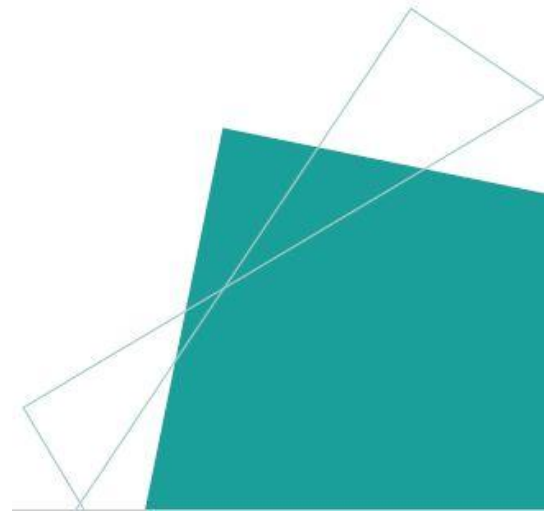




The Church of England  
in Essex and East London  
Diocese of Chelmsford

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





# Guide for Existing Churchwarden (Returning) 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, there is a navigation bar with 'DMS Portal', 'Home', 'CW Declaration', 'Form D', and 'Communications'. A user profile for 'Graham Hayes' is visible. Below the navigation bar, the breadcrumb trail reads 'Home > Churchwarden Confirmation'. The main heading is 'Archdeacon's Visitation Certificate and Declaration - Form C' with a sub-heading 'Churchwarden Confirmation for 2026 - 2027'. The central message is titled '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, 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.



The Church of England  
in Essex and East London  
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# Guide for Existing Churchwarden (Returning)

## Pilot of the New Visitation Process – parish portal

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**Step 4: Complete the Articles of Enquiry (Form D)**



# Guide for Existing Churchwarden (Returning)

## 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 for the Diocese of Chelmsford. 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 states that if this is the user's first time visiting, they will need to set up a password using the 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 states 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 Existing Churchwarden (Returning) Pilot of the New Visitation Process – parish portal

## Step 1: Login and access

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

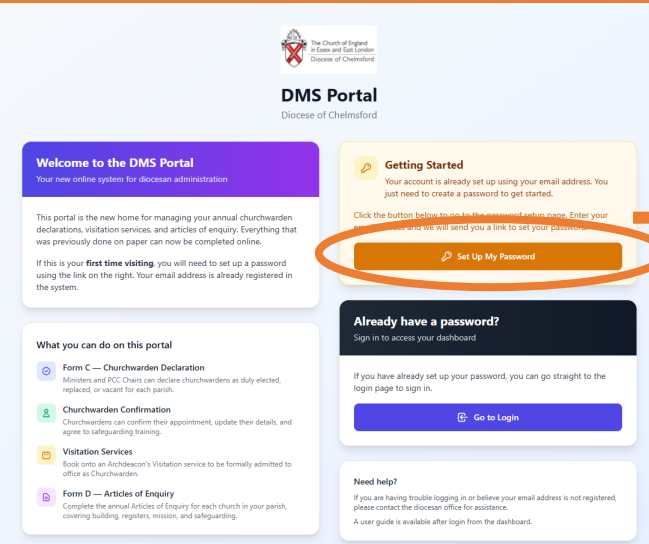
#### 1.2.1 Use the ‘**Set Up My Password**’ option.

**Click the “Set Up My Password” button**

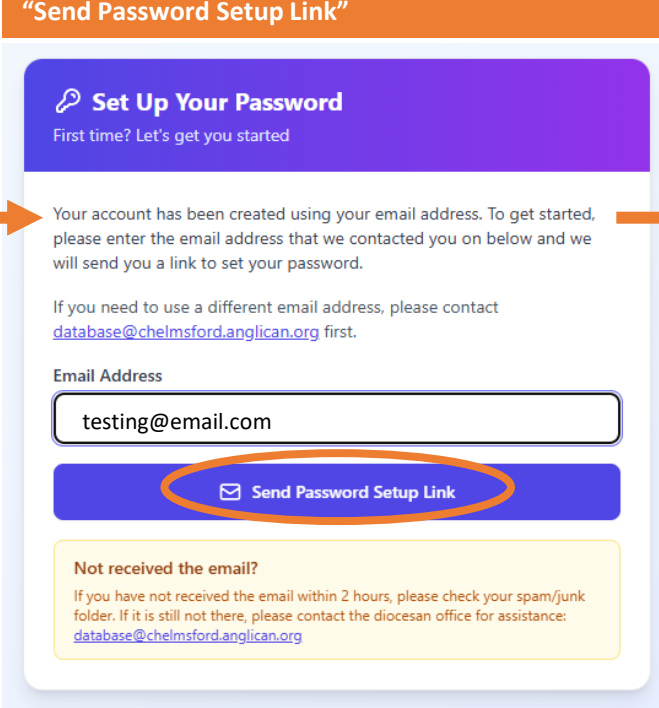
**Type in you email address & click “Send Password Setup Link”**

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

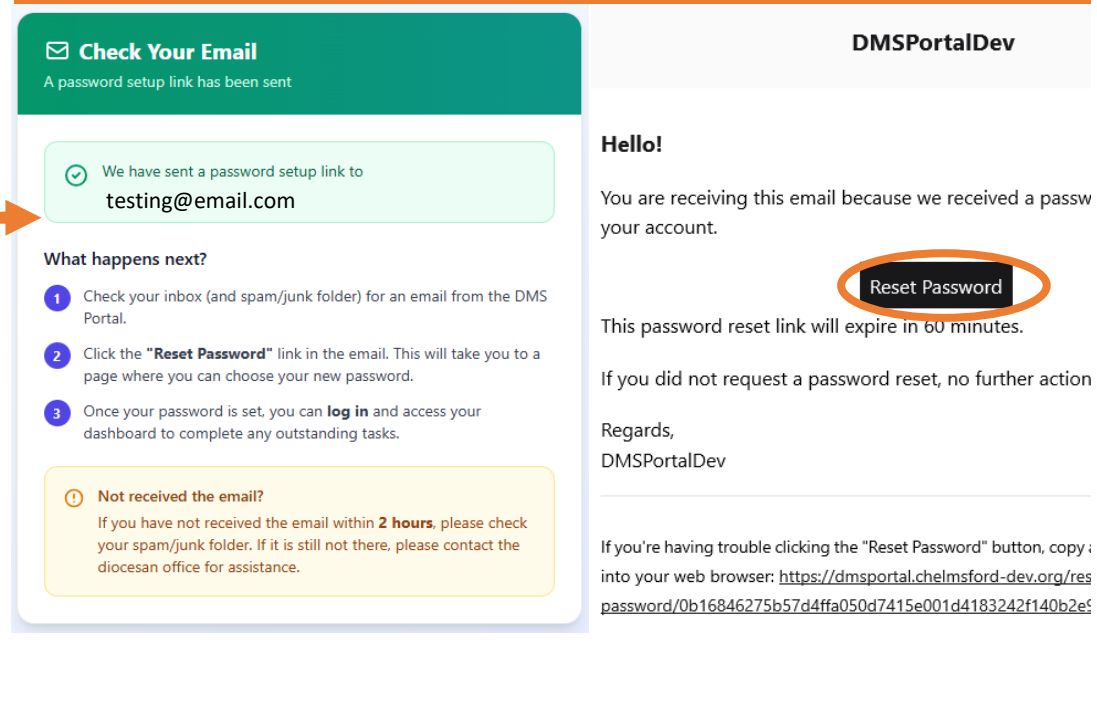
**Click the “Set Up My Password” button**



**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**



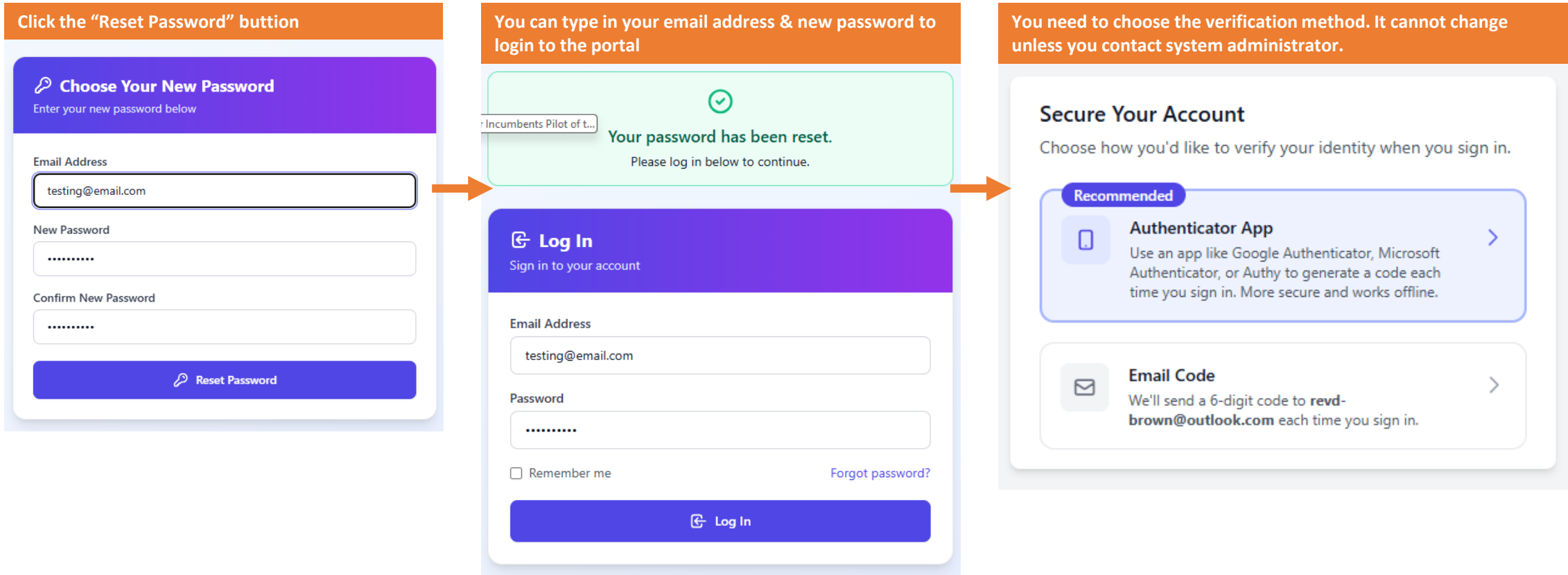


# Guide for Existing Churchwarden (Returning)

## Pilot of the New Visitation Process – parish portal

### Step 1: Login and access

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





# Guide for Existing Churchwarden (Returning) 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.

**What you can do on this portal**

- 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.

**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.



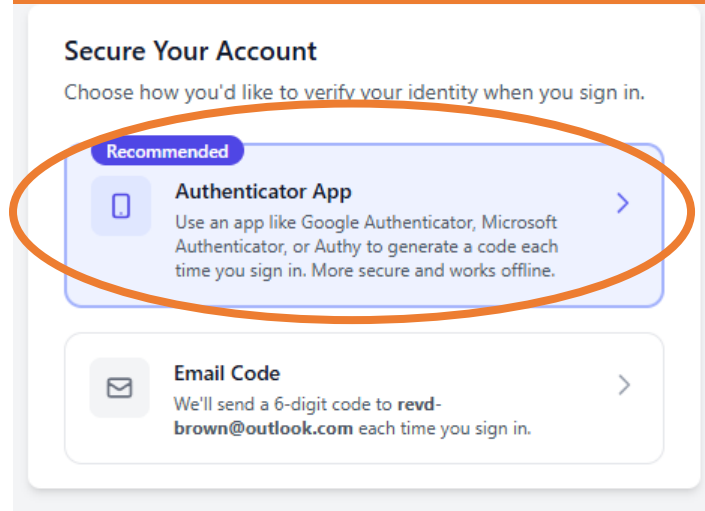
# Guide for Existing Churchwarden (Returning)

## 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



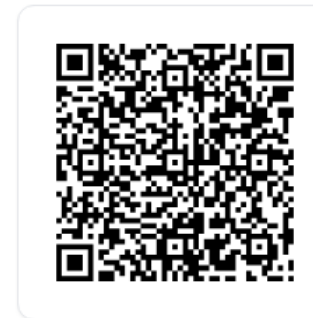
Use the Microsoft Authenticator App in your mobile phone.  
You can download from App Store if you don't have it



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 Existing Churchwarden (Returning) 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 Existing Churchwarden (Returning) 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 Churchwarden. At the top, there is a navigation bar with 'DMS Portal', 'Home', 'Directory', and 'Communications'. A user profile for 'Nopawan Puttipitukchai' is visible in the top right. Below the navigation bar, the dashboard header includes the diocese logo and the text 'The Church of England in Essex and East London Diocese of Chelmsford Dashboard'. The main content area features a blue banner that says 'Welcome to the DMS Portal' and 'Diocese of Chelmsford Portal'. Underneath, there is an 'Outstanding Items' section with a clock icon. A yellow card contains a warning icon and the text 'Confirm your Churchwarden appointment' with a sub-message: 'Please confirm your appointment as Churchwarden by reviewing and accepting the declaration.' and a date 'April 16, 2026'. A blue 'Confirm Now >' button is circled in orange. Below this, a message says 'Thank you for accessing the Diocese of Chelmsford Portal System.' and 'Location and Role Specific messages will appear below'. There are two sections: 'We will use this system to:' with five bullet points (Online Directory, confirm contact details, allow clergy/officers to choose details, appoint a PIO, access CCLA statements, access Parish Share Online) and 'Your Parish Information Officer will use this system to:' with three bullet points (collect data, annual Electoral Roll return, confirm changes of Parish Office contact details).



# Guide for Existing Churchwarden (Returning) 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](http://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 Existing Churchwarden (Returning) 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 Existing Churchwarden (Returning) 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, and a user profile for '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 contains 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

Below the service details is a section titled 'What happens next?' with 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 of the page, 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 Existing Churchwarden (Returning) 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.

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.



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

## Step 4: Complete the Articles of Enquiry (Form D)

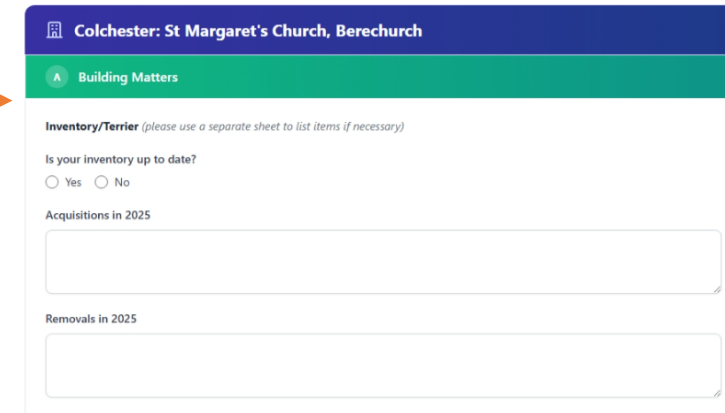
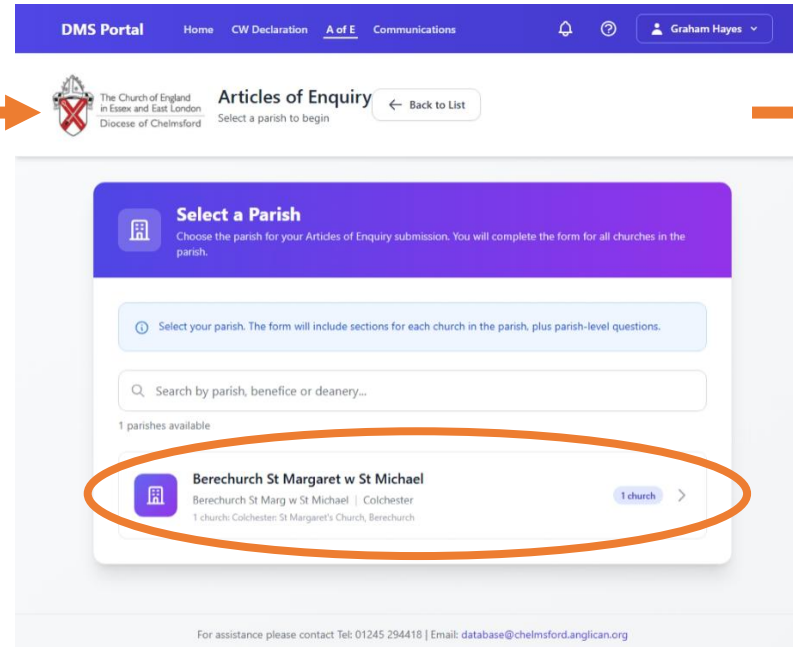
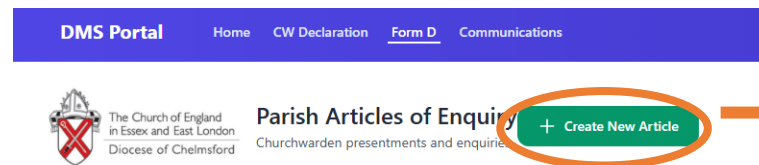
If you held the office of Churchwarden in 2025/26, please complete this form.

These questions enable you to fulfil your statutory duty to make Presentments regarding the life and property of your parish. You can complete the form online and return to it if needed before submitting.

1. Please click 'Create New Article'

2. Select a Parish

3. Complete and submit the required sections





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](mailto: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.