

**Parish Registration Form**

**Dear Parishioner,**

Welcome to St. Michael’s Parish Registration form.

Under UK General Data Protection Regulations we need your consent to process your personal data.

By completing this form you are agreeing that the information you supply can be entered into the parish records and used for the general administration of the parish, including keeping you informed about news, events, activities and services at St. Michael’s and the diocese.

You have the right to withdraw your consent at any time; to ask that any inaccuracies are corrected; to have us restrict the processing of all or part of your Personal Data and to ask that we delete it where there is no reason for us to continue to process it.

All information will be treated in confidence and will be used only to help with personal and pastoral care and the appropriate administration of the parish. We comply with the Data Protection Act and no information will be passed to third parties without your prior permission.

As St. Michael’s is part of the diocese of Arundel and Brighton, we are bound by the Diocesan Data Protection Handbook and Privacy Notice, copies of which are available on the diocesan website -

<https://www.abdiocese.org.uk/administration-finance/policies>

**Section 1 – Household Details**

|  |  |
| --- | --- |
| **Household Name** |  |
| **House Name / Number and Street** |  |
| **Town/City** |  |
| **Post Code** |  |
| **Home Telephone** |  |

*Notes*

1. *The household name should be the family name by which you are generally known in the parish.*
2. *Home Telephone –landline if possible, though mobile is also fine.*

**Section 2** **- Household Members**

On the page below, please complete one column for each member of your household.

|  |  |  |  |
| --- | --- | --- | --- |
| **Household Member** | **1** | **2** | **3** |
| Relationship to Main Contact | Main Contact |  |  |
| Title |  |  |  |
| First Name |  |  |  |
| Middle Name(s) |  |  |  |
| Last Name |  |  |  |
| Maiden Name ( as appropriate) |  |  |  |
| Date of Birth |  |  |  |
| Roman Catholic (Y/N) |  |  |  |
| Sacraments Rec’d (Y/N) |  |  |  |
| Baptism |  |  |  |
| Holy Communion |  |  |  |
| Confirmation |  |  |  |
| Mobile Phone No. |  |  |  |
| Email Address |  |  |  |
| Occupation |  |  |  |
| School Attended(current students only) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Household Member** | **4** | **5** | **6** |
| Relationship to Main Contact |  |  |  |
| Title |  |  |  |
| First Name |  |  |  |
| Middle Name(s) |  |  |  |
| Last Name |  |  |  |
| Maiden Name ( as appropriate) |  |  |  |
| Date of Birth |  |  |  |
| Roman Catholic (Y/N) |  |  |  |
| Sacraments Rec’d (Y/N) |  |  |  |
| Baptism |  |  |  |
| Holy Communion |  |  |  |
| Confirmation |  |  |  |
| Mobile Phone No. |  |  |  |
| Email Address |  |  |  |
| Occupation |  |  |  |
| School Attended(current students only)  |  |  |  |

**Section 3 – Parish Support**

**How can the parish best support you?** Does anyone in your household -

*Have pastoral needs? e.g. are they housebound or a carer?*

*Please Enter your answer*

*Have access needs when using Church premises? e.g. hearing loop or a Wheelchair*

****

*Have skills or hobbies they want to contribute or to try something new?*

****

*Is there anything else the Parish can do for you?*

****

**Section 4 - Financial Support for the Parish**

Please tell us, how do you prefer to support the Parish financially?

 E-giving (Standing Order, Bank Transfer)

 Envelopes

 Cash

 Contactless

 Other

**Section 5 Church Ministries**

*Are you (or anyone in your household) already involved with*

*or interested in joining the following Parish ministries?*

*Please tick as many boxes as appropriate.*

|  |  |
| --- | --- |
| **LITURGY** *– Preparing and participating in St. Michael’s Services* | *Tick as Appropriate* |
| *Sacristy* |  |
| *Altar serving* |  |
| *Children’s Liturgy* |  |
| *Welcoming* |  |
| *Reading at Mass* |  |
| *Choir/music group* |  |
| *Church Flowers* |  |
| *Church cleaning* |  |
| **PASTORAL CARE -** *Caring for the needs of others* |  |
| *Care group* |  |
| *Bereavement group* |  |
| *Visiting the sick and housebound* |  |
| *Offering practical help to elderly and housebound* |  |
| **SACRAMENTAL PROGRAMMES -***Preparation for Sacraments and helping with study, outreach and prayer groups* |  |
| *Baptism* |  |
| *First Holy Communion* |  |
| *Confirmation* |  |
| *Evangelisation (Study & Outreach Groups)* |  |
| *Ecumenism (Joint prayer, study groups)*  |  |
| **FINANCE and ADMINISTRATION**  |  |
| *Parish Office general administration* |  |
| *Finance Committee (Parish Accounts, Covenant Scheme)* |  |
| *Maintenance of property* |  |
| **CHARITIES**  |  |
| *Supporting and promoting Local and international Charities, eg CAFOD, Church in Need* |  |
| **PARISH SOCIAL LIFE**  |  |
| *Working with the organising team to support Parish social events.*  |  |
| **COMMUNICATIONS** |  |
| *Preparing and distributing Parish Newsletter, Parish Website, Facebook Group, Email Communications, YouTube channel.*  |  |