



THE CHURCH  
OF ENGLAND  
DIOCESE OF  
WORCESTER



To: Churchwardens in the Archdeacons of Worcester and Dudley

## Visitations and Admission Service 2024

Firstly, a huge thank you for all that you do. We are very grateful for the commitment, dedication and service that we see among people in parishes the length and breadth of the diocese, and look forward to meeting with you as part of this process to thank you in person, and to hear how things are going in your parishes. We are sending this letter by email to all Churchwardens, to ensure everyone is in the loop, but ask that you co-ordinate your responses so we receive just one set of completed paperwork.

### The Visitation

Your Deanery Leadership Team will be in touch with you about the location of your visitation and booking slots. Dates are set out on the reverse of this letter. If you are unable to attend on this date your leadership team may be able to arrange for you to attend another visitation in your archdeaconry, or to meet with the archdeacon separately.

All the forms you need for the visitations can be downloaded from [Diocese of Worcester | Archdeacons' Visitations and Articles of Enquiry \(cofe-worcester.org.uk\)](https://www.cofe-worcester.org.uk). Hopefully someone in your parish will be able to help with this if you don't have access, but if you have problems, please contact Liz McKinnon the Archdeacons' PA who can arrange for hard copies to be sent out to you. Additional safeguarding information and forms can be found on <https://www.cofe-worcester.org.uk/safeguarding-resources>. The safeguarding toolkit is no longer required as all information is now held within the Safeguarding dashboard. **We would ask that you ensure that your parish safeguarding dashboard is as up to date as possible before your visitation date.**

- Articles of Enquiry

On the link above there is a simple form to complete online with some questions about children and young people, and new worshipping communities. These do not fit easily in standard parish returns as they often happen at different times of the week and sometimes in different places, so we want to start recording them separately. There are also some questions about training and equipping you for mission, and about our aim to reach zero net carbon emissions.

If you are able to print off the form and bring it with you to remind you what you said, that will be helpful, as we will ask you about them as part of our conversation with you. The time together will also cover how you are working towards having more healthy and sustainable churches, how the past year has been for you overall, and any issues or concerns you wish to raise.

- Church Office Holders' Form

PCC Secretaries will have received an email sent from the Diocesan database, asking them to update the information about parish officers – Churchwardens, PCC Secretaries, Treasurers and Deanery Synod Reps – electronically as soon as possible after the APCM and by 1 June 2024 at the latest. This is to negate the need to submit a separate Church Office Holder form unless you are specifically requested to do so by either Judith Nex, Fleur Fisher or Emma Woollaston from the Diocesan Office in Lowesmoor. Anyone needing help with this should email [apcmaudit@cofe-worcester.org.uk](mailto:apcmaudit@cofe-worcester.org.uk) or phone 01905 732802, 01905 731599 or 01905 732801.

- Accounts

We need one copy of the PCC accounts, independently examined or if necessary audited, for diocesan records. It would be preferable for this document to be sent electronically, so that it can be forwarded to the diocesan finance team and to the deanery treasurers from our office. Please email to the archdeacons' offices at [lmckinnon@cofe-worcester.org.uk](mailto:lmckinnon@cofe-worcester.org.uk)

- PCC's Annual Report

We need one copy of the PCC's Annual Report to include a Statement on Safeguarding. A guidance sheet from the Safeguarding team is attached for your information.

### The Admission Service and Archdeacon's Charge

This year we are once again holding two separate Admissions Services, one in each Archdeaconry.

The service for the Dudley Archdeaconry will be held at Holy Trinity Church, High Street, Wordsley, Stourbridge DY8 5RU on Wednesday 3<sup>rd</sup> July at 7pm and the service for the Worcester Archdeaconry will be held at Great Malvern Priory, Church St, Malvern WR14 2AY on Thursday 11<sup>th</sup> July at 7.30pm. We look forward to seeing you at one of these services. **Please note that re-elected churchwardens also need to be re-admitted each year.**

With much appreciation and gratitude for all that you undertake as churchwardens, and our good wishes,



Nikki Groarke  
Archdeacon of Dudley



Mark Badger  
Archdeacon of Worcester

### **Visitation and Admission Service Dates 2024**

#### Worcester Archdeaconry:

Pershore & Evesham Deanery – Area Dean: The Rev'd Canon Sarah Dangerfield  
Wednesday 26<sup>th</sup> and Thursday 27<sup>th</sup> June at Crophorne and Charlton Village Hall, Main Street, Crophorne, Pershore WR10 3NH

Worcester Deanery – Area Dean: The Rev'd Canon Diane Cooksey  
Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> July at St Philip & St James Church, Main Road, Hallow WR2 6PE

Kidderminster & Stourport Deanery – Area Dean: The Rev'd Canon Tim Williams  
Tuesday 18<sup>th</sup> and Wednesday 19<sup>th</sup> June – St George's, Radford Avenue, Kidderminster DY10 2ES

Malvern & Upton Deanery – Area Dean: The Rev'd Gary Crellin  
Wednesday 12<sup>th</sup> and Thursday 13<sup>th</sup> June at St Andrew's, Churchdown Road, Malvern WR14 3JX

#### Dudley Archdeaconry:

Redditch & Bromsgrove Deanery – Area Dean: The Rev'd Canon Paul Lawlor  
Tuesday 11<sup>th</sup> June at the Parish Office, St Peter's, Ipsley Church Lane, Redditch B98 0AJ

Greater Dudley Deanery – Area Dean: The Rev'd Andrew Sillis  
Monday 17<sup>th</sup>, Tuesday 18<sup>th</sup> and Wednesday 19<sup>th</sup> June at Holy Trinity Church, High Street, Wordsley, Stourbridge DY8 5RU

## **Admission Services**

Dudley Archdeaconry – Wednesday 3<sup>rd</sup> July, 7pm at Holy Trinity Church, High Street, Wordsley, Stourbridge DY8 5RU.

Worcester Archdeaconry – Thursday 11<sup>th</sup> July, 7.30pm at Great Malvern Priory, Church St, Malvern WR14 2AY.