

10th September 2020

Dear Parish Secretaries

The Diocesan Council met on the evening of the 10th September 2020.

They agreed to instruct those parishes that have not yet held their Easter General Vestry to now hold a General Vestry meeting.

This meeting should be held on a suitable date sometime between the **21st September 2020 and the 18th of October 2020.**

Guidance

The appropriate 2 Sundays notice should be given at services in the weeks leading up to the General Vestry meeting.

As the review of vestry persons took place during February this is the list you should work from, the list should not be re-opened.

Appropriate Public Health Authority guidance should be followed in holding the meeting at a suitable socially distanced basis.

Note should be taken that the General Vestry meeting does not necessarily need to take place in either a Church Hall or Church Building. If you feel that your buildings would not allow for socially distancing, you can find another suitable venue nearby (possibly a neighbouring parish or other denominational church hall).

Meetings cannot be held by Zoom, but should be in person.

If anyone would like to stand for any position but are unable to attend, then they should notify the Chairperson of their willingness to let their name go forward for election, but send an apology for the attendance at the meeting.

In order to be able to hold a ballot, people should write the names of those they wish to elect on paper. The ballots can then be collected by a suitable person wearing appropriate PPE. The ballots can then be kept in a safe location for a period of 72 hours before being counted. (results do not have to be informed on the night).

We would encourage that the meetings are kept as short as possible and that only the formal business of the presentation of the accounts and elections be held.

It is possible if you wish to hold the General Vestry after a usual Sunday Service.

The paperwork for returns that was issued by Margaret Treanor in February past is still the same paperwork that will be required for return to the Diocesan Office. We require that names of the newly elected **Diocesan Synod representatives** be with us no later than **4pm on 22nd October 2020**. The remaining information we require before noon on the 30th of October 2020.

Should you require any further information, please do contact me.

Regards Richard

Mr Richard J Cotter BA Hons
Finance & Administration Manager