



THE CHURCH  
OF ENGLAND

OXFORD DIOCESAN  
REGISTRY

## **Citation for the Admission of Churchwardens 2025**

Every year, a formal 'Visitation' is held under Canon G5 of the Canons of the Church of England. It is the Archdeacon or Bishop's opportunity to meet local church officers and those involved in the Church's work and mission in each parish, and to enquire as to matters of concern and celebration.

The Visitation season also includes the Admission of Churchwardens in compliance with Churchwardens Measure 2001 and Canon E1. Accordingly, it is a legal requirement that those elected as churchwardens for their parish are then formally admitted as the bishop's officers.

Each churchwarden-elect must first make a declaration in the presence of the bishop or the bishop's representative that they will 'faithfully and diligently perform the duties of the office of churchwarden', and complete all necessary forms to ensure that they meet the conditions of election.

This must take place before 31 August and so several Visitation services have been arranged in each Archdeaconry to enable churchwardens-elect to be admitted.

**As Registrar of the Diocese I, therefore, issue this Citation  
requiring all those elected as churchwarden  
at the annual meeting of parishioners in 2025  
to attend a Visitation service to be admitted to office.**

A list of the venues and associated paperwork (including the Nomination Form for use at the forthcoming Annual Parishioners' Meeting and the Declaration Form to be completed by the persons elected at that Meeting) can be found on the visitations page of the Diocesan website (<https://www.oxford.anglican.org/visitations.php>). Please ensure that you have obtained and read all of this information and returned all the relevant forms.

If you cannot attend the Visitation for your deanery, you should contact your deanery administrator or the Archdeacon's office and make arrangements to attend another. If you are unable to attend any of the Visitations, you must contact the Archdeacon's office. Churchwardens do not hold their legal office until they have been formally admitted.

**DARREN OLIVER**  
Solicitor and Registrar of the Diocese of Oxford