

ARCHDEACONRY OF PORTSDOWN

2018 VISITATION OF THE ARCHDEACON OF PORTSDOWN

March 2018

To: Incumbents and Priests-in-Charge (or to churchwardens in a vacancy)

I enclose with this letter a number of documents relating to the forthcoming Visitation.

The **Citation** must be exhibited on the Church door as required on the next Sunday after you receive it. Please find **YOUR** parish in the list of individual citation letters and make sufficient copies: Retain one copy for yourself and hand other copies to each of any other Licensed Parochial Clergy and Licensed Lay Workers in your parish, plus one copy to the Churchwardens.

The **Articles of Enquiry** are addressed to both you and your Churchwardens jointly. They can also be found on the Diocesan website www.portsmouth.anglican.org. **It is most important that you send the completed Articles back to the Venerable Dr. Joanne Grenfell**, either by email to Anne.Stunt@portsmouth.anglican.org or, in hard copy to Diocese of Portsmouth, First Floor, Peninsular House, Wharf Road, Portsmouth, PO2 8HB. This **MUST** be done **30th April 2018** at the latest, as the Archdeacon will need to have sufficient time to consider them.

If the Articles are returned by **email** and with electronic signatures, could clergy and churchwardens please send them with the **PROVISO**: *I confirm that churchwardens and clergy have seen and answered the Articles to the best of their knowledge. The electronic signature of the churchwarden/s is attached on the Articles.*

The 2018/2019 Churchwardens are to attend the Visitations in order to be admitted to office by making and subscribing their declarations and to answer any questions that may be put to them.

The 2017/2018 Churchwardens should be represented by at least one of their number to make any presentments and answer any questions relating to their period of office.

Timetable: Please note there are timed interviews for all Churchwardens. The time for your parish/benefice is shown on the attached timetable.

If Churchwardens are unable to attend at the allocated time, please telephone the Archdeacon's office 023 9289 9672 or email anne.stunt@portsmouth.anglican.org and alternative arrangements will be made. All churchwardens must be legally admitted to office each year.

The Churchwardens are admitted during the **Service**, which will begin at 7 pm.

DEANERY VENUES

PORTSMOUTH:

Monday, 14th May at St Simon's Church, Waverley Road, Portsmouth, PO5 2PW

HAVANT:

Wednesday, 16th May at St John's Church, 120 Redhill Road, Rowlands Castle, PO9 6DF

**H. TYLER
DIOCESAN REGISTRAR**