

# DIOCESE IN EUROPE

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THE CHURCH  
OF ENGLAND



Interim Diocesan Secretary  
Mr. Michael Fegan

## ANNUAL RETURNS

**19 December 2018**

**To:** Licensed Clergy; Churchwardens, and Chaplaincy Council Secretaries

### Electoral Roll Revision 2019

**Every Chaplaincy must prepare a new Electoral Roll at the start of 2019.** This must be done every 6 years. The Electoral Roll is the foundation of the whole structure of synodical government in the church. It contains the names and addresses of everyone who can vote at the Annual Church Meeting.

**The Church Representation Rules (CRR)** represents an important resource for questions on the Revision of Electoral Rolls; plus, questions on elections, the conduct of Annual Meetings; Church Councils; and many other matters. You should ensure that you have a copy available in the Chaplaincy and that the correct procedures are being followed. You can access the CRR on line: <https://churchofengland.org>  
In the Search bar type in: Church Representation Rules 2017. You can also access the CRR from our own Diocesan Website: [www.europe.anglican.org](http://www.europe.anglican.org) click on Resources and then click on downloadable forms, where you will see the link for the CRR.

I have also attached to this email Electoral Roll information taken from the 2017 CRR. The 2017 edition is the edition to use.

***Please make sure that you have your new Electoral Roll ready for your Annual Meeting.***

### Statistics for Mission – year ending 2018

**Every Chaplaincy must complete the on-line Statistics for Mission.** This must be done by 31 December 2018. No Chaplaincy is exempt. You all are familiar with the process, and you should have received an email at the start of October from Bron, with instructions for inputting this data. The link is:

<https://parishreturns.churchofengland.org/> If you have any difficulty you must contact Bron.

E: [bron.panter@churchofengland.org](mailto:bron.panter@churchofengland.org)

### Standard Accounts 2017

Every Chaplaincy must complete their Standard Accounts. Standard Accounts must be received at the Diocesan Office at the latest by September. Please make sure that you have returned your Standard Accounts for 2017.

### UK Clergy Stipend recommendations from 1 April 2019

Diocesan Secretaries have received a letter from Kevin Norris, Church of England Human Resources, informing them that the National Stipend Benchmark has been increased by 2% to £26,470.00.

### Chaplaincy Council Annual Returns 2019

You will find as email attachments the Chaplaincy Council Officers form; Churchwardens Admission form; and the Churchwardens Declaration form. This year you will see included GDPR information. All forms must be completed and returned to the Diocesan Office c/o Bron Panter, by 31 May 2019.

I also attach the Annual Review of Stipend form. Please make sure that this is completed, signed by your Churchwardens, and your Archdeacon, before sending back to the Diocesan Office, c/o Bron Panter. Obviously, this does not apply to you if your Chaplaincy is in an interregnum.

### New ways of updating Chaplaincy Council Information 2019

Many will remember a few years ago the Church of England introduced the Stats for Mission dashboard that enabled Chaplaincies to directly upload their numbers for Stats for Mission. From the feedback we have received this has proved a much better way for chaplaincies to provide data. In the first year we ran both a paper version and an electronic version of Stats for Mission and this seemed to help make it a successful transition to the new electronic way to provide updated information in all future years

This year we are introducing a new way to update the Diocese about the membership of the Chaplaincy Council. Using the Diocese's new database, the Secretary of each Council will be sent an email with a link in the new year along with an easy Step-by-Step guide (picture-based guide) to let us know who has:

- left your Chaplaincy Council
- joined your Chaplaincy Council
- remained on the Chaplaincy Council and
- remained on the Chaplaincy Council, *but* changed roles

**How it will work.** The Council secretary will receive an email from Bron, in early January 2019, with a link. They simply need to click on the link to see the name of each person the Diocese currently has recorded as being a member of your Council. It is then a case of clicking through to indicate who has left, remained or joined the Council. The dashboard itself is very intuitive, but we hope the Step-by-Step guide will also be of help.

For each new Council member, the Secretary will only be asked to supply their name and email address. We will then contact them asking them to confirm their contact details. We hope this will make it easier to input information in the future. This approach will also help to ensure that the Diocese complies with the new Data Protection regulations (GDPR)

We will take the same approach as we did when the Stats for Mission portal was introduced a few years ago and run a parallel process this year with both a paper and electronic process. Next year we will run just the electronic dashboard.

#### **New members of staff**

I am pleased to inform you that the Diocese has now recruited two new senior members of staff. Andrew Caspari joins as Chief Operating Officer / Diocesan Secretary on 7<sup>th</sup> January, and Susan Stelfox joins as Head of Finance on 8<sup>th</sup> January. Both are full-time permanent appointments.

I am currently handing over my responsibilities to Andrew and Susan and my assignment as Interim Diocesan Secretary will end on 21<sup>st</sup> December 2018.

I will however be continuing my association with the Diocese in Europe as I will become a Director of the Diocese in Europe Board of Finance from 1<sup>st</sup> January 2019.

Contact details for Andrew, Susan and myself can be obtained in the New Year from Bron.

Wishing you a Merry Christmas and a happy New Year.



Mike Fegan.

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