**VISITATIONS 2025: NOTES FOR CLERGY / PCC SECRETARIES**

The Archdeacons are looking forward to meeting clergy, wardens and any sides people who also wish to attend 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.
* A Data Form (for completion by **NEW** churchwardens).

**Certificate of Election**

Please print this off and ask your churchwardens to complete this form within 7 days 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: [Visitations@derby.anglican.org](mailto: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**

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.**

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, however, they must let us know on the form. It is always preferred that churchwardens 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 any matters they wish to discuss, the Archdeacons will always be happy to come and see them - appointments can be arranged via their PA’s – please see their contact details at the end of this form.

**VISITATIONS 2025: NOTES FOR CLERGY AND CHURCH WARDENS**

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| **Please note that to be a churchwarden you must be:**  a) baptised.  b) on the electoral roll of the parish.  c) an actual communicant.  d) 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). |

National and Diocesan policy requires all churchwardens to have a valid Disclosure and Barring Service (DBS) certificate 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 needs to be completed before a churchwarden is sworn in. These are completed online at:

<http://safeguardingtraining.cofeportal.org>.  
Please contact the Safeguarding Team on [safeguarding@derby.anglican.org](mailto:safeguarding@derby.anglican.org) for details.

**DBS**

Unless you have a current, clear DBS certificate, you are required to complete a Diocesan Confidential Declaration Form and ID verification form, this is to be processed by the Parish Safeguarding Officer (PSO). If your PSO does not process DBS applications on behalf of your parish, please send your completed forms to [dbs@derby.anglican.org](mailto:dbs@derby.anglican.org). **Please note that a DBS certificate is now only valid for 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**

**All Church Wardens** are required to complete the following safeguarding training:

* You must complete the Basic Awareness and Foundation training. Once you have completed the Basic Awareness, Foundation and Leadership training, you need only renew your Leadership training every three years – there is no requirement to repeat the Basic Awareness and Foundation modules.
* Raising Awareness of Domestic Abuse.
* Leadership.
* **It is also recommended** that you complete Safer Recruitment training if you will be involved in volunteer or staff recruitment in your parish.

**Safeguarding training is now only valid for three years.**

**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](mailto:Visitations@derby.anglican.org)

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

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| Derbyshire City and South Derbyshire | Sue Hidderley-Burton [sue.hidderley-burton@derby.anglican.org](mailto:sue.hidderley-burton@derby.anglican.org)  01332 388682 |
| East Derbyshire | Claire Collishaw [claire.collishaw@derby.anglican.org](mailto:claire.collishaw@derby.anglican.org)  01332 388656 |
| Derbyshire Peak and Dales | Emily Woodhouse [emily.woodhouse@derby.anglican.org](mailto:emily.woodhouse@derby.anglican.org)  01332 278177 |