**THE ELECTORAL ROLL - ER**

**What is the Electoral Roll?** - the ER is a membership list of those who consider themselves committed members of their respective parish, and as such gives them the opportunity to have their say and also vote at the Annual Parochial Church Meeting, (APCM).

**More formally - the** ER is used to determine eligibility for attendance and participation at the APCM and for election to the parochial church council (PCC). It is also used to determine eligibility for election to the deanery, diocesan and general synods. In addition it is used for the calculation of the number of representatives who may be elected to each of these synods.

**GDPR and ER -** since the Church Representation Rules (CRR), which govern practice in relation to the ER and APCM, are a Church of England Measure, they form part of the law of the land, and so the **principal basis for the data processing is legal obligation** not consent.

The objective of the ER is to elect representatives to the PCC, and to vote at APCMs.

**Publishing the ER –** The CRR require that the PCC must:-

* publish the ER in such form (whether electronic or otherwise) as it decides, and
* make a copy of the ER available for inspection, on a reasonable request being made.
* the period for which the revised ER is published under paragraph (1)(a) must be at least 14 days.
* The ER as published, and the copy made available for inspection, must include every name entered on the ER but no other personal data.
* A name may not be added to or removed from the ER in the 14 days beginning with the day on which the ER is published under paragraph (1)(a), except in so far as is necessary to correct an omission or other error

The forms and full GDPR guidance are published on both the Parish Resources website [www.parishresources.org.uk/pccs/apcms/](http://www.parishresources.org.uk/pccs/apcms/)

and the Portsmouth Diocesan website [www.portsmouth.anglican.org/PCC-secretary/](http://www.portsmouth.anglican.org/PCC-secretary/)

Please note that when the ER is prepared, the addresses and contact details of the members should be included ‘where practicable’, **but the published ER should only include names**.

This guidance is reflected in the official guidance supplied by the Church of England.

**ER REVISION -** The ER is revised annually. A notice, announcing the revision of the ER, (available at [www.portsmouth.anglican.org/PCC-secretary/](http://www.portsmouth.anglican.org/PCC-secretary/) or [www.parishresources.org.uk/pccs/apcms/](http://www.parishresources.org.uk/pccs/apcms/)) should be displayed on or near the church door for at least **2** weeks before the commencement of the revision.

The only people who need to fill in an application form - available from the website above - are those who have recently moved into the parish, joined the church, or reached the age of 16.

**Announcements should be made in church each Sunday during the 14 days the notice is displayed**.

The revision should be completed not less than 15 days or more than 28 days before the Annual Meeting (which must take place before 30 April).

During this period, corrections may be made, but no names may be added or removed between the time that the revised ER is completed and the close of the Annual Meeting.

The ER Certificate - available from the websites above - should be completed and signed immediately after your APCM

No later than **01 July** one copy should be returned to ERO, at the address below or emailed to [jane.dobbs@portsmouth.anglican.org](mailto:jane.dobbs@portsmouth.anglican.org)

The second copy should be put up on or near the principal door of the Parish Church for a period of 14 days.

Copies should also be fixed to the doors of any daughter churches in your parish as the number certified should include any daughter churches.

Each Parish should have only one ER, even if there is more than one place of worship within the Parish.

Ensure that the name of the Parish and Deanery are clearly indicated on the Church ER Form.

The guide timetable below will help the preparation run smoothly.

**Timetable : ER - REVISION**

|  |  |  |
| --- | --- | --- |
| **ACTION / EVENT** | **WHEN IT NEEDS TO HAPPEN** | **DATE IN YOUR PARISH** |
| Put up notice regarding the revision | At least 14 days before the start of the revision |  |
| Complete the revision | A fixed date 15 to 28 days before the APCM |  |
| Display the revised ER with a list of those names removed | At least 14 days before the APCM |  |
| Annual Parochial Church Meeting (APCM) | By 30th April |  |

**NEW ER – PREPARATION -** New ER’s are prepared every 6 years, as from 2025 the following dates will be 2031; 2037; 2043; 2049; 2055; 2061; 2067; 2073; 2079 and so on.

A notice should be displayed on or near the main door of every Church of England church in the parish, (available at: [www.portsmouth.anglican.org/PCC-secretary/](http://www.portsmouth.anglican.org/PCC-secretary/) or [www.parishresources.org.uk/pccs/apcms/](http://www.parishresources.org.uk/pccs/apcms/)). This needs to be done at least **2** months before the APCM and has to stay up for at least **14 days**.

Once the notice is up, the preparation of the new ER begins.

During the 14 days while the notice is up, whoever is conducting services at the church needs to announce to the congregation that the new ER is being prepared.

The PCC needs to ensure that reasonable efforts are made to let everyone on the old ER know that a new one is being prepared. These steps do not have to be taken for anyone who is no longer qualified to be on the ER, i.e. anyone who has become a clerk in Holy Orders or anyone living outside the parish who no longer worships regularly in the parish.

**During the period of preparation of the ER, members on the previous ER need to apply to be included - inclusion is not automatic.**

New people can also apply during this period. A person applies by filling out a Application for Enrolment on the Church ER including Privacy Notice - available from the website above. The preparation of the ER needs to be completed by a **fixed date between 15 and 28 days before the APCM**.

As with the annual revision, once the ER is complete a copy needs to be put up on or near the main door of the parish church, **for at least 14 days before the APCM**.

During this time corrections may be made to the entries on the roll, for example how a name is spelt or amending the details of an address. No names can be added or removed during this period, this can only happen after the APCM.

The Church ER Certificate - available from the website above - should be completed and signed immediately after your APCM.

No later than **01 July** 1 copy should be returned to ERO , at the address below or emailed to [jane.dobbs@portsmouth.anglican.org](mailto:jane.dobbs@portsmouth.anglican.org)

The 2nd copy should be put up on or near the principal door of the Parish Church for a period of 14 days.

Copies should also be fixed to the doors of any daughter churches in your parish as the number certified should include any daughter churches.

Each Parish should have only one ER, even if there is more than one place of worship within the Parish.

Ensure that the name of the Parish and Deanery are clearly indicated on the Church ER Form.

The timetable below will help the preparation run smoothly.

**Timetable : New ER Preparation**

|  |  |  |
| --- | --- | --- |
| **ACTION / EVENT** | **WHEN IT NEEDS TO HAPPEN** | **DATE IN YOUR PARISH** |
| Put up notice | At least 2 months before the APCM |  |
| Announcements during services | The 1st 2 Sundays once the notice is displayed |  |
| PCC informs those on the previous roll | Once the notice has been displayed |  |
| Completion of the ER | A fixed date 15 to 28 days before the APCM |  |
| Display the completed ER | At least 14 days before the APCM |  |
| Annual Parochial Church Meeting (APCM) | By 30th April |  |

All the necessary forms are available to download from:-

[www.parishresources.org.uk/pccs/apcms/](http://www.parishresources.org.uk/pccs/apcms/) and

[www.portsmouth.anglican.org/PCC-secretary/](http://www.portsmouth.anglican.org/PCC-secretary/)

If you require any further assistance please email [jane.dobbs@portsmouth.anglican.org](mailto:jane.dobbs@portsmouth.anglican.org)