



St Mary the Virgin, Rickmansworth

The Church of England and the Methodist Church in Partnership

Supporting the whole community

Please find enclosed the following

- **Application for enrolment on to the**

1. *Methodist Membership Roll at St Mary's*
2. *Church of England Electoral Roll*
3. *Joint Methodist/CofE Membership Roll*

- **Ethnicity Monitoring Form**

- **Personal Information Update Sheet and
Communication Preferences information**

Please complete and return to the Church Office



THE CHURCH OF ENGLAND

**DIOCESE OF
ST ALBANS**

The **Methodist** Church 
**West Hertfordshire &
Borders Circuit**

What is the Electoral Roll and who can be on it?

The Electoral Roll is the list of names and addresses of every person who can vote at a Parish's Annual Meeting (and any special or extra Church Meetings). Any lay person (ie, not ordained clergy) who is baptised and over 16 years old, provided they live in the parish or have worshipped at the church regularly for at least six months. It's possible to be on the Roll of more than one church but, in that case, a choice must be made as to which church you wish to vote in.

What is the Methodist Roll and who can be on it?

The Methodist Roll is open to those who have been welcomed into membership of the Methodist Church. If you would like to be welcomed into the Methodist Church, as well as the Church of England, we are happy to do that for you!

Why do I have to say whether I'm Anglican or Methodist?

St Mary's is shared by the Church of England and Methodist Church in Rickmansworth. Each denomination has its own Membership Roll and for various reasons we need to know how many of 'each' we have. You can record yourself as a member of both denominations, or a member of only one. Much of this is to do with money. Please let us know which you are or if you're both. We won't hold it against you!

Talking of money...

It costs quite a lot of money to maintain our church, both the building itself and the activities in which we are engaged, every penny of which comes from the congregation. We have worked out that it costs £450 a day.

We invite everyone to make a financial contribution to St Mary's, small or large, for which we are all extremely grateful together. Regular donations form the backbone of our ***Giving at St Mary's: Time, Talents and Treasure*** - enabling proper planning and budgeting for the work that we do.

Even if you don't come to St Mary's every week, the costs of running the church remain the same and we welcome your support. Please pick up a ***Parish Giving Pack*** to complete so that you can contribute to the financial wellbeing and work of our Church.

Application for enrolment on to the church Electoral Roll and Methodist Membership Roll for the Parish of Rickmansworth and St Mary's Methodist Church, Rickmansworth

See over for notes on completing form

Full name:

Preferred title (if any):

Full address:

.....Postcode:

Please indicate your denominational affiliation

Methodist Member

Joint Church of England / Methodist Member (Please see form below)

Church of England (Please see form below)

Please fill in this section

ONLY if you wish to be on the Church of England Electoral Roll

1: I declare that (please tick only one box from options A or B)

1A	<input type="checkbox"/>	I am baptised, am a lay person, and am aged 16 or over
1B	<input type="checkbox"/>	I am baptised, am a lay person, and become 16* on _____ *Those who become 16 in the next twelve months may complete the form and become eligible to be entered on the roll on their sixteenth birthday.

2: I declare that (please tick only one box from options A, B or C)

2A	<input type="checkbox"/>	I am a member of the Church of England (or of a Church in communion with the Church of England) and am a resident in the parish.
2B	<input type="checkbox"/>	I am a member of the Church of England (or a Church in communion with the Church of England) and, not being resident in the parish, I have habitually attended public worship in the parish during the period of six months prior to enrolment.
2C	<input type="checkbox"/>	I am a member in good standing of a Church (not in communion with the Church of England) which subscribes to the doctrine of the Holy Trinity and also declare myself to be a member of the Church of England and I have habitually attended public worship in the parish during the period of six months prior to enrolment.

I declare that the above answers are true and I apply for inclusion on the church Electoral Roll of the parish and/or Methodist Membership Roll.

All members should sign below, whatever denomination affiliation

Signed: _____ Date: _____

Notes for completing application form

1. The only churches at present in communion with the Church of England are other Anglican Churches and certain foreign Churches.
2. Membership of the Electoral Roll is also open to members in good standing of a Church not in communion with the Church of England which subscribes to the doctrine of the Holy Trinity where those members are also prepared to declare themselves to be members of the Church of England.
3. Every six years a new roll is prepared and those on the previous roll are informed so that they can re-apply. If you are not resident in the parish but were on the roll as an habitual worshipper and have been prevented by sickness or absence or other essential reason from worshipping for the past six months, you may write “would” before “have habitually attended” on the form and add “but was prevented from doing so because” and then state the reason.
4. If you have any problems over this form, please approach the clergy or lay people responsible for the parish, who will be pleased to help you.
5. In this form, “parish” means ecclesiastical parish.
6. You do not have to provide an email address on this Form. If you do provide one, the Parochial Church Council and the electoral roll officer are entitled to use that email address to communicate with you in connection with the maintenance or revision of the Roll or the preparation of a new Roll or with elections to or membership of the Council.
7. The Church Representation Rules impose certain requirements for your name and address to be given to a third party, such as the diocesan electoral registration officer, in connection with elections to or membership of a deanery synod, diocesan synod or the House of Laity of the General Synod. If you provide an email address on this Form, it will be given to the third party along with your postal address.
8. A third party to whom your name and address have been given under the Church Representation Rules is in certain cases required by the Rules to pass them on to another person, such as the presiding officer in a synodical election. If you provide an email address on this Form, that email address will be given to the other person along with your postal address.
9. Any person to whom your email address or other personal data is given under the Church Representation Rules is required by those Rules to hold the data securely. Furthermore, if you do provide an email address on this Form, that does not give anybody the right to use it for any purpose other than those permitted by the Rules; so it cannot, for example, be used for social matters or fund-raising.
10. The roll is published after each annual revision and after the preparation of a new roll. The published roll will include your name (as well as the name of every other person on the roll) but none of your other personal data (as defined by the Data Protection Act 2018) will be made public as a result of your inclusion on the roll.

** Those who become 16 in the next twelve months may complete the form and become eligible to be entered on the roll on their sixteenth birthday.*

Ethnicity Monitoring Form

We are being asked to collect this information on behalf of the Diocese of St Alban's. The information gathered will be collated and passed to the Diocese in anonymised form.

A message from the Bishop of Bedford

As a diocese we are committed to welcoming all within our churches and to celebrating our diversity. The collection of this data, which will only be used in an aggregated and anonymous way, will help us to better understand who we are as God's family and help us in our mission.

What is your ethnic group?

Asian or Asian British

Asian British

Pakistani

Bangladeshi

Indian

Other

Black or African or Caribbean or Black British

African

Caribbean

British Black

Other

Mixed

White/ Black Caribbean

White/Asian

White/Black African

Other

Other group

Chinese

Other

White

British

Irish

Other

Prefer not to say

Personal information Update

We are updating our church database completely and need your help. Please complete the information below in order for us to update our records. We shall be holding all information on the secure, cloud hosted, web-based church management system *ChurchSuite* website for the foreseeable future in order to allow for

- Church Staff to have ready access to the most up-to-date contact information for our congregation at St Mary's
- GDPR compliance relating to holding, storing and making use of contact information you supply to St Mary's
- Communication with you via your chosen method/s
- You to access *ChurchSuite* with your own secure login in order to
 - update your contact details in the future
 - update your communication preferences in the future
 - view contact information for church members (*if they have allowed this*)

We shall be using *ChurchSuite* for the foreseeable future but, if necessary, may move to another host. If this is to happen we shall let you know.

Please return this *Information Update Form* as soon as possible in order for us to move to the new database swiftly and efficiently.

Personal information Update

Please tick as appropriate

I give consent for the information given on this form to be stored via *ChurchSuite* or other cloud-based secure data-management system. I understand that I am able to request to see information held on me at any time, and to ask for my information to be removed.

I give consent for the information given on this form to be held by St Mary's, but not on *ChurchSuite* or other cloud-based secure data-management system.

Signed:

Name:

Please print

Date:

<i>Title:</i>	<i>Date of Birth:</i>
<i>First name:</i>	<i>Preferred name:</i>
<i>Middle name/s:</i>	
<i>Last name:</i>	
<i>Gender:</i>	
<i>Relationship Status:</i>	<i>Spouse/Partner Name:</i>
<i>Wedding/Civil Partnership Anniversary:</i>	

<i>Home telephone:</i>
<i>Mobile:</i>
<i>Email:</i>

<i>Child/ren (aged under 16)</i>	<i>DoB</i>	<i>Child's full name</i>
<i>Child 1</i>		
<i>Child 2</i>		
<i>Child 3</i>		

