

To: Churchwardens in the Archdeaconries of Worcester and Dudley

Visitations and Admission Service 2025

As always, 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 church wardens, 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. As explained in the recent zoom meeting for churchwardens, visitations are happening slightly differently this year. Instead of meeting with wardens from each church separately for twenty minutes, we are grouping together wardens to encourage collaborative thinking and working, and will meet with each group for slightly longer. You will be advised which grouping will be most appropriate in your setting, but the default will be around benefices – those churches under the oversight of a single priest, or teams/Joint Councils where these already exist. This is part of our work towards more sensible and simple governance units going forwards, and will help us in our exploration of what might work best in each context.

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. **Please 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 we would like you to discuss with your PCC/DCC/JC before the visitation meeting. Please print off the form and bring it with you to remind you what you said, as we will ask you about these topics 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 2025 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 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. Please email to the archdeacons' offices at lmckinnon@cofe-worcester.org.uk by **28th June 2025**.

- 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

The service for the Worcester Archdeaconry will be held at St Mary and All Saints Church, Kidderminster DY10 2JN on Tuesday 8th July at 7.00pm and the service for the Dudley Archdeaconry will be held at St Mary's Church, The Village, Kingswinford DY6 8AY on Wednesday 9th July at 7pm. 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 2025

Dudley Archdeaconry:

Greater Dudley Deanery – Area Dean: The Rev'd Andrew Sillis
Tuesday 3rd, Wednesday 4th and Thursday 5th June at St Mark's Church, Vicarage Lane, Pensnett DY5 4JH

Redditch & Bromsgrove Deanery – Area Dean: The Rev'd Canon Paul Lawlor
Tuesday 17th June at St John the Evangelist Church, Greenlands Avenue, Greenlands, Redditch B98 7PZ

Worcester Archdeaconry:

Worcester Deanery
Tuesday 3rd and Wednesday 4th June at St Stephen's Church, St Stephen's Street, Worcester WR3 7HS

Pershore & Evesham Deanery – Area Dean: The Rev'd Canon Sarah Dangerfield
Tuesday 10th and Wednesday 11th June at Cropthorne and Charlton Village Hall, Main Street, Cropthorne, Pershore WR10 3NH

Kidderminster & Stourport Deanery – Area Dean: The Rev'd Canon Tim Williams
Thursday 26th and Friday 27th June at St Andrew's Church, Main Road, Ombersley WR9 0EP

Malvern & Upton Deanery – Area Dean: The Rev'd Gary Crellin
Thursday 3rd and Friday 4th July at Castlemorton Village Hall, Castlemorton, Worcestershire WR13 6BE

Admission Services

Worcester Archdeaconry – Tuesday 8th July, 7pm at St Mary and All Saints Church, Kidderminster DY10 2JN.

Dudley Archdeaconry – Wednesday 9th July, 7pm at St Mary's Church, The Village, Kingswinford DY6 8AY.

Please note: parking is limited on The Village and we need to be respectful to our neighbours. There are other streets nearby and a Council car park on Penzer Street which is a 10 minute walk to church.