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To: Churchwardens in the Archdeaconries of Worcester and Dudley

Visitations and Admission Service 2023

Firstly, 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 Churchwardens, 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. If you are unable to attend on this date your leadership team may be able to arrange for you to attend another visitation in your archdeaconry, or to meet with the archdeacon separately.

All the forms you need for the visitations can be downloaded from [www.cofe-worcester.org.uk/visitations](https://www.cofe-worcester.org.uk/archdeacons-visitations-and-articles-of-enquiry.php) 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 [www.cofe-worcester.org.uk/safeguarding-resources](http://www.cofe-worcester.org.uk/safeguarding-resources) The safeguarding toolkit is no longer required as all information is now held within the Safeguarding dashboard. We would ask that you 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 about children and young people, and new worshipping communities. These don’t fit easily in standard parish returns as they often happen at different times of the week and sometimes in different places, so we want to start recording them separately. When we meet there is no need to bring these numbers with you, but we will ask you about them in general as part of our conversation with you about how you are working towards having more healthy and sustainable churches, and how the past year has been for you overall..

* 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 and Treasurers – electronically as soon as possible after the APCM and by 1 June 2023 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, Leonie Andrews or Emma Woollaston from the Diocesan Office in Lowesmoor. Anyone needing help with this should email [apcmaudit@cofe-worcester.org.uk](mailto: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 and to the deanery treasurers from our office. Please email to the archdeacons’ offices at [lmckinnon@cofe-worcester.org.uk](mailto:lmckinnon@cofe-worcester.org.uk)

* 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

This year we are holding two separate Admissions Services, one in each Archdeaconry.

The service for the Dudley Archdeaconry will be held at St Stephen’s Church, Church Green West, Redditch B97 4DY on Wednesday 5th July at 7pm and the service for the Worcester Archdeaconry will be held at Pershore Abbey on Thursday 6th July at 7.30pm. 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,

 

Robert Jones Nikki Groarke

Archdeacon of Worcester Archdeacon of Dudley

**Visitation and Admission Service Dates 2023**

Worcester Archdeaconry:

Pershore & Evesham Deanery – Area Dean: The Rev’d Sarah Dangerfield

Wednesday 31st May and Thursday 1st June at Cropthorne Village Hall, Main Street, Cropthorne, Pershore WR10 3LZ

Worcester Deanery – Area Dean: The Rev’d Diane Cooksey

Monday 5th and Tuesday 6th June at Stephen’s Church Hall, St Stephen’s Street, Worcester WR3 7HS

Kidderminster & Stourport Deanery – Area Dean: The Rev’d Tim Williams

Wednesday 14th and Thursday 15th June – St George’s, Radford Avenue, Kidderminster DY10 2ES

Malvern & Upton Deanery – Area Dean: The Rev’d Mark Badger

Wednesday 21st and Thursday 22nd June at St Mary’s, Longdon, Tewkesbury GL20 6AT

Dudley Archdeaconry:

Redditch & Bromsgrove Deanery – Area Dean: The Rev’d Paul Lawlor

Monday 5th June at the Parish Office, St Peter’s, Ipsley Church Lane, Redditch B98 0AJ

Greater Dudley Deanery – Area Dean: The Rev’d Canon David Hoskin

Monday 19th, Tuesday 20th and Wednesday 21st June at St Michael’s, Brierley Hill DY5 3DX

**Admission Services**

Worcester Archdeaconry – Thursday 6th July, 7.30pm at Pershore Abbey, Church Walk, Pershore WR10 1BL

Dudley Archdeaconry – Wednesday 5th July, 7pm at St Stephen’s Church, Church Green West, Redditch B97 4DY – parking is available at Kingfisher Centre Car Park One (B97 4HJ) which is open until late.  When you arrive after 6pm parking is free, simply key in your registration number at the kiosk and there will be a zero payment.

Kingfisher centre is 10 minutes drive from J2 and J3 of the M42.  Just follow the signs to Redditch town centre.  Once in Redditch join the ring road circling the town and follow the signs for Car Park One.  From Car Park One walk through the shopping centre to the Worcester Square exit and as you walk out of the centre St Stephen's is straight ahead.

There is also disabled parking for blue badge holders in Church Road (B97 4AD) and Peakman Street (B98 8DA) and numerous other car parks dotted around the town.