

Diocese of St Asaph

GUIDANCE NOTES FOR COMPLETING THE MISSION AREA OFFICERS & MINISTRY TEAM ANNUAL RETURNS 2017

The Mission Area Leader or a person nominated by the Mission Area Leader should use the form provided to submit current details of all the officers and members of the Ministry Team in their Mission Area or Emerging Mission Area.

The information provided will be used to produce the next edition of the Diocesan Directory and for general administrative purposes within the Diocese.

1) Please complete the form electronically if possible. You can download the form in MS Word format from the Diocesan website: <http://stasaph.churchinwales.org.uk/life>

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 the form as fully as possible to include all the members of the Ministry Team and all officers within your Mission Area (or Emerging Mission Area if your Mission Area has not yet been formally constituted). When you are completing the form it would help to have a copy of the current edition (2016/2017) of the Diocesan Directory on hand to refer to.

3) In cases where the 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. However, please verify that the information is correct before marking it as 'no change' - you may know that 'Mrs Jones' is still a Worship Leader in your Mission Area, but can you be certain that the telephone number and email address in the directory is still current without checking first?

4) 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 officers or Ministry Team do not wish their contact details to appear in the Diocesan Directory, please tick the relevant opt out box.

5) 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.