

To: Churchwardens in the Archdeaconries of Worcester and Dudley

VISITATIONS AND ADMISSION SERVICE 2026

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. Visitations will follow the same pattern as last year, ie we are grouping together wardens to encourage collaborative thinking and working, and will meet with each group for slightly longer than if we were meeting you separately.

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 via this link: [Safeguarding Policies and Parish Resources](#).

Please ensure that your parish safeguarding dashboard is as up to date as possible before your visitation date. This is audited and reported on separately to the Archdeacons prior to their visitation and to the Operational Safeguarding Group.

Copies of all safeguarding policies and practice guidance are best accessed via the National E-Manual on [Safeguarding e-manual | The Church of England](#)

- 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 of 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 (mailing@cofeportal.org) at the end of February, asking them to update the information about parish officers – Churchwardens, PCC Secretaries, Treasurers and Deanery Synod Reps, etc – electronically as soon as possible after your APCM and **by 1 June 2026 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 **30th June 2026**. There will be no need to bring a copy to the visitation meeting unless you are unable to send it electronically.

- 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 Pershore Abbey, Church Walk, Pershore WR10 1BL on Thursday 2nd July at 7.00pm and the service for the Dudley Archdeaconry will be held at St John the Baptist Church, 14 Kidderminster Rd, Bromsgrove B61 7JW on Monday 29th June at 7pm. We look forward to seeing you at one of these services. **Please note it is a legal requirement for all Churchwardens, whether newly elected or continuing, to be sworn into office each year .**

We would really like to see your parish priests at the Admission Services this year, so please do encourage them to come and support you.

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 2026

Dudley Archdeaconry:

Redditch & Bromsgrove Deanery – Area Dean: The Rev'd Canon Paul Lawlor
Wednesday 10th June at St John the Evangelist Church Hall, Greenlands Avenue, Greenlands, Redditch B98 7PZ

Greater Dudley Deanery – Area Dean: The Rev'd Andrew Sillis
Wednesday 17th and Thursday 18th June at St Chad's Church, Oak St, Coseley, Dudley WV14 9TA

Admission Service – Monday 29th June, 7pm at St John the Baptist Church, 14 Kidderminster Road, Bromsgrove B61 7JW

Worcester Archdeaconry:

Pershore & Evesham Deanery – Area Dean: The Rev'd Canon Sarah Dangerfield
Thursday 4th and Friday 5th June, venue TBC

Kidderminster & Stourport Deanery – Area Dean: The Rev'd Canon Tim Williams
Tuesday 9th and Wednesday 10th June at St Andrew's Church, Main Road, Ombersley WR9 0EP

Malvern & Upton Deanery – Area Dean: The Rev'd Gary Crellin
Thursday 18th and Friday 19th June, venue TBC

Worcester Deanery
Thursday 25th and Friday 26th June at St Philip & St James' Church, Main Road, Hallow WR2 6PW

Admission Service – Thursday 2nd July, 7pm at The Abbey Church of the Holy Cross, Church Walk, Pershore
WR10 1BL.