year period is the norm, a meeting of the parishioners may pass a resolution that it is not to apply in the parish.

Please tick which applies. The Annual Vestry Meeting for 2007

- (a) discussed and decide to retain the 6 year maximum term of office
- (b) discussed and decided to suspend the 6 year maximum term of office
- (c) did not discuss the matter and so retain the 6 year maximum term of office

8. FIRE SAFETY

(a) When does your PCC propose to discuss the new Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1 October 2006?

(b) Who is the appointed "Responsible person"? Who are the two assistant "Competent Persons"?

Name – Responsible Person	Contact details: Address/Phone No/E-mail
	Address:
	Postcode:
	E-mail:
	Tel No:
Names – Two Competent People to assist	Phone No/E-mail
1.	
2.	

9. FACILITIES IN CHURCH

Does/do the church(es) have wheelchair access? YES/NO A disabled toilet? YES/NO
Does/do the church(es) have a loop system for the hard of hearing? YES/NO

10. THE GROWTH OF E-MAIL COMMUNICATION IN THE DIOCESE

Bishop's Council has agreed in principle that email communications from the Diocesan Office become the norm in all but exceptional circumstances eg the delivery of legal documents, as soon as local facilities allow, moving from a paper-based system to an email system (retaining paper-based communication on request). This will achieve a reduction in distribution costs, move some printing costs to the local, and will reduce our carbon footprint.

a) Have you suggestions for making this transition as easy as possible?

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b) Would you please indicate how your parish would like to receive routine communications:

Incumbent	I agree to e-mail communication. Here is my E-mail address:	I prefer paper-based (Please Tick)
Churchwarden:	I agree to e-mail communication. Here is my E-mail address:	I prefer paper-based (Please Tick)
Churchwarden:	I agree to e-mail communication. Here is my E-mail address:	I prefer paper-based (Please Tick)
Would you kindly check with your PCC Secretary and Treasurer:		
PCC Secretary	I agree to e-mail communication. Here is my E-mail address:	I prefer paper-based (Please Tick)
Treasurer	I agree to e-mail communication. Here is my E-mail address:	I prefer paper-based (Please Tick)

Please add more names if you wish on a separate attachment.

11. CHILDREN AND YOUNG PEOPLE – LEADERS’ CONTACT DETAILS

The Diocese is building networks for leaders who are ministering amongst children and young people. Would you kindly provide the information requested below:

11.1 Pre-School Age Range

Name of Leader/Minister	Contact details: Address/Phone No/E-mail
	Address: Postcode: E-mail: Tel No:

11.2 Primary Age Range:

Name of Leader/Minister	Contact details: Address/Phone No/E-mail
	Address: Postcode: E-mail: Tel No:

11.3 Secondary Age Range and above:

Name of Leader/Minister	Contact details: Address/Phone No/E-mail
	Address:
	Postcode:
	E-mail:
	Tel No:

11.4 Is there a person responsible for links between the church and school(s) in your parish?

Name:	Contact details: Address/Phone No/E-mail
	Address:
	Postcode:
	E-mail:
	Tel No:

11.5 Do you employ, or have a share in, a paid youth worker and/or children's worker? If so please give details:

Name:	Contact details: Address/Phone No/E-mail
Youth <input type="checkbox"/> Children <input type="checkbox"/> <i>Please tick</i>	Address:
	Postcode:
	E-mail:
	Tel No:

12. MIDWEEK WORSHIP ACTIVITIES

The Diocese would like to learn about the mid-week church-based worship activities in your parish ranging from mid week communion to children's groups which includes a worship session when they meet.

Activity	Day and Time	Who Comes?

13. DECLARATION

We have enclosed the documents and certify that the answers are correct to the best of our knowledge
Please sign below:

Minister	
Churchwarden(s)	
Churchwarden(s)	
Date	