



## Application for Enrolment on the Church Electoral Roll of St. Stephen with St John, Westminster

Full Name.....

Preferred title (if any) .....

Postal Address .....

Postcode .....

Email address (optional) .....

**I declare that**

- 1 I am baptised, am a lay person and am aged 16 or over (or become 16\* on .....)
  
- 2A I am a member of the Church of England or of a Church in communion with the Church of England and am resident in the parish.
  
- OR I am a member of the Church of England or of a Church in communion with the Church of England, am not resident in the parish, [but have habitually attended public worship in the parish during the preceding six months] [and would have habitually attended public worship in the parish during the preceding six months but was prevented from doing so because .....]
  
- 2B
  
- OR I am a member in good standing of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity, am
  
- 2C also a member of the Church of England [and have habitually attended public worship in the parish during the preceding six months] [and would have habitually attended public worship in the parish during the preceding six months but was prevented from doing so because .....]

**I declare that the above answers are true and I apply for inclusion on the Church Electoral Roll of the parish.**

Signed: ..... Date: .....

\* A person who is going to become 16 during the next 12 months may complete this Form, and will then be eligible to have his or her name entered on the Roll on his or her 16th birthday.

Please mail/email **signed** form back to:

**The Parish Office, St Stephen's House, Hide Place, London SW1P 4NJ**  
[parishoffice@sswsj.org](mailto:parishoffice@sswsj.org)

### Notes

**General matters**

1. The only Churches at present in communion with the Church of England are other Anglican Churches and certain foreign Churches, as listed in the Supplementary Material to the Canons.
2. Membership of the electoral roll is also open to members in good standing of a Church not in communion with the Church of England which subscribes to the doctrine of the Holy Trinity where those members are also prepared to declare themselves to be members of the Church of England.

3. Every six years a new roll is prepared and those on the previous roll are informed so that they can reapply.  
Tick only one of 2A, 2B and 2C. If ticking 2B or 2C, delete either the first set of words in square brackets or the second set as applicable. If you are not resident in the parish but were on the roll as a habitual worshipper and have been prevented by illness or other sufficient cause from worshipping for the past six months, at the end of the second set of words in square brackets, briefly state the reason for not having worshipped as mentioned.
4. If you have any problems with this Form, please approach the clergy or lay people responsible for the parish, who will be pleased to help you.
5. In this Form 'parish' means ecclesiastical parish.

#### **Use of email addresses and other personal data**

6. You do not have to provide an email address on this Form. If you do provide one, the Parochial Church Council and the electoral roll officer are entitled to use that email address to communicate with you in connection with the maintenance or revision of the Roll or the preparation of a new Roll or with elections to or membership of the Council.
7. The Church Representation Rules impose certain requirements for your name and address to be given to a third party, such as the diocesan electoral registration officer, in connection with elections to or membership of a deanery synod, diocesan synod or the House of Laity of the General Synod. If you provide an email address on this Form, it will be given to the third party along with your postal address.
8. A third party to whom your name and address have been given under the Church Representation Rules is in certain cases required by the Rules to pass them on to another person, such as the presiding officer in a synodical election. If you provide an email address on this Form, that email address will be given to the other person along with your postal address.
9. Any person to whom your email address or other personal data is given under the Church Representation Rules is required by those Rules to hold the data securely. Furthermore, if you do provide an email address on this Form, that does not give anybody the right to use it for any purpose other than those permitted by the Rules. Therefore, it cannot, for example, be used for social matters or fundraising **unless explicit permission is granted, as indicated by the relevant box on this Form, in which case it may be used for social matters and communications from St Stephen's.**
10. The roll is published after each annual revision and after the preparation of a new roll. The published roll will include your name (as well as the name of every other person on the roll) but none of your other personal data (as defined by the Data Protection Act 2018) will be made public as a result of your inclusion on the roll.

#### **Additional Information (This does not form part of the statutory application form)**

Your privacy is important to us and from time to time, it would be helpful for pastoral and communication purposes to contact you. Your information will only be used to facilitate communication with you within the church in line with our Privacy Policy. You can find out more about how we use your personal data by reading our privacy notice which you can find here: <http://www.sswsj.org/gdpr.html>

Kindly tick the box if you agree to be contacted.

I agree to be contacted regarding relevant information

*Please mail/email **signed** form back to:*

**Parish Administrator**  
St Stephen with St John, Westminster  
The Parish Office, St Stephen's House,  
Hide Place, London SW1P 4NJ  
[parishoffice@sswsj.org](mailto:parishoffice@sswsj.org)