**ABOUT THE PAPERWORK AND WHERE TO SEND IT**

It is important, and very helpful to me, if you could ensure Certificates of Election and Churchwardens’ Declarations arrive with me **prior to the Visitation**. Although the deadline for paperwork is the 31st May, it would be good if I could have the papers before this date, as there is a lot of collating to be done.

**Please return Visitation paperwork by post to:**

**Mrs Kate Martin, The Archdeacon of Durham’s PA,**

**Cuthbert House, Stonebridge, DURHAM, DH1 3RY**

**or via EMAIL to:**

[Kate.Martin@durham.anglican.org](mailto:Kate.Martin@durham.anglican.org)

**Please note Churchwardens’ Declarations and Certificates of Election must have a physical signature, otherwise they will not be legal and will have to be returned.**

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**APCM Reports (2024) and Parish Accounts to 31 December 2023 and**

**Returns of Parish Finances (RPFs)**

**Must be sent to the Diocesan Office either by post or by email.**

**POST TO:**

**Finance Department, Cuthbert House,**

**Stonebridge, DURHAM, DH1 3RY**

**or via EMAIL TO:**

[**parish.returns@durham.anglican.org**](mailto:parish.returns@durham.anglican.org)

**Please don’t send Accounts to this office, as we can access them through a shared drive with the Diocesan Office**

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**ELECTORAL ROLL CERTIFICATES**

**These should be sent to Mr Paul Stringer, Governance Support Manager, either by**

**post or by email:**

**POST TO:**

**Mr Paul Stringer, Cuthbert House,**

**Stonebridge, DURHAM, DH1 3RY**

**or via EMAIL TO:**

[**paul.stringer@durham.anglican.org**](mailto:paul.stringer@durham.anglican.org)

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**Please don’t send Nomination papers anywhere, these are for your own parish records.**

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PTO

If using a large (C4) envelope please make sure you use

a LARGE stamp; for any other size envelope

please weigh and put appropriate

postage on your mailing, this will save me a trip to the sorting office.

**Stamps without a bar code are now obsolete!**

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**Thanking you in anticipation and looking forward to meeting you all**

**Kate Martin**

Personal & Private Secretary to the Archdeacon of Durham