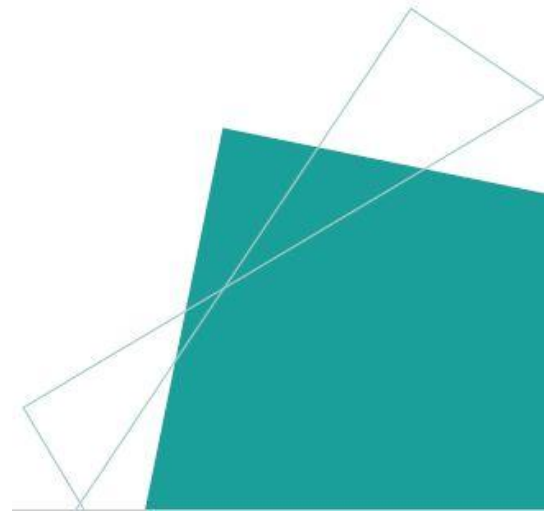




The Church of England
in Essex and East London
Diocese of Chelmsford

Guide for Churchwarden-Elect (New)

Pilot of the New Visitation Process – parish portal





Guide for Churchwarden-Elect (New) Pilot of the New Visitation Process – parish portal

Thank you for taking part in the pilot of the new online Churchwarden Declaration & Visitation process. This guide explains your role as a churchwarden and what actions you need to complete in the parish portal.

Before You Can Start

Your Incumbent or PCC Chair must first complete the Churchwarden Declaration (Form C) after the Meeting of Parishioners.

- Once this has been done, you will be able to complete your steps in the system.
- If you log in and see a message saying, “Awaiting Declaration” in **CW Declaration** menu, this simply means the declaration has not yet been submitted.

The screenshot shows the DMS Portal interface. At the top is a blue navigation bar with 'DMS Portal', 'Home', 'CW Declaration', 'Form D', and 'Communications'. A user profile for 'Graham Hayes' is visible. Below the navigation bar is the Church of England logo and the text 'The Church of England in Essex and East London Diocese of Chelmsford'. The main content area shows a breadcrumb trail 'Home > Churchwarden Confirmation' and the title 'Archdeacon's Visitation Certificate and Declaration - Form C' with the subtitle 'Churchwarden Confirmation for 2026 - 2027'. A prominent orange box contains the message: 'Awaiting Declaration' for 'Berechurch St Margaret w St Michael'. The message states: 'Your minister has not yet completed the Form C declaration for this parish. Once your Area Dean or Priest in Charge has confirmed you as duly elected at the Meeting of Parishioners, you will be able to complete your declaration and confirmation here. If you believe this has already been done, please contact your Area Dean or the Archdeacon's office.' At the bottom of the page, contact information is provided: 'For assistance please contact Tel: 01245 294418 | Email: database@chelmsford.anglican.org'.

What You Need to Do

As a Churchwarden, you will complete three main steps:

1. Confirm your appointment
2. Book an Archdeacon's Visitation service
3. Complete the Articles of Enquiry (Form D)

You will see reminders and actions for each step on your parish portal dashboard.



Guide for Churchwarden-Elect (New)

Pilot of the New Visitation Process – parish portal

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Pilot of the New Visitation Process – parish portal

Step 1: Login and access

1.1 Go to the parish portal [<https://dmsportal.chelmsford-diocese.org/welcome>]

The screenshot shows the DMS Portal website. At the top, there is a logo for 'The Church of England in Essex and East London Diocese of Chelmsford' and the text 'DMS Portal Diocese of Chelmsford'. The main content is divided into several sections:

- Welcome to the DMS Portal**: A purple header with the text 'Your new online system for diocesan administration'. Below it, a white box explains that the portal is the new home for managing annual churchwarden declarations, visitation services, and articles of enquiry. It also notes that if this is the user's first time visiting, they will need to set up a password using a link on the right.
- Getting Started**: A yellow box with a lightbulb icon. It states that the user's account is already set up using their email address and they just need to create a password. It includes a button labeled 'Set Up My Password'.
- What you can do on this portal**: A white box with a list of four items:
 - Form C — Churchwarden Declaration**: Ministers and PCC Chairs can declare churchwardens as duly elected, replaced, or vacant for each parish.
 - Churchwarden Confirmation**: Churchwardens can confirm their appointment, update their details, and agree to safeguarding training.
 - Visitation Services**: Book onto an Archdeacon's Visitation service to be formally admitted to office as Churchwarden.
 - Form D — Articles of Enquiry**: Complete the annual Articles of Enquiry for each church in your parish, covering building, registers, mission, and safeguarding.
- Already have a password?**: A dark blue header with the text 'Sign in to access your dashboard'. Below it, a white box explains that if the user has already set up their password, they can go straight to the login page to sign in. It includes a button labeled 'Go to Login'.
- Need help?**: A white box with the text 'If you are having trouble logging in or believe your email address is not registered, please contact the diocesan office for assistance. A user guide is available after login from the dashboard.'



Guide for Churchwarden-Elect (New) Pilot of the New Visitation Process – parish portal

Step 1: Login and access

1.2 Log in to the system – **FIRST TIME**

1.2.1 Use the 'Set Up My Password' option.

Click the "Set Up My Password" button

The screenshot shows the DMS Portal homepage with a navigation menu on the left and a main content area. The 'Getting Started' section contains a 'Set Up My Password' button circled in orange. An arrow points from this button to the next step.

Type in you email address & click "Send Password Setup Link"

The screenshot shows the 'Set Up Your Password' page. The 'Send Password Setup Link' button is circled in orange. An arrow points from this button to the next step.

You will receive an email, click the "Reset Password" button to set up new password

The screenshot shows an email from DMSPortalDev. The 'Reset Password' button is circled in orange. An arrow points from this button to the next step.

Click the "Set Up My Password" button

Type in you email address & click "Send Password Setup Link"

You will receive an email, click the "Reset Password" button to set up new password

The screenshot shows the DMS Portal homepage. The 'Set Up My Password' button is circled in orange. An arrow points from this button to the next step.

The screenshot shows the 'Set Up Your Password' page. The 'Send Password Setup Link' button is circled in orange. An arrow points from this button to the next step.

The screenshot shows an email from DMSPortalDev. The 'Reset Password' button is circled in orange. An arrow points from this button to the next step.



Guide for Churchwarden-Elect (New)

Pilot of the New Visitation Process – parish portal

Step 1: Login and access

1.2 Log in to the system – **FIRST TIME**

Click the “Reset Password” button

Choose Your New Password
Enter your new password below

Email Address
testing@email.com

New Password
.....

Confirm New Password
.....

Reset Password

You can type in your email address & new password to login to the portal

Your password has been reset.
Please log in below to continue.

Log In
Sign in to your account

Email Address
testing@email.com

Password
.....

Remember me [Forgot password?](#)

Log In

You need to choose the verification method. It cannot change unless you contact system administrator.

Secure Your Account
Choose how you'd like to verify your identity when you sign in.

Recommended

Authenticator App
Use an app like Google Authenticator, Microsoft Authenticator, or Authy to generate a code each time you sign in. More secure and works offline.

Email Code
We'll send a 6-digit code to **revd-brown@outlook.com** each time you sign in.



Guide for Churchwarden-Elect (New) Pilot of the New Visitation Process – parish portal

Step 1: Login and access

1.2 Log in to the system – **ALREADY HAS PASSWORD**

1.2.2 select 'Go to Login' option

Click the "Go to Login" button

Enter the email address & password, click "Log in" button

You need to choose the verification method. It cannot change unless you contact system administrator.

Welcome to the DMS Portal
Your new online system for diocesan administration

This portal is the new home for managing your annual churchwarden declarations, visitation services, and articles of enquiry. Everything that was previously done on paper can now be completed online.

If this is your **first time visiting**, you will need to set up a password using the link on the right. Your email address is already registered in the system.

Getting Started
Your account is already set up using your email address. You just need to create a password to get started.

Click the button below to go to the password setup page. Enter your email address and we will send you a link to set your password.

Set Up My Password

Already have a password?
Sign in to access your dashboard

If you have already set up your password, you can go straight to the login page.

Go to Login

Need help?
If you are having trouble logging in or believe your email address is not registered, please contact the diocesan office for assistance.
A user guide is available after login from the dashboard.

Log In
Sign in to your account

Email Address
testing@email.com

Password
.....

Remember me [Forgot password?](#)

Log In

Secure Your Account
Choose how you'd like to verify your identity when you sign in.

Recommended

Authenticator App
Use an app like Google Authenticator, Microsoft Authenticator, or Authy to generate a code each time you sign in. More secure and works offline.

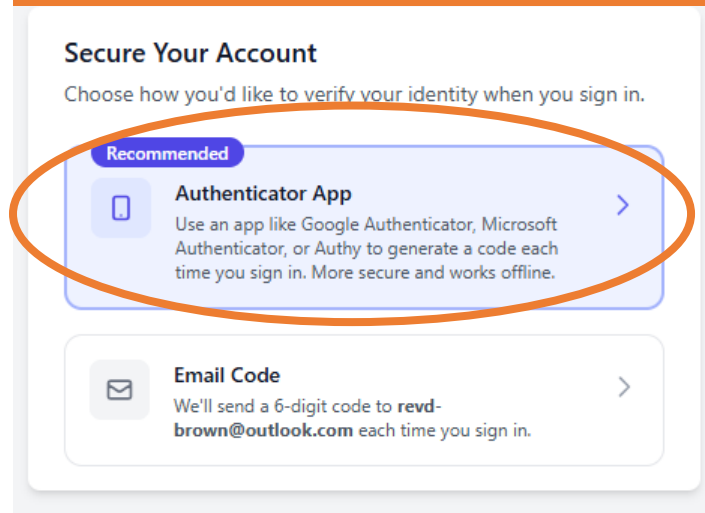
Email Code
We'll send a 6-digit code to **revd-brown@outlook.com** each time you sign in.



Guide for Churchwarden-Elect (New) Pilot of the New Visitation Process – parish portal

Step 1: Login and access – verification 1.3 Verify you identify by **Authenticator App**

If you choose the “Recommended” method



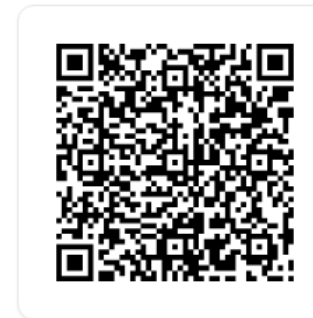
Use the Microsoft Authenticator App in your mobile phone.
You can download from App Store if you don't have it



Scan the QR code by the App. Enter the 6-digit code.

Set Up Authenticator App

Scan the QR code below with your authenticator app, then enter the 6-digit code to complete setup.



Can't scan? Enter this key manually:

BRIFGPHKYEQT4QCJ

Enter the 6-digit code from your app

000000

Verify & Sign In

[Choose a different method](#)



Guide for Churchwarden-Elect (New)

Pilot of the New Visitation Process – parish portal

Step 1: Login and access – verification

1.3 Verify you identify by **Email Code**

If you choose verify by “Email Code”

Secure Your Account
Choose how you'd like to verify your identity when you sign in.

Recommended

Authenticator App
Use an app like Google Authenticator, Microsoft Authenticator, or Authy to generate a code each time you sign in. More secure and works offline.

Email Code
We'll send a 6-digit code to **revd-brown@outlook.com** each time you sign in.

You will receive a code after click the “Email Code” option

DMSPortalDev

Hello,

Your two-factor authentication code is:

750387

This code will expire in 10 minutes.

If you did not attempt to log in, please secure your account immediately.

Regards,
DMSPortalDev

Enter the code to verify

We've sent a 6-digit verification code to **testing@email.com**
Please enter it below.

Email Code

000000

Verify

[Cancel and return to login](#)

[Didn't receive the code? Resend](#)



Guide for Churchwarden-Elect (New)

Pilot of the New Visitation Process – parish portal

Step 2: Confirm Your Appointment

Once your appointment has been officially declared, your dashboard will display 'Outstanding Items' requiring your attention.

I. Please click 'Confirm Now' and you will be asked to:

- Check and update your personal details
- Confirm that you accept the declaration
- Agree to attend Churchwarden trainings

The screenshot shows the DMS Portal dashboard for a user named Nopawan Puttipitukchai. The dashboard features a blue header with navigation links for Home, Directory, and Communications. Below the header, the user's name and a dropdown menu are visible. The main content area is titled 'Dashboard' and includes a 'Welcome to the DMS Portal' message. A prominent 'Outstanding Items' section contains a yellow alert card with a warning icon, the title 'Confirm your Churchwarden appointment', and a 'Confirm Now' button circled in orange. Below this, a thank-you message and a list of system features are displayed, including online directory access, contact detail confirmation, and data collection for parish information officers.



Guide for Churchwarden-Elect (New) Pilot of the New Visitation Process – parish portal

Step 2: Confirm Your Appointment

2. When you submit this form by clicking **“Sign and Confirm My Appointment”**, your appointment is signed and confirmed, and your Incumbent will be notified.

DMS Portal Home Directory Communications Nopawan Puttipitukchai

Home > Churchwarden Confirmation
Archdeacon's Visitation Certificate and Declaration - Form C
Churchwarden Confirmation for 2026 - 2027

The Church of England in Essex and East London Diocese of Chelmsford

Archdeacon's Visitation Certificate and Declaration - Form C
Peldon; St Mary the Virgin

Please check your details are correct

Title	Forenames	Surname	Known As
<input type="text"/>	Nora	Testdmsportal	<input type="text"/>

Parish
Peldon; St Mary the Virgin

Address Line 1	Address Line 2
<input type="text"/>	<input type="text"/>
Address Line 3	Town
<input type="text"/>	<input type="text"/>
County	Postcode
<input type="text"/>	<input type="text"/>

Declared duly elected by
Rev'd Joanna Joy Parrott
on 1 January 2000

Please confirm your contact details

E-mail	Mobile
nputtipitukchai@chelmsford.anglican.org	<input type="text"/>
Telephone (home)	Telephone (work)
<input type="text"/>	<input type="text"/>

Make sure to tick the boxes

Declaration

I THE UNDERSIGNED NAMED ABOVE DO DECLARE that I will faithfully and diligently perform the duties of the office of Churchwarden for the above parish during the period of my appointment, and that I am not disqualified from holding office as a churchwarden under Section 2(1), (1A) (2) or (3), of the Churchwardens Measure 2001, which we have read (overleaf).

If you are new to this office or you have been chosen again after a gap, please tick the box below so that you can be invited to a New Churchwardens' training event later in the year.

Before being admitted to office and actually becoming Churchwarden, you will be asked to give this form to the Archdeacon and then make the following declaration:

"I solemnly and sincerely declare before God and his people that I will faithfully and diligently perform the duties of the office of churchwarden for the parish for which I have been chosen during the period of my appointment."

The newly chosen Churchwardens should sign this Declaration, and hand it to the Archdeacon when they are Admitted. Churchwardens continue in office until they or their successor are admitted to office the following year, or until 31 August in that year as the case may be. Any person chosen as Churchwarden at the Annual Meeting of Parishioners causes a casual vacancy if they do not attend the Visitation and do not appear before the bishop or deputy, e.g. the archdeacon, to be admitted to office before 31 August of the year in question. For fuller details see the Churchwardens Measure 2001.

Notes — Churchwardens Measure 2001
Cert & Dec 2001 Edited 2026

The Churchwardens Measure 2001, Section 2(1), (1A) (2), (3) as amended reads:

2 General disqualifications

(1) A person shall be disqualified from being chosen for the office of churchwarden if:

- (a) he is disqualified from being a charity trustee under section 72(1) of the Charities Act 1993 and the disqualification is not for the time being subject to a general waiver by the Charity Commission under section 178 of the Charities Act 2011 and the disqualification is not for the time being subject to a general waiver by the Charity Commission under section 181 of that Act or to a waiver by it under that section in respect of all ecclesiastical charities established for purposes relating to the parish concerned, or
- (b) the person is disqualified from being a charity trustee by an order under section 181A of that Act.

In this subsection "ecclesiastical charity" has the same meaning as that assigned to that expression in the Local Government Act 1894.

(1A) A person shall be disqualified from being chosen for the office of churchwarden if the person is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006).

(2)(a) A person shall be disqualified from being chosen for the office of churchwarden if he has been convicted of any offence mentioned in Schedule 1 to the Children and Young Persons Act 1933.

(3) A person shall be disqualified from being chosen for the office of churchwarden if he is disqualified from holding that office under section 10(6) of the Incumbents (Vacation of Benefices) Measure 1977 (No. 1).

These disqualifications are:

- Disqualification as a charity trustee under section 178 of the Charities Act 2011
- Convictions within Schedule 1 to the Children and Young Persons Act 1933; and
- Disqualification under Section 10(6) of the Incumbents (Vacation of Benefices) Measure 1977.

If you are in any doubt as to whether you are disqualified, consult the diocesan registrar before signing this form.

The Archdeacons are part of the Chelmsford Diocesan Board of Finance (CDBF), which is the data controller for the data provided through the completion of this form. To find out more about how the CDBF processes personal data please read our General Privacy Notice. This can be downloaded from the diocesan website www.chelmsford.anglican.org/data-protection-and-privacy. The Archdeacons require contact information for the Churchwardens in order to fulfil their duties and provide support. This information will also be used by Diocesan departments in the fulfilment of their legitimate activities, as set out in the General Privacy Notice. Thank you.

I confirm that my details above are correct, and I accept the declaration. I am not disqualified from holding office as a churchwarden under Section 2(1), (1A) (2) or (3) of the Churchwardens Measure 2001.

I am new to this office or have been chosen again after a gap — please invite me to a New Churchwardens' training event.

I agree to attend a Churchwarden Training event within the first year of my appointment.

Sign and Confirm My Appointment



Guide for Churchwarden-Elect (New)

Pilot of the New Visitation Process – parish portal

Step 3: Book an Archdeacon's Visitation Service

After confirming your appointment, you will be taken to the Visitation booking page.

1. Please scroll down and select all the dates you need to attend by clicking '**Book This Date**'.
2. Confirm your booking by clicking '**OK**' on the pop up window.

DMS Portal Home Directory Communications Nora Testdmsportal

Home > Churchwarden Confirmation > Visitation Services

Archdeacon's Visitation Services

Select a Visitation Service to attend for 2026

Your churchwarden appointment has been confirmed. Please select a Visitation Service to attend.

Your Appointment Details

Parish: Peldon; St Mary the Virgin
Declared by: Revd Joanna Joy Parrott — revjoparrott@gmail.com
Replacing: Mr. Graham Hayes

Other Churchwardens' Bookings

Mr. Graham Hayes
Peldon; St Mary the Virgin
Monday 22 June 2026 at 19:00 — St Luke, Tiptree

About Visitation Services

You should attend the Visitation Service for your deanery to be admitted to office by the Archdeacon. If you cannot attend your deanery's service, you may attend any other service within your archdeaconry or elsewhere in the diocese.

Your Deanery (Recommended)

Witham Deanery Your Deanery
Archdeaconry of Colchester
Monday 22 June 2026 19:00
St Luke, Church Road, Tiptree CO5 0SU

1. **Book This Date**

dmsportal.chelmsford-dev.org says

You are about to book the Visitation Service for Chelmsford Deanery on Tuesday 23 June 2026 at 19:00 at Church of the Holy Spirit.

Are you sure you want to book this date?

2. **OK** Cancel

Book This Date



Guide for Churchwarden-Elect (New) Pilot of the New Visitation Process – parish portal

Step 3: Book an Archdeacon's Visitation Service Visitation Booking Confirmed

The screenshot shows the 'DMS Portal' interface. At the top, there is a navigation bar with 'Home' and 'Communications' links, a notification bell, a profile icon, and a user name 'Nora Testdmsportal'. Below the navigation bar, the breadcrumb trail reads: 'Home > Churchwarden Confirmation > Visitation Services > Booking Confirmed'. The main heading is 'Visitation Booking Confirmed'. A large green box with a checkmark icon contains the text: 'You're all booked! Your Visitation Service booking has been confirmed.' Below this is a section titled 'Your Visitation Service' with a calendar icon. It lists the following details: Service: Archdeacon's Visitation - Witham Deanery; Date: Monday 22 June 2026; Time: 19:00; Venue: St Luke Church Road, Tiptree CO5 0SU; Parish: Peldon: St Mary the Virgin. A yellow box titled 'What happens next?' contains three numbered steps: 1. Please attend the Visitation Service on Monday 22 June 2026. You will be formally admitted to office by the Archdeacon. 2. Your minister has been notified of your booking and will receive confirmation once the visitation is complete. 3. You may now log out of the portal. You can log back in at any time to change your booking or view your status. At the bottom, there are three buttons: 'Change Booking', 'Back to Dashboard', and 'Log Out'. The footer text reads: 'For assistance please contact Tel: 01245 294418 | Email: database@chelmsford.anglican.org'.



Guide for Churchwarden-Elect (New) Pilot of the New Visitation Process – parish portal

Step 3: Book an Archdeacon's Visitation Service

Visitation Booking Confirmed. You can click button “**Change Booking**”, “**Back to Dashboard**”, or “**Log Out**”

DMS Portal Home Communications Nora Testdmsportal

Home > Churchwarden Confirmation > Visitation Services > Booking Confirmed

Visitation Booking Confirmed

You're all booked!
Your Visitation Service booking has been confirmed.

Your Visitation Service

Service	Archdeacon's Visitation - Witham Deanery
Date	Monday 22 June 2026
Time	19:00
Venue	St Luke Church Road Tiptree CO5 0SU
Parish	Peldon: St Mary the Virgin

What happens next?

- 1 Please attend the Visitation Service on **Monday 22 June 2026**. You will be formally admitted to office by the Archdeacon.
- 2 Your minister has been notified of your booking and will receive confirmation once the visitation is complete.
- 3 You may now log out of the portal. You can log back in at any time to change your booking or view your status.

[Change Booking](#) [Back to Dashboard](#) [Log Out](#)

For assistance please contact Tel: 01245 294418 | Email: database@chelmsford.anglican.org

You can manage or change your booking via the 'Visitation' menu at the top of the page.

DMS Portal Home **Visitation** Communications

Home > Churchwarden Confirmation > Visitation Services

Archdeacon's Visitation Services

Select a Visitation Service to attend for 2026

You are booked for a Visitation Service
Archdeacon's Visitation - Chelmsford Deanery
Tuesday 23 June 2026 at 19:00
Church of the Holy Spirit, Chelmsford CM1 2TS
You can change your booking by selecting a different date below.

Your Appointment Details
Parish: East Springfield Church of our Saviour
Declared by: Revd Andrew Paul Greaves-Brown — revd-brown@outlook.com
Replacing: Mr James Cottis

About Visitation Services
You should attend the Visitation Service for your deanery to be admitted to office by the Archdeacon. If you cannot deanery's service, you may attend any other service within your archdeaconry or elsewhere in the diocese.



The Church of England
in Essex and East London
Diocese of Chelmsford

Guide for Existing Churchwarden (Returning) Pilot of the New Visitation Process – parish portal

Support & Contact

If you experience any issues accessing the portal or completing the process, please feel free to contact the Diocesan Office for support.

- Email database@chelmsford.anglican.org
- Tel 01245 982624, 01245 294418

Thank you again for your support in piloting this new process and helping us improve how we manage churchwarden declarations and visitations.