**DIOCESE OF DERBY**

**CERTIFICATE OF ELECTION OF CHURCHWARDENS – 2025**

New and continuing churchwardens to complete this form - **please read the notes below and attached before signing, especially in relation to DBS and training requirements prior to taking office. Please return this form within 7 days of the APCM meeting.**

|  |  |  |
| --- | --- | --- |
| **CHURCH & PARISH NAME:** |  | |
| **DEANERY** |  | **Date of APCM:** |

**We each declare** that we will faithfully and diligently discharge the duties of the office of churchwarden for the above parish and we are not disqualified from holding office as a churchwarden as mentioned below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Name: |  | | | Title: |  |
|  | Address: |  | | | | |
|  | (inc postcode) |  | | | | |
|  |  |  | | | | |
|  | Tel No: |  | Email Address: |  | | |
|  | **Signature:** |  | | | | |
| 2 | Name: |  | | | Title: |  |
|  | Address: |  | | | | |
|  | (inc postcode) |  | | | | |
|  |  |  | | | | |
|  | Tel No: |  | Email Address: |  | | |
|  | **Signature:** |  | | | | |

|  |  |
| --- | --- |
| **Signature:** |  |
| **Name:** |  |
| (Please delete as appropriate) | **Incumbent / Priest in Charge / Area Dean / Chair of APCM** |

Disqualifications

A person shall be disqualified from being a Churchwarden if he or she:

1. is disqualified from being a charity trustee under section 178 of the Charities Act 2011 and the disqualification is not for the time being subject to a waiver by the Charity Commissioners.
2. is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006).
3. has been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (unless the person's disqualification under this sub-section has been waived in writing by the bishop of the diocese).
4. has been disqualified from holding office under section 10(6) of the Incumbents (Vacation of Benefices) Measure 1977. (Please see second page overleaf)

ATTENDANCE AT VISITATION SERVICES

Churchwarden(s) – please each complete a box if more than one.

I will attend the visitation service below:

|  |  |
| --- | --- |
| **Venue**  (It is preferred you attend the one in your own deanery if possible) |  |
| **Visitation Date** |  |
| **Your Full Name** |  |

|  |  |
| --- | --- |
| **Venue**  (It is preferred you attend the one in your own deanery if possible) |  |
| **Visitation Date** |  |
| **Your Full Name** |  |

Clergy member – please complete.

I will attend the visitation service above in support of my warden(s).

|  |  |
| --- | --- |
| **Your Name** | **Please indicate below if attending more than one service.** |

**Contacts**

If you have any queries relating to either the form or the Visitation services, please contact the relevant Archdeacon’s PA:

|  |  |
| --- | --- |
| Derby City and South  Derbyshire | [sue.hidderley-burton@derby.anglican.org](mailto:sue.hidderley-burton@derby.anglican.org)  01332 388682 |
| East Derbyshire | [claire.collishaw@derby.anglican.org](mailto:claire.collishaw@derby.anglican.org)  01332 388656 |
| Derbyshire Peak and Dales | [emily.woodhouse@derby.anglican.org](mailto:emily.redmond@derby.anglican.org)  01332 278177 |
| If one of us is unavailable, please do feel free to contact one of the other PAs. | |

Once the form has been signed by the Churchwardens and the Incumbent, Priest in Charge or Area Dean please send to [Visitations@derby.anglican.org](mailto:Visitations@derby.anglican.org) or post to: Archdeacons’ Office, Derby Church House, Full Street, Derby, DE1 3DR.