

ANNUAL DIOCESAN MAILINGS WHICH REQUIRE ACTION

NAME OF MAILING	DISPATCH METHOD	ON WEBSITE	WHO IT IS SENT TO	MONTH SENT	WHO SENDS IT	ACTION NEEDED
Annual Parochial Church Meeting <i>(Full information pack of what you need to do to conduct your Annual meeting)</i>	Email or posted if no email	Yes	PCC Secretaries (copy emailed to Incumbents and Churchwardens)	January	Diocesan Electoral Registration Officer Tel: 01865 208297 Contact: Caroline Todd	Electoral Roll form to be returned to Electoral Registration Officer by 1st July Ideally this should be done online at: http://parishreturns.churchofengland.org If this is not possible it should be scanned or posted to The Electoral Registration Officer at Church House Oxford send to dero@oxford.anglican.org Important Note: The parish returns system opens up for the CURRENT YEAR electoral roll figures once the previous year has closed. This means you can enter your most recent ER figures <i>(as presented to your PCC following display in the church at least 14 days prior to the APCM)</i> . <i>You can also enter your CURRENT YEAR Easter Attendance figures. This means that the information can be collected throughout the year.</i> You will note under the current year there is a link made available to do this.
Meeting to elect Churchwardens Information <i>(Usually takes place on the same day as the APCM but not always)</i>	Part of the APCM notification mailing		PCC Secretaries (copy emailed to Incumbents and Churchwardens)	January	Diocesan Electoral Registration Officer Tel: 01865 208297	Churchwardens to be elected by 31st May (per 2020 CRR revision) . Information to be sent to Relevant Archdeacon .
Deanery Synods	Part of the APCM notification mailing. Members Elected every 3 years at APCM			Jan 2020	Diocesan Electoral Registration Officer Tel: 01865 208297	(Current triennium 2020-2023) <i>Note: this has been extended in 2020 due to Covid-19 and following the elections at APCMs, the new triennium will not take effect until 1st January 2021 ending on 31st May 2023</i> Email: dero@oxford.anglican.org
Diocesan Synods	Elected every 3 years at APCM Notified to Deaneries	Yes	Deanery Synod Area Deans and Lay Chairs	March 2021	Diocesan Electoral Registration Officer Tel: 01865 208297 Contact: Caroline Todd	(Current triennium 2018-2021) <i>New triennium 2021-2024</i> Email: dero@oxford.anglican.org

<i>PCC Annual Report and Accounts</i>	n/a	n/a	Reminder will be sent to Treasurers		Director of Finance Contact: Tel: 01865 208206	Present annual report and accounts to APCM by 31 st May Send approved accounts to ODBF Finance team 28 days after APCM Please remember to include both parts. Email: finance@oxford.anglican.org
Return of Parish Finance	Email or posted if no email. <i>(reminder to be sent by email)</i>	Online at: http://parishreturns.churchofengland.org	Reminder will be sent to Treasurers	January	Director of Mission	Any queries should be sent to Email: finance@oxford.anglican.org Complete Parish Finance Return online
<i>Statistics for Mission: Membership (including October attendance figures)</i>	Email or posted if no email. <i>(reminder to be sent by email)</i>	Online at: http://parishreturns.churchofengland.org	Reminder will be sent to PCC Secretaries and administrators, copied to First Churchwardens	December	Diocesan Secretary Contact: Department of Mission (via Reception who hold a list of contacts) Tel: 01865 208200	To be completed on line throughout the year by the nominated person. To complete online by 31st May . Any queries should be sent to: parishreturns@oxford.anglican.org Login information can also be obtained from the Department of Mission at the above email address.
Visitation Papers: (1) Articles of Enquiry	Emailed	Online at: http://parishreturns.churchofengland.org	Churchwardens (copy emailed to Incumbents)	Early January	Archdeacons' PAs Contact Area Archdeacons Office: Dorchester Berkshire Oxford Buckingham	Churchwardens gather data for their parish and submit online.
Visitation Papers: (2) Attendance Sheets and Churchwarden Declaration Forms	Emailed or Posted only if no email address available	Yes	Churchwardens (copy emailed to Incumbents)	Early February	Archdeacons' PAs Contact Area Archdeacons Office: Dorchester Berkshire Oxford Buckingham	Attendance Sheets and Churchwarden declaration forms to be completed and signed by each Churchwarden annually by date specified on forms and returned to sender as directed. Note: Declarations should be received by the Archdeacons office no later than ONE week prior to <i>attending a visitation</i> .

NOTE:

- a) In some cases there is an agreement at Deanery level that forms are distributed and collected locally. Please check with Area Dean or Lay Chair.
- b) Churchwardens must arrange for a copy of their Quinquennial Inspection report to be sent to the DAC Secretary and the Archdeacon as soon as possible after the Inspection has taken place.

MAILINGS FROM DIOCESAN CHURCH HOUSE TO VARIOUS PARISH OFFICERS FOR INFORMATION PURPOSES OR TO PUBLICISE

NAME OF MAILING	DISPATCH METHOD	ON WEBSITE	WHO IT IS SENT TO	MONTH SENT	WHO SENDS IT	ACTION NEEDED
Ad Clerum	Email or posted if no email	No	Area Deans, Incumbents, Chaplains, Associate Ministers, Curates, Lay Workers, Lay Chairs, Youth Ministers, Youth Workers	Not specific	Bishop of Oxford Tel: 01865 208222	Depends on content
Annual Financial Consultation Invitation	Email or posted if no email	Yes	Treasurers, Churchwardens, Clergy, Area Deans, Deanery Lay Chairs	July	Diocesan Secretary (via Finance Department) Tel: 01865 208206	Identify people to attend
Department of Mission Courses and events	Occasionally posted. Weekly E-News updates for all events and news.	Yes	Parochial clergy, LLMs and Chaplains	Ongoing	Director of Mission Contact: Liz Wood Tel: 01865 208277	Publicise to relevant people
Mission in the World Group of Mission Dept mailings	Email	Yes	Clergy and LLMs and known interest groups	Various	Mission Department Tel: 01865 208213	Depends on content
PCC Secretaries mailings	Email or posted if no email	Yes	PCC Secretaries DCC Secretaries Areas Deans, Lay Chairs	Not specified	Diocesan Secretary Tel: 01865 208297	Depends on content <i>(unless specific most information will be publicised in the Church House Quarterly)</i>
Church House Quarterly	Email	Yes	PCC Secretaries, Churchwardens, PCC Treasurers	March, June, Sept and Dec	Diocesan Secretary Tel: 01865 208753	Depends on content
Porch Cards	Posted	No	Treasurers	March	Diocesan Secretary Tel: 01865 208297	Treasurer to publicise in parish
Weekly e-news <i>(Must sign up)</i>	Email	Yes	Suitable for All Parochial clergy, Chaplains, Curates, LLMs, Deanery Lay Chairs plus other subscribers	Emailed Every Wednesday (except August)	Communications Dept Tel: 01865 208225	For information – to be forwarded to other people interested in an event/course