



Church Office, Community Hall, Church Lane, Sawston, Cambridge CB22 3JR

Dear Church Electoral Roll Member

February 2025

Preparation of a new Church Electoral Roll 2025

In accordance with the Church Representation Rules ('CRR'), 2025 is a year in which an entirely new church electoral roll must be prepared in advance of the Annual Parochial Church Meeting (APCM) in every parish in the Church of England.

Under rule 2(4), not less than two months before the annual meeting, the form of notice should be fixed on or near the principal door of every church and building in the parish licensed for public worship (according to the rites of the Church of England) for a period of not less than 14 days. You can view this notice on the notice board inside church.

Whether or not a person has their name entered on the existing electoral roll, anyone wishing to be enrolled on the new roll must complete a fresh form of application.

An application form is attached to this letter. The application form must be completed and returned by **Monday 1 April 2025** to:

Mrs JM Martin, Church Electoral Roll Officer
Church Office
Community Hall
Church Lane
Sawston
Cambridge CB22 3JR

This can be by post, hand delivery to the black letter box by the door of the Community Hall, or by email to: officestmaryssawston@gmail.com

After completion of the new roll, we are required to publish a list of names of persons on the new roll for not less than 14 days before the annual parochial church meeting on 8 May 2025. You can view this notice on the notice board inside church.

During this period any errors or omissions in the roll may be corrected, but subject to that no new names may be added until the end of the annual meeting; the one exception is that a person whose sixteenth birthday falls after the revision of the new roll has been completed but before the annual meeting may fill out a form of application and will then be enrolled with effect from the date of his or her birthday.

Anyone who submits an application should therefore check your name on the new roll from its publication on the church notice board on 23 April 2025 until the date of the APCM on 8 May 2025, and inform the Electoral Roll Officer of any errors or omissions.

Thank you for your support for St Mary's Church, and please let me know any queries.

Yours sincerely

Janet M Martin
Church Electoral Roll Officer