**Purpose of role:**

To act as a clerk to the Parochial Church Council (PCC) in regard to the maintenance of the Ecclesiastical Roll of Electors for the parish (the Electoral Roll), as defined by Part 1 of the Church Representation Rules. To report to the PCC, on a regular basis, all additions and removals from the Electoral Roll. To provide the Annual Meeting with the total number of people listed on the Electoral Roll at the time of its meeting.

**Priority of Purpose:**

Precise and efficient running of the parish Electoral Roll.

**Responsibilities:**

**General**

* Take your own journey with God seriously.
* Be responsible for your own health and safety.
* Comply with Diocesan safeguarding policy.
* Comply with General Data Protection Regulations.
* Undertake any training as required.

**Specific**

As directed by the Church Representation Rules (CRR).

* Regularly add new names to the parish Electoral Roll, when a valid application is received.
* Regularly remove the names of the deceased and those who are no longer eligible from the parish Electoral Roll.
* In every sixth year, as defined by the CRR, delete all names from the Electoral Roll (next due 2025).
* Work closely with the (Vicar/Local Missional Leader) to ensure everyone knows about applying for the Electoral Roll and receives forms.
* Access notices and forms on the Diocese website page <https://liverpool.anglican.org/making-it-easier-parishes/governance-matters/pcc/annual-parish-meeting/>.
	+ Electoral Roll Application.
	+ Notice of Electoral Roll Revision.
	+ Notice of New Electoral Roll Preparation.
	+ Electoral Roll Certificate (ER Certificate).
	+ APCM Date calculator.
* In order to comply with GDPR, Electoral Roll data will be stored securely either online or in a locked area that may only be accessed by named individuals with specific user access. ER officers, where possible, will have access to the data vault.

**Procedures:**

* In early November confirm the date of the next Annual Meeting (APCM) and plan the dates that the relevant notices must be displayed and application cut-off date. See Annual Meeting Date Calculator on Diocesan link above.
* On the pre-defined dates, ensure that the correct notices are displayed and readily visible to all congregation members.
* During the week before the formal revision period begins arrange for this information to be put in the Church notices, as well as referenced on your church website and social media.
* A copy of the existing Electoral Roll may be made available to enable people to check if their name is listed.
* At all services on the first Sunday of the revision period and the following Sunday, the person leading that service must announce that a revision of the Electoral Roll is taking place.
* After the final day of the revision period the NEW Electoral Roll must be displayed in locations that are readily visible to all congregation members for a minimum of 14 days.
* The published (publicly available) Electoral Roll shall only contain the names of those on the Roll and no other information.
* At the APCM an update of the number of people on the new Roll must be given.
* After the APCM and before 1st July written notification of the Electoral Roll total must be sent to the Diocesan Office, either by email or by post.

**Commitment required:**

Ideally, the postholder should be in post for 2 years at a time and then be recommissioned. However, the post holder should always feel free to talk to the Chair at any point to discuss adjusting or continuing in this role.