



# All Saints, Ealing

An Anglican Church in the  
London Borough of Ealing  
Reg. Charity: 1154054.

## Electoral Roll Officer Volunteer Role Description

In all Church of England parishes a roll is kept of those who have indicated their commitment to the Parish church.

Each person wanting to be on the roll and therefore have a part to play in shaping the vision of the Parish is to conform to certain prerequisites:

If baptised, of sixteen years or upwards and has signed an application form for enrolment

On that form s/he will have declared themselves to be either -  
(a) to be a member of the Church of England or of a Church in communion therewith resident in the parish; or  
(b) to be such a member and, not being resident in the parish, to have habitually attended public worship in the parish during a period of six months prior to enrolment; or  
(c) to be a member in good standing of a Church which subscribes to the doctrine of the Holy Trinity (not being a Church in communion with the Church of England) and also prepared to declare himself to be a member of the Church of England having habitually attended public worship in the parish during a period of six months prior to enrolment.

Where a person resides in an extra-parochial place he shall be deemed for the purposes of these rules to reside in the parish which it abuts, and if there is any doubt in the matter a determination shall be made by the bishop's council and standing committee.

A person whose name is entered on the roll of each of two or more parishes must choose one of those parishes for the purpose of election to a deanery synod, a diocesan synod or the General Synod or for membership of a parochial church council.

The roll shall, until a parochial church council has been constituted in a parish, be formed and revised by the minister and churchwardens. The parochial church council shall appoint a church electoral roll officer to act under its direction for the purpose of carrying out its functions with regard to the electoral roll.

It shall be the duty of the electoral roll officer to keep the roll constantly up to date by the addition and removal of names as from time to time required by these rules and to report such additions and removals at the next meeting of the parochial church council which the person can do by way of a note to be read out at the meeting.

Subject to the provisions of this rule, a person's name shall, as the occasion arises, be removed from the roll, if he -

- (a) has died;
- (b) becomes a clerk in Holy Orders;
- (c) signifies in writing his desire that his name should be removed; or
- (d) ceases to reside in the parish, unless after so ceasing he continues, in any period of six months, habitually to attend public worship in the parish, unless prevented from doing so by illness or other sufficient cause;
- (e) is not resident in the parish and has not habitually attended public worship in the parish during the preceding six months, not having been prevented from doing so by illness or other sufficient cause;

## **Revision of Roll**

The revision shall be completed not less than fifteen days or more than twenty-eight days before the annual parochial church meeting. After the completion of the revision, a copy of the roll as revised shall, together with a list of the names removed from the roll since the last revision (or since the formation of the roll, if there has been no previous revision), be published by being exhibited continuously for not less than fourteen days before the annual parochial church meeting on or near the principal door of the parish church in such manner as the council shall appoint. During the period while the copy is so exhibited any errors and omissions in the roll may be corrected but subject thereto and to the provisions of rule 1(2), no names shall be added to or removed from the roll during the period in any year between the completion of the revision and the close of the annual parochial church meeting.

In 1919 a completely new roll shall be prepared. The parochial church council shall take reasonable steps to inform every person whose name is entered on the previous roll that a new roll is being prepared and that if he wishes to have his name entered on the new roll he must apply for enrolment.

No such steps need be taken with respect to any person whose name could be removed from the previous roll under rule 1(9) (See CRR). A fresh application shall be required from persons whose names were entered on the previous roll.

Not later than the 1st June the chairman, vice-chairman, secretary or church electoral roll officer of the parochial church council shall notify in writing the secretary of the diocesan synod of the number of names on the roll of each parish as at the date of the annual meeting.

**Outline person specification:**

- able to maintain a data-protected database
- a good head for data
- well organised
- able to keep records in an accurate and timely manner
- sensitive to people's details
- able to work closely with the wardens and incumbent.

**Desirable additional requirements:**

- probably computer literate, especially basic spreadsheets

**Support available:**

Church Representation Rules 2011 (CRR) available online