

Diocese of St Asaph

CHURCH OFFICERS DETAILS 2017

Church Secretaries are asked to use this form to submit the current details of the Church Officers appointed at the 2017 Annual Vestry Meeting. The information you provide will be used to produce the next edition of the Diocesan Directory and for general administrative purposes within the Diocese.

GUIDANCE NOTES

- 1) Please complete the form electronically if at all possible. You can download the form in MS Word format from the Diocesan website: <http://stasaph.churchinwales.org.uk/>
If you are unable to complete the form electronically, please use a black ball point pen and write the information in block capitals.
- 2) Please complete each section of the form. It may help to have a copy of the current edition (2016/2017) of the Diocesan Directory on hand to refer to.
- 3) In cases where parish officer name and contact details are exactly the same as the information contained in the 2016/2017 Diocesan Directory, please write the name of the person followed by 'no change' in the relevant box.
- 4) Please verify that the information is correct before including it – for example, you may know that 'Mrs Jones' was re-appointed as Churchwarden in 2017 without having to check, but can you be certain that the telephone number and email address in the directory is still current?
- 5) The information provided will be treated in accordance with the Diocese of St Asaph Data Protection Policy, a copy of which is available on our website <http://stasaph.churchinwales.org.uk/life>. If any of the Church Officers do not wish their contact details to appear in the Diocesan Directory, please tick the relevant opt out box.
- 6) Please use the 'Further information' section at the end of the form if there is insufficient room elsewhere on the form to provide the required information or if you wish to submit any comments.

If you require assistance or advice about completing this form please telephone the Diocesan Office on 01745 582245

Please submit the completed form by email to pamelathompson@churchinwales.org.uk

If it is not possible to transmit the completed form by email, please post it to:

The Diocesan Office, High Street, St Asaph LL17 0RD

Please return the form as soon as possible and no later than **Friday 5 May 2017**

Your assistance and co-operation is very much appreciated – thank you.