

# 1. ELECTORAL ROLL APPLICATION

For the Parish of Great Saint Bartholomew, West Smithfield, London EC1

Full name.....

Full address.....

.....Postcode.....

## **I declare that:**

I am baptised and am aged 16 or over (or will become 16 on \_\_/\_\_/201\_\_)

*Please tick one of the following boxes:*

- I am a member of the Church of England (or a Church in communion with the Church of England) and am resident in the Parish.
- I am a member of the Church of England (or a Church in communion with the Church of England) and, not being resident in the parish, I have habitually attended public worship in the Parish of Great Saint Bartholomew during the period of six months prior to enrolment.
- I am a member in good standing of a Church (not in communion with the Church of England) which subscribes to the doctrine of the Holy Trinity and also declare myself to be a member of the Church of England and I have habitually attended public worship in the Parish of Great Saint Bartholomew during the period of six months prior to enrolment.

**I declare that the above answers are true and apply for inclusion on the Church Electoral Roll.**

Signed.....Date.....

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## 2 Personal Details to help us communicate with you on relevant matters.

Preferred telephone numbers .....

E-mail address..... Age.....

Would you like to receive the weekly ebulletin? Yes/No

Were you married at this Church Yes/No If Yes, please give date.....

Do you have school age children? Yes/No If yes, please indicate ages.....

Are you confirmed? Yes/No

**This information will not be made available to anyone outside the parish and will only be used for the purposes stated. Please notify us of any change of contact details.**

### 3 Stewardship Scheme Application

*\*Please delete if inapplicable*

I wish to join the Church's Stewardship Scheme and I promise to pay to the Parochial Church Council of **The Parish of Great Saint Bartholomew** the sum of £.....per week\* / per month\* / per quarter\* / per year\* commencing on (date).....until further notice.

\*I have completed the Gift Aid Declaration below

\*I have completed the bank standing order

\*I intend to pay by Payroll Giving and have contacted my employer accordingly

\*I wish to receive a set of weekly envelopes for my gift to the Church

\*This application is made jointly with (*please give full name of the other party*)

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### 4 Gift Aid Declaration

Please treat as Gift Aid donations all qualifying gifts of money made to the Parish of Great Saint Bartholomew today  in the past four years  in the future  (*Please tick all boxes that apply*)

I confirm that I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities that I donate to will reclaim on my gifts for that tax year. I understand that other taxes, such as VAT and Council Tax, do not qualify. I understand that the charity will reclaim 28p of tax on every 31 that I gave up to 5 April 2008 and will reclaim 25p of tax (or such other amount as the Chancellor may determine) on every £1 that I give on or after 6 April 2008.

Signed.....Date.....

# 5 Volunteers Skills Audit

Please indicate any area of skill that you could offer to the Church.

- |   |   |
|---|---|
| <input type="checkbox"/> Cleaning (general)                         | <input type="checkbox"/> Project management                                       |
| <input type="checkbox"/> Cleaning of silver or brass                | <input type="checkbox"/> PR & Communications                                      |
| <input type="checkbox"/> Sewing (replacing buttons, general repair) | <input type="checkbox"/> Social media   |
| <input type="checkbox"/> Sewing (vestment repairs)                  | <input type="checkbox"/> IT trouble-shooting                                      |
| <input type="checkbox"/> Flower arranging                           | <input type="checkbox"/> Websites   |
| <input type="checkbox"/> DIY (minor repairs)                        | <input type="checkbox"/> Music (singing)  |
| <input type="checkbox"/> Carpentry                                  | <input type="checkbox"/> Music (instrumental)                                     |
| <input type="checkbox"/> Joinery (minor repairs)                    | <input type="checkbox"/> Graphic Design   |
| <input type="checkbox"/> Electrical (minor repairs)                 | <input type="checkbox"/> Writing  |
| <input type="checkbox"/> Plumbing (minor repairs)                   | <input type="checkbox"/> Editing a newsletter                                     |
| <input type="checkbox"/> Employment Law                             | <input type="checkbox"/> Proof-reading  |
| <input type="checkbox"/> Property Law                               | <input type="checkbox"/> Photography  |
| <input type="checkbox"/> Charity trusteeship                        | <input type="checkbox"/> Administrative support (filling envelopes, filing, etc.) |
| <input type="checkbox"/> HR management                              | <input type="checkbox"/> First Aid  |
| <input type="checkbox"/> Financial management                       | <input type="checkbox"/> Genealogy & family history                               |

I would be interested in

- reading at services
- being a volunteer guide on Sundays/weekdays (*delete as necessary*)
- being a weekday volunteer/church-sitter
- becoming a server
- being a sidesman/welcomer
- standing for election to the Parochial Church Council
- joining a voluntary choir
- playing in an instrumental ensemble
- knowing more about licensed ministry (e.g. as a Reader)
- knowing more about ordained ministry

Please tell us more about any skill that you can offer, whether or not it is listed above

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When could you offer these skills?

- on a regular basis
- occasionally
- when needed
- if you are really hard-pressed!

# How to complete this form

## **Part 1 – The Electoral Roll Application**

- Churches in communion are other Anglican/Episcopal churches and the Lutherans.
- Churches not in communion include Roman Catholics, Orthodox, Methodist, Baptist, etc.
- You can check your parish of residence by using “A Church Near You” on the Church of England website.
- If you were on the previous roll as an habitual worshipper but have been prevented from attending by sickness, working away or other good reason, please add a note stating the reason.

**Part 2 Personal Details** – This section helps us to communicate with you and to know a bit more about our congregations.

**Part 3 Stewardship** – can be defined as regular, committed, tax-effective giving. Other than grants related to specific restoration works, we receive no external funding from the Church of England, the State or the City of London. We have no endowments and very limited investment funds. Every year we have to raise around £350,000. Our costs include our payment to the Diocese (the Common Fund, which pays the Rector’s stipend and provides his house and pension), clergy honoraria, the costs of the Director of Music, Organist and singers (all professionals), staff in the Church and at the Parish Office, office equipment, utilities, building repairs and maintenance. A solid stewardship base is essential for financial planning and the PCC encourages all who recognize Great Saint Bartholomew as *their* parish to contribute generously and effectively, using Gift Aid and a standing order. You may ask “What will I put in the plate during services?” If you give by standing order you need put nothing in the plate, but if this seems embarrassing you can have the weekly envelopes, which can also be used by those who do not pay by standing order.

**Part 4 Gift Aid Declaration** – Please complete this if you are a UK tax payer. If you pay tax at a higher or additional rate and want to receive the extra relief due to you, you must include all your Gift Aid donations on your Self-Assessment Form or ask HMRC to adjust your tax code.

**Part 5 Volunteers Skills Audit** – We know that we don’t make enough use of the skills to be found among our members, partly because we do not know what they are. Please help by telling us what you can do and what you might like to do. The opportunities include offering occasional advice on legal or financial matters, helping to clean the Church, repairing vestments, explaining the building, its history and monuments, answering questions about family history connected to the Parish of Great St Bartholomew, singing in a voluntary plainsong or polyphonic choir, troubleshooting our IT, and improving our communications. We are also keen to know of people who might join the PCC, the sidesmen, or the serving team, and those who might be interested in licensed ministry or in exploring a vocation to the priesthood.

**Banker’s Order Form (please see next page)** – Please use this with your application to join the Stewardship Scheme to set up or increase regular payments to the Parish of Great St Bartholomew.

**THE PARISH OF GREAT SAINT BARTHOLOMEW**

**FORM OF BANKER'S ORDER**

<b>TO:</b> Bank: _____ Bank's Address: _____ _____ _____ _____	<b>FROM:</b> Your Name: _____ Your Address: _____ _____ _____ _____
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**You are hereby authorized to cancel any existing instruction in favour of The Parish of Great Saint Bartholomew and to substitute the following:**

<b>PLEASE PAY TO:</b>	<b>HSBC Holborn Circus Branch 31 Holborn LONDON EC1N 2HR Sort Code: 40-07-24</b>
<b>FOR THE ACCOUNT OF:</b>	<b>The Priory Church of St Bartholomew the Great (Stewardship Account) Account No: 21082752</b>
<b>ON</b>	<b>and monthly / quarterly / annually</b>
<b>thereafter the sum of</b>	
<b>WHEN MAKING PAYMENT PLEASE QUOTE:</b>	
<b>My initials:</b>	<i>and</i>
<b>My Surname:</b>	
<b>DEBIT my</b>	<b>Account Number:</b>
<b>Date:</b>	<b>Signature:</b>