



Chaplaincy of St Ursula's, Berne, Switzerland

APPLICATION FOR ENROLMENT ON THE CHAPLAINCY ELECTORAL ROLL

Full name _____

Preferred title (if any) _____

Full address _____

_____ Postcode _____

Email Address (optional) _____

1: I declare that (please tick **only one box** from options A or B)

1A I am baptised, am a lay person and am aged 16 or over.

1B I am baptised, am a lay person, and become 16* on _____

**Those who become 16 in the next twelve months may complete the form and become eligible to be entered on the roll on their sixteenth birthday.*

Where local laws stipulate a higher age requirement for membership of a religious organisation, that higher age shall apply.

2: I declare that (please tick **only one box** from options A, B or C)

For guidance, see reverse

2A I am a member of the Church of England (or of a Church in communion with the Church of England) and have my name entered on the electoral roll of a parish or chaplaincy in the Provinces of Canterbury or York.

2B* I am a member of the Church of England or of a Church in communion with the Church of England, [and have habitually attended public worship in the chaplaincy during the preceding six months] [and would have habitually attended public worship in the chaplaincy during the preceding six months but was prevented from doing so because].

2C* I am a member in good standing of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity, am also a member of the Church of England [and have habitually attended public worship in the chaplaincy during the preceding six months] [and would have habitually attended public worship in the chaplaincy during the preceding six months but was prevented from doing so because].

**If you tick 2B or 2C in circumstances where a new Roll is being prepared (as it is in 2025), you must delete either the first set of words in square brackets or the second set. If you delete the first set, you must complete the second set by filling in the space at the end. see Note 3 for further information.*

I declare that the above answers are true and I apply for inclusion on the church electoral roll of the chaplaincy.

Signed: _____

Date: _____

Notes

General matters

- 1 The only Churches at present in communion with the Church of England are other Anglican Churches and certain foreign Churches, as listed in the Supplementary Material to the Canons (but note Rule 83(3) of the Church Representation Rules, which provides for any question as to whether a particular Church is in communion with the Church of England to be decided by the Archbishops of Canterbury and York acting jointly).
- 2 Membership of the electoral roll is also open to members in good standing of a Church not in communion with the Church of England which subscribes to the doctrine of the Holy Trinity where those members are also prepared to declare themselves to be members of the Church of England.
- 3 Every six years a new roll is prepared and those on the previous roll are informed so that they can reapply. If you were on the roll as a habitual worshipper and have been prevented by illness or other sufficient cause from worshipping for the past six months, you should complete declaration 2B or 2C as follows –
 - (a) delete the first set of words in square brackets, and
 - (b) at the end of the second set of words in square brackets, briefly state the reason for not having worshipped as mentioned.
- 4 If you have any problems with this Form, please approach the clergy or lay people responsible for the chaplaincy, who will be pleased to help you.

Use of email addresses and other personal data

- 5 You do not **have** to provide an email address on this Form. If you do provide one, the Chaplaincy Church Council and the electoral roll officer may use that email address to communicate with you in connection with the maintenance or revision of the Roll or the preparation of a new Roll or with elections to or membership of the Council.
- 6 The Church Representation Rules impose certain requirements for your name and address to be given to a third party, such as the diocesan electoral registration officer, in connection with elections to or membership of a deanery synod, diocesan synod or the House of Laity of the General Synod. If you provide an email address on this Form, it will be given to the third party along with your postal address.
- 7 A third party to whom your name and address have been given under the Church Representation Rules is in certain cases required by the Rules to pass them on to another person, such as the presiding officer in a synodical election. If you provide an email address on this Form, that email address will be given to the other person along with your postal address.
- 8 Any person to whom your email address or other personal data is given under the Church Representation Rules is required by those Rules to hold the data securely. Furthermore, if you do provide an email address on this Form, that does not give anybody the right to use it for any purpose other than those permitted by the Rules; so it cannot, for example, be used for social matters or fund-raising. (Permission may, of course, be given separately for other such uses.)
- 9 The roll is published after each annual revision and after the preparation of a new roll. The published roll will include your name (as well as the name of every other person on the roll) but none of your other personal data (as defined by the relevant Data Protection legislation) will be made public as a result of your inclusion on the roll.

Please refer to the Privacy Notice on the Chaplaincy Website for further information about our use of data, which is governed by local laws.

Which Box to Tick?

1. If you are a confirmed Anglican **and** are currently on the Electoral Roll, tick the top box.
2. If you are a confirmed Anglican and are **not** currently on the Electoral Roll, tick the middle box.
3. Everyone else, tick the bottom box.

Any questions, please speak to Tricia (Electoral Roll Officer).