

February 2017

Dear Churchwarden,

Archdeacons' Visitations 2017

We would like to take this opportunity of thanking you for all that you have done and are doing for the Church in this part of God's Kingdom. Your work in this ministry is very much appreciated and we pray that you and your parish may continue to be blessed.

If you are not standing as churchwarden at the Annual Meeting this year, please complete the Statistics for Mission (online), and Inventory forms (one copy of each per parish), and pass the whole package, including this letter, to your successor as soon as he/she is elected. All papers should be presented at the Visitation you attend unless instructed otherwise. These documents can also be found on the Diocesan website www.salisbury.anglican.org

As you no doubt know, a churchwarden holds this post for one year and will need to stand for re-election at the next APCM if standing for a further year. He/she may only stand for election for six consecutive years and then must stand down for two full years before standing for election again. A churchwarden does not legally hold office in any year until he/she has been admitted to office, at the annual Visitation.

This year we will adopt the usual Archdeaconry Visitation services. The dates and venues of the Archdeaconry services follow, and you may attend any one of the services, not just in the Archdeaconry in which you serve:

Sarum	Thursday	25 th May at 7.30pm	St Mary and St Nicholas Church, Wilton, SP2 0DL
	Tuesday	13 th June at 7.30pm	St Denys Church, Warminster, BA12 8PG
Wilts	Monday	5 th June at 7.30pm	St Mary's Church, Calne, SN11 0AU
	Monday	12 th June at 7.30pm	St Michael and All Angels, Shalbourne, SN8 3QD
Dorset	Thursday	18 th May at 7.30pm	St Peter and St Paul, Blandford, DT11 7AF
	Monday	26 th June at 7.30pm	Lytchett Minster Church, Lytchett Minster, BH16 6JE
Sherborne	Monday	15 th May at 2.00pm	St Mary's of the Annunciation, Beaminster, DT8 3AE
	Thursday	15 th June at 7.30pm	Holy Rood, Shillingstone Okeford, DT11 0SL
	Wednesday	28 th June at 7.30pm	St Paul's, Weymouth, DT4 0BJ

Under the Churchwardens' Measure 2001, anyone not admitted to office by 31st July automatically ceases to be a churchwarden, so the parish will have to hold a new election by calling an extraordinary meeting. Clearly, none of us wishes that to happen!

The Explanation of all documents supplied for this year

Declaration

This needs to be completed for each churchwarden The Sherborne office will be sending you a document completed with the information we have from last year to save you time. We ask that you check the information, sign and date it. Then present it when registering at the Visitation. If you cannot attend a Visitation, please keep hold of this document until you have been given a date to be admitted to office when you will be asked to hand it in. This document is a very important legal document and needs to be completed in full as part of being admitted into post. If you have any questions please feel free to call the Ramsbury Office for advice.

Inventory and Terrier

An important task for churchwardens is to complete the annual check of church property. This must record changes to the inventory and a formal report given to the PCC at your annual meeting. We suggest you use the form we have supplied to create this report. Please note you only need to list articles on the inventory that belong to your church for example: candlesticks, pews, linen etc. There is no need to include changes to the fabric of the building or items covered by a Faculty or List B application under Faculty Jurisdiction Rules. We do not require a copy of your inventory unless there are any changes to the property of your church since the last inventory was taken in 2016. This document needs to be presented when registering at the Visitation.

Articles of Enquiry

This year, the Archdeacons have decided not to require the churchwarden to complete any Articles of Enquiry. Please read the Archdeacons' Visitation News. You will see that due to additional demands with safeguarding, Triennial Visitations, and Faculty Jurisdiction Rules permissions, we all have plenty to think about and to do.

Statistics for Mission and Finance forms

This information is now collected electronically by the Church of England. The website for this is <http://parishreturns.churchofengland.org/> Our Diocese seems to be one of the best in the Church of England for using this new system and nearly all of the parishes in our diocese managed to enter their 2016 parish data online, which is an excellent achievement. We thank you for supporting the Diocese in this effort. If your parish has forgotten the password used last year, or if you would like help to set up your parish account, please contact **Fiona Torrance** at the Diocesan Office, Church House, Salisbury, tel: 01722 411922, or email fiona.torrance@salisbury.anglican.org

The dates to note are:

- **End of January each year** - Statistics for Mission forms to be completed online
- **End of April each year** - Finance forms to be completed online.

Annual Report and Accounts

At present, PCCs with an income under £100,000 are exempt from registration with the Charity Commission, but this exemption is under review. Therefore, it is important that we are able to show that our house is in order. To this end, it is vital that the accounts include a copy of the independent examiner's report as presented to the Annual Meeting. For those PCCs with an income over £100,000, this report will form a part of the submission to the Charity Commission. **Please send two copies** of the accounts and annual report to your **Deanery Treasurer by 30th April 2017. It is not necessary to send a copy to either Church House or your area office as we receive a copy from the Deanery Treasurer.** For guidance on the preparation of annual accounts, please see: <http://www.parishresources.org.uk/resources-for-treasurers/accounting-and-reporting/>
If you are unsure who your Deanery Treasurer is, please feel free to ask.

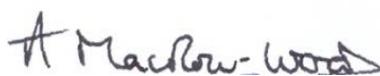
In your pack this year, you will find a leaflet from St. Luke's Healthcare for the Clergy. Please read it carefully and bring it to the attention of your PCC. As you will see, St. Luke's does important work supporting the physical and mental health of Anglican clergy and their families. Alongside surgical and medical services, St Luke's has recently developed new services that take a preventative approach to mental health and wellbeing. St. Luke's is a charity and relies on the voluntary help of a large number of consultants covering every major field of medicine. We would ask you to consider St. Luke's as one of the charities that your PCC might support as part of your charitable giving.

We very much look forward to meeting you all.

With our prayers and best wishes,



The Ven Paul Taylor **and**
Archdeacon of Sherborne **and**



The Ven Antony MacRow-Wood
Archdeacon of Dorset