

**Ashley Ellis**  
**Joint Diocesan Secretary**

Church House  
17-19 York Place  
Leeds  
LS1 2EX

0113 353 0229  
ashley.ellis@leeds.anglican.org  
www.leeds.anglican.org

11 December 2017

**To: Electoral Roll Officers**

**Electoral Roll Revision 2018**

Not later than 1<sup>st</sup> June in each year, parishes are required to inform the Secretary to the Diocesan Synod of the number of names on the roll of the parish as at the date of the Annual Parochial Church meeting. A copy of the certificate to use for this return is enclosed for your use. The certificate should be returned to: The Secretary to the Diocesan Synod, Church House, 17/19 York Place, Leeds LS1 2EX or email a scanned copy of the signed form to: elections@leeds.anglican.org

At the time of sending the copy to the Secretary of the Diocesan Synod, a further copy of the certificate must be affixed to or near the principal door of each church and each building licensed for public worship in the parish, and must remain there for at least 14 days. The details of the procedures and timescales for this revision are outlined in Part 1 of the Church Representation Rules 2017. You can view a copy of the CRR 2017 online - please follow this link:

<https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/church-representation-rules-online>

Just to confirm, 2018 is a year for revision of the roll, not the preparation of a new roll. If you have any queries, please contact me or my PA, Heather Burge (0113 353 0228/ heather.burge@leeds.anglican.org)

Yours sincerely,



**Ashley Ellis,**  
**Joint Diocesan Secretary and Secretary to the Diocesan Synod**

Cc Incumbents, Priests in Charge, Team Rectors, Team Vicars and PCC Secretaries