

VISITATIONS 2024: NOTES FOR CLERGY / PCC SECRETARIES

The Archdeacons are looking forward to meeting clergy, wardens and any sidespeople who also wish to attend at this year's visitation services. The following paperwork is attached:

- A Citation letter with the dates and venues of the Visitation Services
- A Certificate of Election.

Certificate of Election

Please print this off and have your churchwardens complete this form after the Annual Meeting of Parishioners. Those churches where more than two wardens are elected (e.g. a team parish) should print off and complete additional forms for all their wardens.

The completed form(s) should be returned to the email address Visitations@derby.anglican.org OR by post to: Archdeacons' Office, Derby Church House, Full Street, Derby, DE1 3DR.

NB: if a Lay Chair is also to be sworn in as Churchwarden, it is important that the election of churchwardens is chaired by someone else (e.g. Area Dean, PCC Treasurer or member of the clergy) and that person should complete and sign the section of the certificate directed at the incumbent.

Attendance by all elected Churchwardens at a Visitation

In recent years, we have noticed that a significant number of wardens have not attended any of the visitation services. It is most important that wardens attend one of the services to be admitted to office.

At the visitation services the archdeacons welcome, encourage and prepare the churchwardens for the coming year and highlight developments of particular relevance. The services are significant events in the life of the diocese and important occasions when churchwardens dedicate themselves to the service of Christ and his church at the beginning of their term of office, in the company of others who are taking on the same responsibility. It is disappointing when a churchwarden does not attend a visitation service, unless there is a very good reason.

Any warden who does not attend a visitation service will not be admitted as a churchwarden unless special arrangements are made with the relevant Archdeacon's PA. Any such special arrangements will need to have been processed by **31st August**. Please note that if special arrangements are needed, this adds significantly to the DBF costs so please make every effort to attend a visitation service.

There are eight visitation services across the diocese, and it should be possible for a warden to find one which is convenient. Remember, it is possible to attend a service outside the warden's area but they must let us know on the form. It is always preferred that they attend in their own deanery, or at least, archdeaconry if that is not possible.

The Archdeacons will be available after the service and will be very happy to speak with any wardens (especially those who are taking on the responsibility for the first time). If wardens have matters they wish to discuss, the Archdeacons will always be happy to come and see them - appointments can be arranged via our PA's – please see their contact details at the end of this form.

VISITATIONS 2024: NOTES FOR CLERGY AND CHURCH WARDENS

Please note that to be a churchwarden you must be:

- a) baptised
- b) on the electoral roll of the parish
- c) are an actual communicant
- d) are aged 21 or over
- e) aren't disqualified in any way.

In exceptional circumstances, the Bishop can waive the requirements under b) c) or d).

DBS

Unless you have a current, clear DBS certificate with at least one year left to run, you are required to complete a Diocesan Confidential Declaration Form and submit that to the Registry with this Certificate and a completed ID form. **Please note that a DBS certificate is now only valid for three years.** (If anyone has a current five-year DBS certificate, this ceases to be valid for its last two years. The certificate is only valid for three years from the date the DBS certificate was issued.)

National and Diocesan policy requires all churchwardens to have a valid clear Disclosure and Barring Service (DBS) check for the duration of their appointment, together with the initial training (known as Basic Awareness and Foundation) and further training (known as Leadership). Basic Awareness and Foundation training need to be done before a churchwarden is sworn in. These are completed online at <http://safeguardingtraining.cofeportal.org>. Please contact the Safeguarding Team (safeguarding@derby.anglican.org) for details. A refresher course is required after **three** years.

In exceptional circumstances the Bishop of Derby may give authority for you to be sworn in as churchwarden or to continue in office even though you have not completed your full safeguarding training. Please apply to the Archdeacon's Office initially, explaining why you have not completed the training and when you anticipate doing so. You will require the support of your Incumbent (or Lay Chair and Area Dean in a vacancy).

Safeguarding training

Safeguarding training is now only valid for three years.

All Church Wardens are required to complete the following modules:

- If your last training included C0 and C1, you must also complete the Basic Awareness and Foundation modules, as the content has changed. Once you have completed the Basic Awareness, Foundation and Leadership modules, you need only renew your Leadership training every three years – there is no requirement to repeat the Basic Awareness and Foundation modules.
- Domestic Abuse Awareness
- Leadership
- It is also recommended that you complete Safer Recruitment training if you will be involved in volunteer or staff recruitment in your parish.

Disqualifications from being a Churchwarden

The disqualifications from being a churchwarden are:

- disqualification as a charity trustee under s.178 or 181A of the Charities Act 2011
- any convictions (including spent convictions) of any criminal offence relating to an offence against a child, young person or vulnerable adult
- if included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006)
- disqualification under Section 10 (6) of the Incumbents (Vacation of Benefices) Measure 1977 (disqualification by the Bishop from being a churchwarden or member or officer of a PCC).

If you have been found by a civil court (including one exercising matrimonial or family jurisdiction) to have caused significant harm to a child, young person or vulnerable adult you should contact the Archdeacon's Office to discuss the position before being sworn in as a Churchwarden.

If you are in any doubt as to whether you are disqualified, please consult the Archdeacon's Office before signing this form.

Important: 6 Year Rule

By virtue of section 3 Churchwardens Measure 2001, a person is also disqualified from holding the office of churchwarden when that person has served as a churchwarden of the same parish for six successive periods of office, **unless** a meeting of the parishioners has resolved that this section shall not apply, and that resolution has not been revoked.

A person who has served for six successive years must wait for two years before being eligible for re-election.

Important note: If you make (or, indeed, revoke) a resolution to the effect that the six-year rule shall not apply, a signed and certified copy of it should be sent to the Archdeacon's Office straight after it has been made.

Such a resolution needs to be by a meeting of parishioners (**NOT** of the PCC) **before nominations open** for the post of Churchwarden. Therefore, this must be done before the APCM (see timing below). An ideal time for this would be before or after a morning service.

This is to comply with section 4 Churchwardens Measure 2001. If you wish to alter the six year rule to take effect this year, you will need to give proper notice (at least nine days including two clear Sundays before the day of the meeting), to call a special meeting of parishioners (eg before or after the main Sunday service). Once the resolution has been passed, you can then open nominations for the post of churchwarden and give notice of the APCM, in the usual way. What you **cannot** do is to combine all the above in to one meeting.

Your Data

The Church Representation Rules (CRR) state that Diocesan officers **do not need** to obtain your consent to hold your personal data as there is a legal obligation to do this to comply with aspects of the CRR. Your name, address and email address will be entered into the Diocesan Board of Finance's database and included in the Church Management System. **If you do not wish this to happen, please let us know.** This form, when completed, will be retained for six years in the Archdeacons' office.

Contact Details

Please return the certificate to: Visitations@derby.anglican.org

If you have any queries relating to either the form or the Visitation services, please contact:

Derby City & South Derbyshire	Cathy Luffman (Monday to Thursday)	cathy.luffman@derby.anglican.org 01332 388 676
Derbyshire Peak and Dales	In the absence of a current permanent PA, Amanda Pamon will be holding this role temporarily on a Monday only. However, please email Visitations@derby.anglican.org with any enquiries and one of the PA's will get back to you as soon as possible.	
East Derbyshire	Kathy Crawshaw-Moore (Monday, Wednesday and Thursday)	kathy.crawshaw-moore@derby.anglican.org 01332 388 656