



## 2016 Articles of Enquiry from the Archdeacons of Suffolk and Sudbury

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Parish	

### PARISH APPOINTMENTS

These can be reviewed, and amended as necessary, online by Parish Data Editors via: <https://myd.io/suffolk/> > 'Parish Appointments'.

Please tick the relevant box below (or change the relevant statement to **underlined bold** if returning this form by email):

- I have reviewed our Parish Appointments online and all details are currently correct.
- I have reviewed our Parish Appointments online and made amendments.
- I have reviewed our Parish Appointments online and provided the required changes below.

If you were not able to review your Parish Appointments online, please provide details on the form below for all parish posts that are applicable.

**Please ensure you include a valid email address for each position. Once we have added/updated your details to our database we will email each person a Data Protection Consent Form. If you do not have an email address we will be unable to do this and your details will not be included in our diocesan directory.**

### ELECTED CHURCHWARDENS:

**Please note:** Churchwardens are required by law to make the declaration on the separate sheet in the presence of the Archdeacon (or by special arrangement with the Archdeacon); they are legally incompetent to act until they have done so. Please complete and take the declaration sheet to the Archdeacon's Visitation service for this purpose.

Title:		Christian Name:		Surname:	
Street:					
Town:		County:			
Post Code:		Telephone Number:			
Email Address					

Title:		Christian Name:		Surname:	
Street:					
Town:		County:			
Post Code:		Telephone Number:			
Email Address					

**PCC SECRETARY:**

Title:		Christian Name:		Surname:	
Street:					
Town:		County:			
Post Code:		Telephone Number:			
Email Address					

**PCC TREASURER:**

Title:		Christian Name:		Surname:	
Street:					
Town:		County:			
Post Code:		Telephone Number:			
Email Address					

**PARISH SAFEGUARDING OFFICER:**

Title:		Christian Name:		Surname:	
Street:					
Town:		County:			
Post Code:		Telephone Number:			
Email Address					

**LOCAL GIVING ADVISER (IF APPLICABLE):**

Title:		Christian Name:		Surname:	
Street:					
Town:		County:			
Post Code:		Telephone Number:			
Email Address					

**PARISH ADMINISTRATOR (IF APPLICABLE):**

Title:		Christian Name:		Surname:	
Street:					
Town:		County:			
Post Code:		Telephone Number:			
Email Address					

**ADDITIONAL QUESTIONS:**

Please tick the relevant box below (or change the relevant statement to **underlined bold** if returning this form by email):

1. Has your parish used any of the Living Faith in Suffolk resources this year:

- Material for individual or group study?
- Training days?

If you have, how did you find out about them?

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**RETIRING CHURCHWARDENS' CERTIFICATE**

The retiring Churchwardens are requested to sign the Certificate below. If for any reason you are not able to certify any of the points mentioned, please amend them as necessary, and attach an explanation on a separate piece of paper or in the 'OTHER INFORMATION' box below.

**We certify that:-**

We checked the Church inventory of and we confirm that the Church furnishings and Inventory, is intact and in good repair.	Date Inventory Checked
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We are satisfied that all the Communion Plate, as described in the inventory, is intact and in good repair.

The Church Registers (other than those deposited at the County Record Office) are all in satisfactory condition, and all baptisms, confirmations, marriages, burials and church services have been duly entered.

We keep a Church Log Book in which all work done on the building is recorded, and we have checked that this is up-to-date.

**SIGNATURE OF THE CHURCHWARDENS WHOSE YEAR OF OFFICE IS NOW ENDING**

(1)	
(2)	
(3)	

## OTHER INFORMATION:

Please use this Section as additional space to answer any of the questions, or if you have other information that you wish to draw to the attention of the Archdeacons.

If there is any matter relating to the character, conduct or details of the Services and Administration of the Sacraments or the spiritual oversight of the Parish, or any other matter that you consider your duty to bring to the notice of the appropriate Archdeacon, a separate representation needs to be made.

The Venerable Ian Morgan  
Archdeacon of Suffolk  
The Archdeaconry, Church Road, Marlesford,  
Woodbridge, Suffolk, IP13 0AT  
[archdeacon.ian@cofesuffolk.org](mailto:archdeacon.ian@cofesuffolk.org)

The Venerable Dr. David Jenkins  
Archdeacon of Sudbury  
Sudbury Lodge, Stanningfield Road, Gt  
Whelnetham, Bury St Edmunds, IP30 0TL  
[archdeacon.david@cofesuffolk.org](mailto:archdeacon.david@cofesuffolk.org)

### **Please note that we are requesting that the following information be returned:**

- ✓ Articles of Enquiry (Parish Appointments and Additional Questions)
- ✓ A copy of the PCC's Annual Report and Examined Accounts  
(these can also be uploaded via <https://myd.io/suffolk/> > 'Accounts and Reports')
- ✓ Retiring Churchwardens' Certificate (to be completed by all churchwardens, even if continuing for another year)

This form should be completed (as soon as possible after the APCM) and returned electronically to [articles@cofesuffolk.org](mailto:articles@cofesuffolk.org) or by post to: *Mrs Diane Matthews, Archdeacons' PA, Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ*

Only the completed and signed copy of the Churchwardens' Declaration must be handed in by each Churchwarden at the visitation. These must be linked to the spoken public declaration administered at the service.

Thank you.