

## NOTICE OF PREPARATION OF NEW ROLL

CHAPLAINCY OF

Costa Brava Chaplaincy

**Notice is given** that under the Church Representation Rules a new Chaplaincy Electoral Roll\* is being prepared. Every person who wishes to have his or her name entered on the new Roll, whether it is entered on the present Roll or not, is requested to apply for enrolment not later than:

1 April 2025

The new Roll will take effect on 5 April 2025

The new Roll will be published by the Chaplaincy Council on the Costa Brava Chaplaincy Website for at least 14 days and a copy of the Roll will be available for inspection on a reasonable request being made to the Council. Applications to be on the new roll are made on the form available from Ann Linnell and Melissa Levey. The form can also be found on the diocesan website [here](#) or search the site for 'Forms'.

Under the Church Representation Rules, a lay person is entitled to have his or her name entered on the roll, if the person –

- (a) is baptised,
- (b) is aged 16 or over, and
- (c) has made one of the following three declarations and duly applied for enrolment.

Applicants are required to **declare that** one of the statements A or B below applies

A I am baptised, am a lay person and am aged 16 or over.

B I am a lay person, and become 16\* on

\*Those who become 16 in the next twelve months may complete the form and become eligible to be entered on the roll on their sixteenth birthday.

*Where local laws stipulate a higher age requirement for membership of a religious organisation, that higher age shall apply.*

2: Applicants are required to declare that one of the options 2A, 2B and 2C applies to them:

2A I am a member of the Church of England (or of a Church in communion with the Church of England) and have my name entered on the electoral roll of a parish or chaplaincy in the Provinces of Canterbury or York.

2B I am a member of the Church of England or of a Church in communion with the Church of England, [but have habitually attended public worship in the chaplaincy during the preceding six months] [and would have habitually attended public worship in the chaplaincy during the preceding six months but was prevented from doing so because \_\_\_\_\_]

2C 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 also a member of the Church of England [and have habitually attended public worship in the chaplaincy during the preceding six months] [and would have habitually attended public worship in the chaplaincy during the preceding six months but was prevented from doing so because \_\_\_\_\_].

\*If you tick 2B or 2C in circumstances where a new Roll is being prepared (as it is in 2025), you must delete either the first set of words in square brackets or the second set. If you delete the first set, you must complete the second set by filling in the space at the end. see Note 3 for further information

Any error discovered in the roll should at once be reported to the Church Electoral Roll Officer(s).

Dated this 26 day of January 2025.

Signed: Ann Linnell and Melissa Levey Joint Chaplaincy Electoral Roll Officers

PTO

Address: \_\_\_\_\_

Email addresses: [ealinnell@gmail.com](mailto:ealinnell@gmail.com) and [melissalevey1@gmail.com](mailto:melissalevey1@gmail.com)

\* The new roll must be completed at least 15 days, but no more than 28 days, before the Annual Chaplaincy Council Meeting.

In this Notice, Chaplaincy is the equivalent to an ecclesiastical parish in England.

**Form 3 Updated January 2025**