Diocese of Salisbury
Making Jesus Known

Role profile: Electoral Role Officer

In every parish there must be a Church Electoral Roll on which the names of laypeople are entered. The Parochial Church Council (PCC) appoints the Electoral Roll Officer who keeps and revises the roll under the direction of the PCC.

Duties

The Electoral Roll Officer will:

- Add new names to the Church Electoral Roll when a valid application is received
- Remove the names of the deceased and those who are no longer eligible
- Report any changes to the roll to the next PCC meeting
- Revise the roll each year in preparation for the Annual Parochial Church Meeting
- In every sixth year, delete all names and prepare a new Church Electoral Roll – the diocese will advise when this is required
- Ensure the church community knows about the importance of the Church Electoral Roll and how to apply
- Be compliant with relevant GDPR processes for storing and accessing data

Skills and qualities

An Electoral Roll Officer is someone who:

- Is organised and detail-focused
- Is a confident user of technology
- Is a good communicator and able to clearly explain the Church Electoral Roll Process

The Electoral Roll Officer may, but does not need to, be a member of the PCC. The Electoral Roll Officer may be paid if they are not a member of the PCC.

Help and advice are provided by the diocese, contact parishsupport@salisbury.anglican.org for support.

We are committed to safeguarding across the Diocese of Salisbury. Each volunteer will be required to go through the safer recruitment process and relevant DBS check for their role.

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