

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

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**To: Electoral Roll Officers**

**Electoral Roll Revision 2017**

Every year, parishes are required to inform the Diocese, and secretaries of the Deanery Synods, of the number on the parish Electoral Roll, following the annual revision of the Roll. (The details of the procedures and timescales for this revision are outlined in Part 1 of the Church Representation Rules 2017). (Just to confirm, 2017 is a year for revision of the roll, not the preparation of a new roll).

A copy of a certificate for this purpose is enclosed for you to copy and use. One copy of the certificate should be returned to:

- i) The Secretary to the Diocesan Synod, Ashley Ellis, Church House, 17/19 York Place, Leeds LS1 2EX or email a scanned copy of the signed form to: [elections@leeds.anglican.org](mailto:elections@leeds.anglican.org); and
- ii) one to your Deanery Synod Secretary.

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.

Many thanks for your help with this.

Yours sincerely,



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

Cc Incumbent/Priest in Charge of the parish  
PCC Secretary