

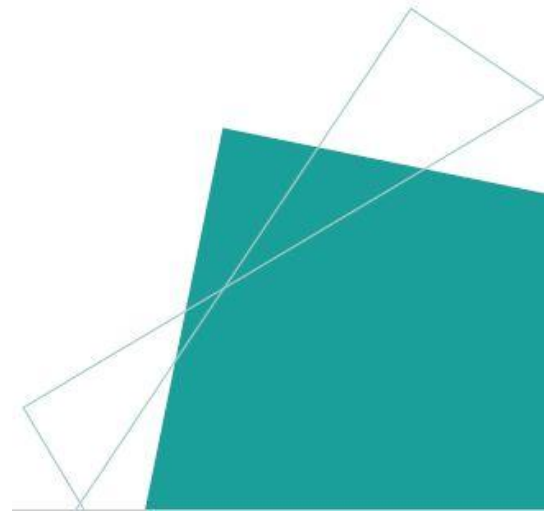


The Church of England
in Essex and East London
—
Diocese of Chelmsford

Guide for Incumbent / PCC Chair

Pilot of the New Visitation Process

– parish portal





Guide for Incumbent / PCC Chair

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 Incumbent (or PCC Chair) and what actions you need to complete in the parish portal.

Your Role in the Process

As the Incumbent or PCC Chair, you are responsible for completing the Certificate of Election of Churchwardens (Form C) after the Meeting of Parishioners.

This step starts the whole process and enables churchwardens to:

- Confirm their appointment
- Book an Archdeacon's Visitation service
- Complete the Articles of Enquiry

When to Complete the Declaration

You should complete the declaration after your Meeting of Parishioners has taken place and the churchwardens have been elected.

Please do this as soon as possible, as churchwardens cannot proceed until the declaration is submitted.



Guide for Incumbent / PCC Chair

Pilot of the New Visitation Process – parish portal

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Step 3: Visitation Bookings




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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 Church of England
in Essex and East London
Diocese of Chelmsford

DMS Portal

Diocese of Chelmsford

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](#)

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.

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 to sign in.

[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.



Guide for Incumbent / PCC Chair 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

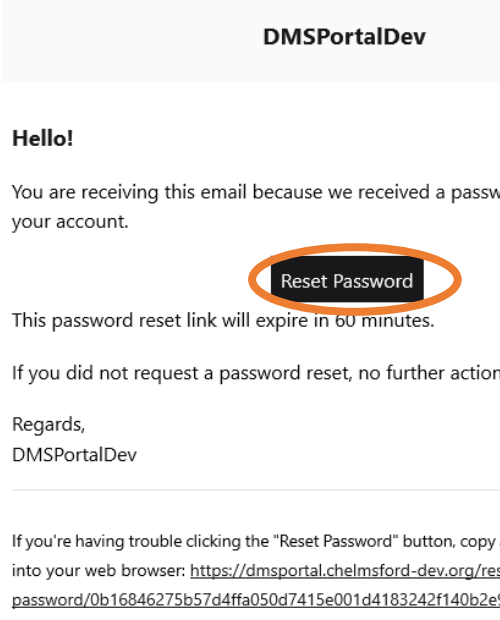
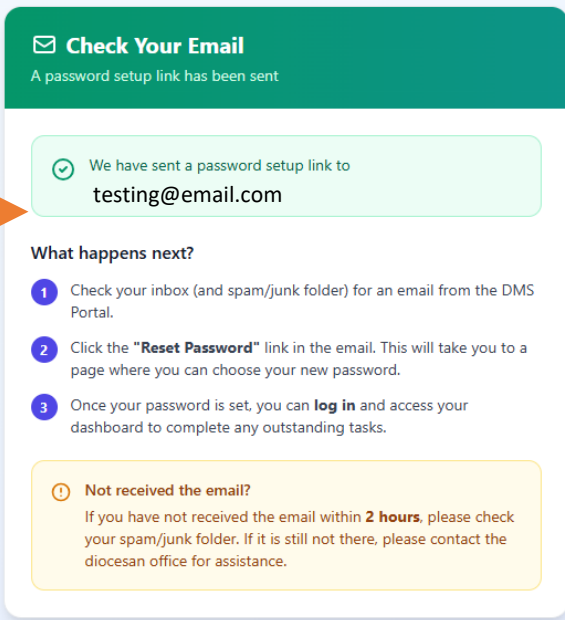
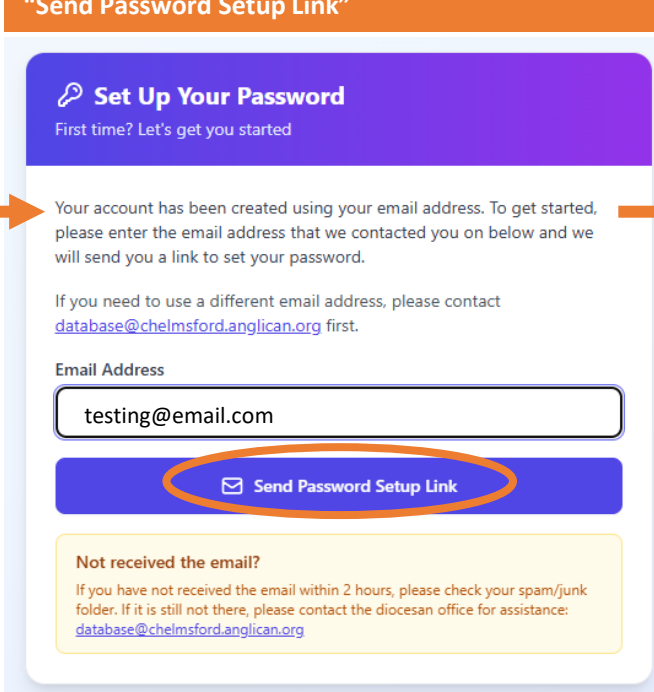
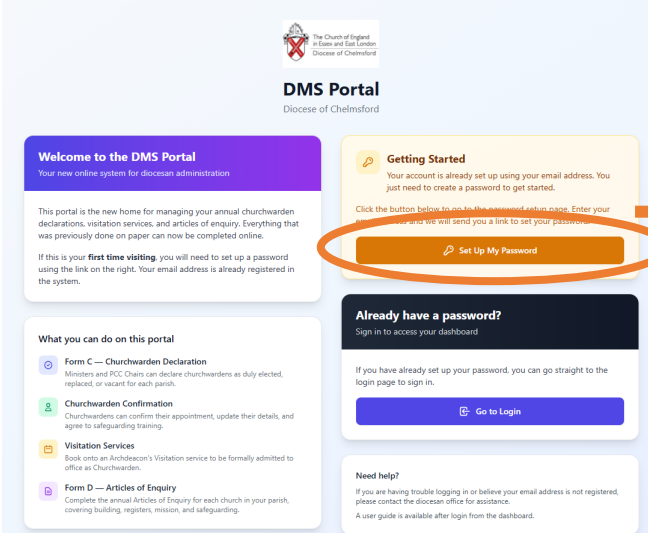
Type in you email address & click “Send Password Setup Link”

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

Click the “Set Up My Password” button

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



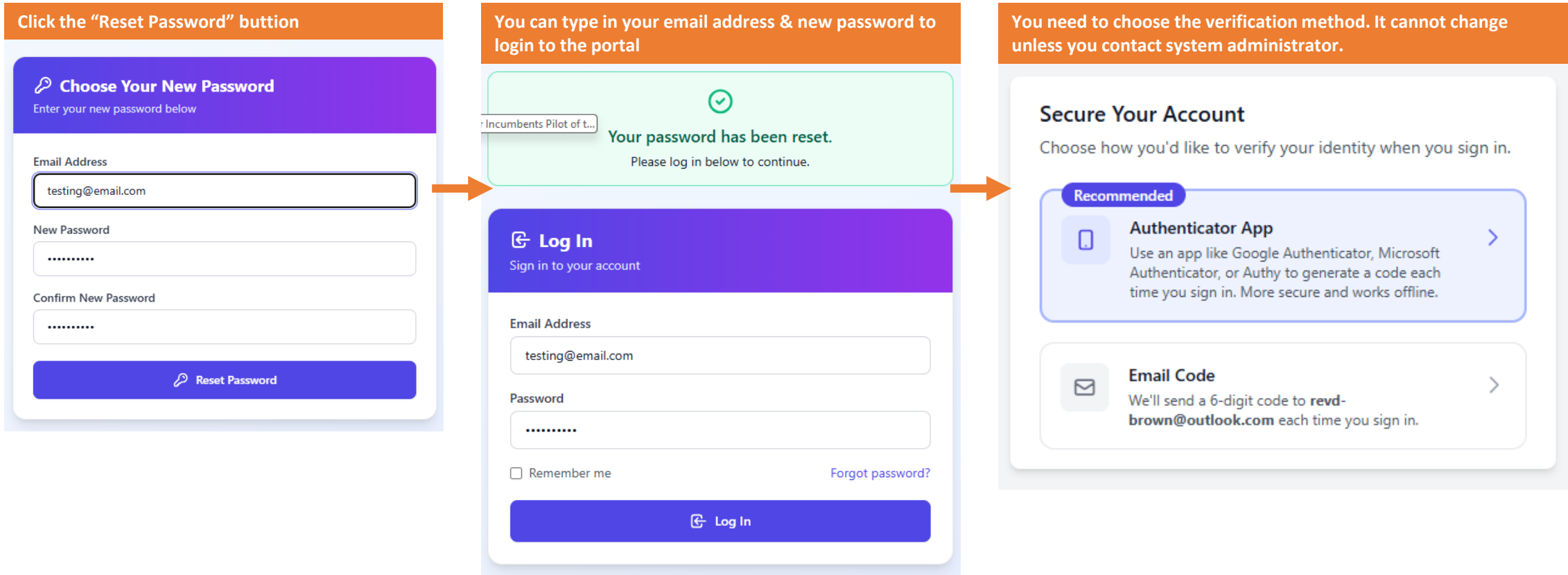


Guide for Incumbent / PCC Chair

Pilot of the New Visitation Process – parish portal

Step 1: Login and access

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





Guide for Incumbent / PCC Chair 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
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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.

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Go to Login

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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.



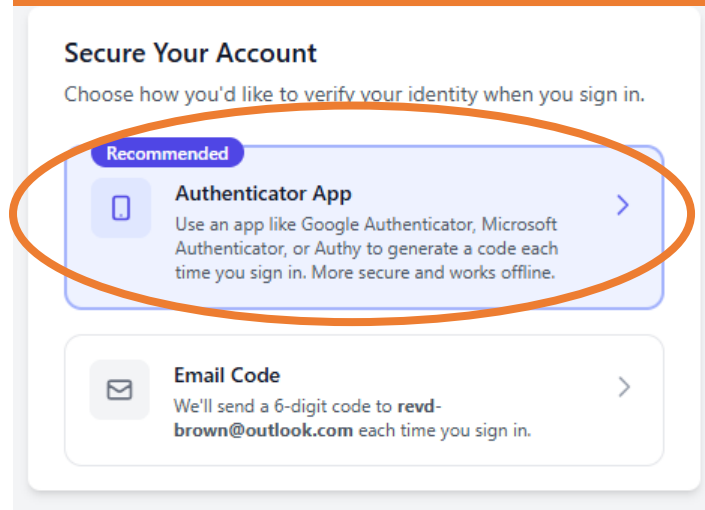
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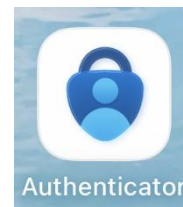
Step 1: Login and access – verification

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 Incumbent / PCC Chair

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](#)

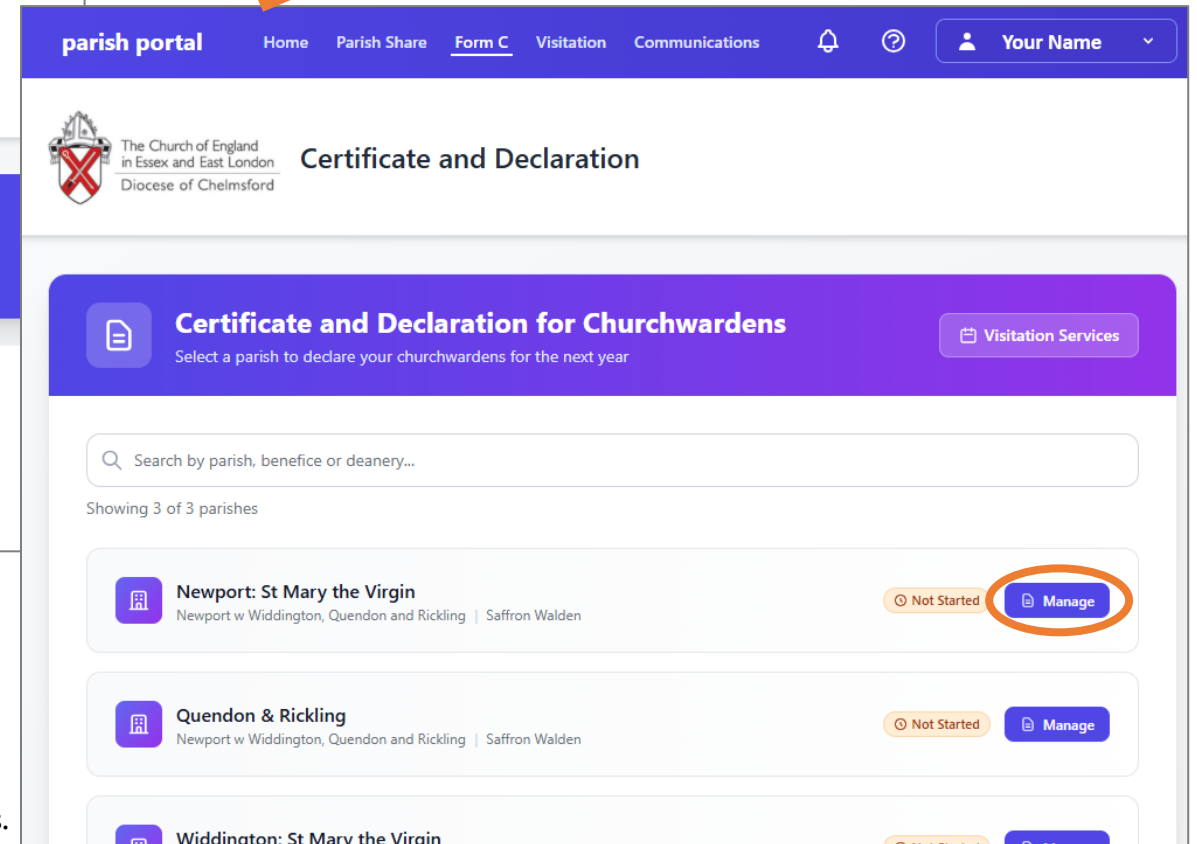
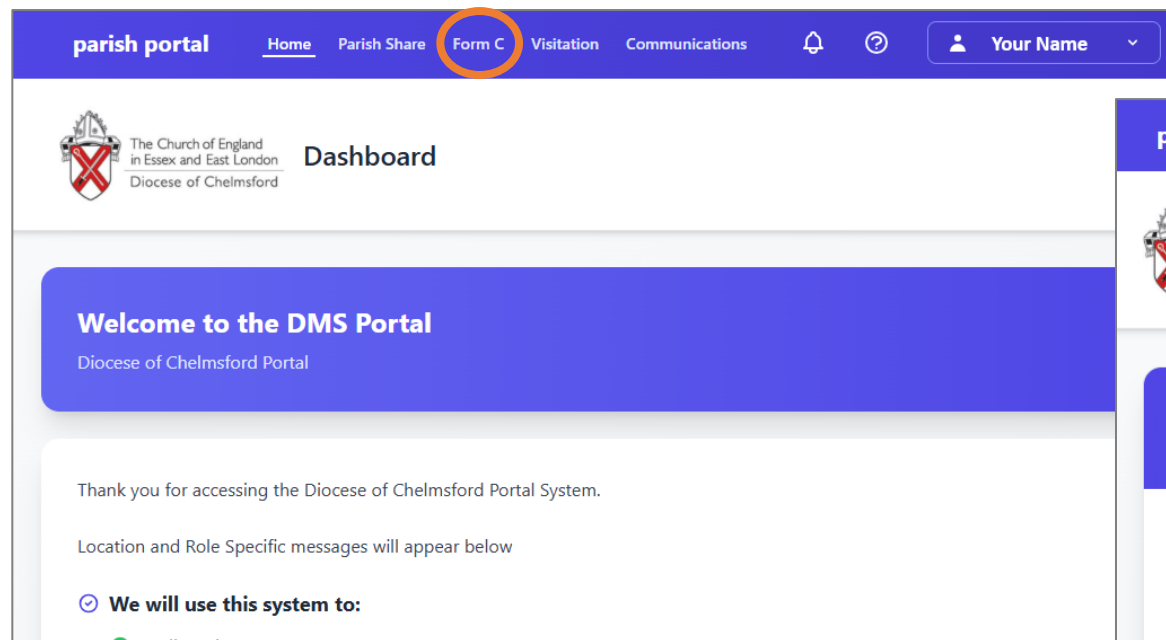
[Didn't receive the code? Resend](#)



Guide for Incumbent / PCC Chair Pilot of the New Visitation Process – parish portal

Step 2: Declaring Churchwardens (Form C)

2.1 You will see the welcome page after login successfully. From the header menu, select '**Form C**'. It will bring you to the "Certificate and Declaration" page.



2.2 Select a parish to complete the declaration by clicking '**Manage**'.
You will see more than one parish if your role covers multiple parishes.



Guide for Incumbent / PCC Chair

Pilot of the New Visitation Process – parish portal

Step 2: Declaring Churchwardens (Form C) 2.3 Please enter the 'Date of Meeting of Parishioners'

Confirm Churchwardens

Please confirm who will be your churchwardens for this year

I CERTIFY THAT:
The individuals selected below were duly chosen to be Churchwardens of the above parish/church at a Meeting of Parishioners pursuant to Sections 4 and 5 of the Churchwardens Measure 2001 held on the date below.

Date of Meeting of Parishioners *

12/05/2026

Method 1
You can *type in* the date/month/year directly

Churchwarden 1
Mr David Baker
What would you like to do? *
Select an option

Churchwarden 2
Mrs Elaine Edwards
What would you like to do? *
Select an option

Confirm Churchwardens

Please confirm who will be your churchwardens for this year

I CERTIFY THAT:
The individuals selected below were duly chosen to be Churchwardens of the above parish/church at a Meeting of Parishioners pursuant to Sections 4 and 5 of the Churchwardens Measure 2001 held on the date below.

Date of Meeting of Parishioners *

12/05/2026

Method 2
OR, *choose* the date by using the calendar

May 2026

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Clear Today

Churchwarden 2
Mrs Elaine Edwards
What would you like to do? *



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Pilot of the New Visitation Process – parish portal

Step 2: Declaring Churchwardens (Form C)

2.4 Please provide the required Churchwarden details. For each churchwarden position, choose one option:

2.4 Option 1: Has been duly elected – update details if needed.

Confirm Churchwardens

Please confirm who will be your churchwardens for this year

I CERTIFY THAT:
The individuals selected below were duly chosen to be Churchwardens of the above parish/church at a Meeting of Parishioners pursuant to Sections 4 and 5 of the Churchwardens Measure 2001 held on the date below.

Date of Meeting of Parishioners
18/04/2026

Churchwarden 1
Mrs Denise Somers

What would you like to do?

Select an option

- Select an option
- Has been duly elected
- Will be replaced
- Will be vacant

What would you like to do?

Select an option

Visitation Services

Review Form C

Choose one option for each Churchwarden from the drop down menu

Churchwarden 1
Mrs Denise Somers

What would you like to do?
Has been duly elected

Please confirm current details are correct

Address Line 1
14 Pocklington Close

Address Line 2
Chelmer Village

Address Line 3

City/Town
Chelmsford

County

Postcode
CM2 6SQ

Phone
01245 462410

Email Address
denise@churchoos.org.uk



Guide for Incumbent / PCC Chair

Pilot of the New Visitation Process – parish portal

Step 2: Declaring Churchwardens (Form C)

2.4 Option 2: Will be replaced – add new churchwarden details

Churchwarden 2
Mr James Cottis

What would you like to do?
Will be replaced

New Churchwarden Details

Legal Name	Surname
<input type="text"/>	<input type="text"/>
Address Line 1	
<input type="text"/>	
Address Line 2	
<input type="text"/>	
City/Town	County
<input type="text"/>	<input type="text"/>
Postcode	Phone
<input type="text"/>	<input type="text"/>
Email Address	
<input type="text"/>	

Form C Options

Send Form C via Email

2.4 Option 3: Will be vacant

Churchwarden 1
Mrs Denise Somers

What would you like to do?
Will be vacant



Guide for Incumbent / PCC Chair

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Step 2: Declaring Churchwardens (Form C)

2.5 Click the “Review Form C” button

Churchwarden 2
Mr James Cottis

What would you like to do?
Will be replaced

New Churchwarden Details

Legal Name	Surname
Judy	Chiu
Address Line 1	
53 New Street	
Address Line 2	
City/Town	County
Chelmsford	
Postcode	Phone
CM1 1AT	01245 982611
Email Address	
jchiu@chelmsford.anglican.org	
Form C Options	
<input checked="" type="radio"/> Send Form C via Email	

Visitation Services

Review Form C

2.5 Review the information. You can click the button to “Print or Save PDF” for your record, or “Go Back & Edit”.

Review Form C — East Springfield Church of our Saviour

Please review the details below before submitting

Print / Save PDF **Go Back & Edit**

C Churchwardens Measure 2001

ARCHDEACON'S VISITATION CERTIFICATE and DECLARATION for 2026-2027

Diocese of Chelmsford	Parish of
Archdeaconry of	East Springfield Church of our Saviour
Chelmsford	
Deanery of	Parish Code
Chelmsford	CH580643

CERTIFICATE to be signed by the Chair of the Meeting of Parishioners for the Choosing of Churchwardens for 2026-2027.

I CERTIFY THAT

Full Name
Mrs Denise Somers
Address
14 Pocklington Close, Chelmer Village, Chelmsford
Postcode
CM2 6SQ

AND

New Appointment



Guide for Incumbent / PCC Chair

Pilot of the New Visitation Process – parish portal

Step 2: Declaring Churchwardens (Form C)

2.5 Click the “**Confirm & Submit Declaration**” button to submit.

Churchwarden Name	
Judy Chiu	
Telephone (home)	E-mail
01245 982611	jchiu@chelmsford.anglican.org
Telephone (work)	Mobile
<i>To be confirmed</i>	<i>To be confirmed</i>

NOTES — Churchwardens Measure 2001

Cert & Dec 2001 Edited 2026

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... (b) the person is disqualified from being a charity trustee by an order under section 181A of that Act.

(1A) ...included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006).

(2)(a) ...convicted of any offence mentioned in Schedule 1 to the Children and Young Persons Act 1933.

(3) ...disqualified under section 10(6) of the Incumbents (Vacation of Benefices) Measure 1977 (No. 1).

If you are in any doubt, 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. www.chelmsford.anglican.org/data-protection-and-privacy

← Go Back & Edit

✓ Confirm & Submit Declaration

What Happens After You Submit

Once you submit the declaration:

- The relevant churchwarden(s) are automatically notified
- They will be asked to:
 1. Confirm their appointment online
 2. Book an Archdeacon’s Visitation service
 3. Complete the Articles of Enquiry
- You will receive notifications in the parish portal when:
 1. A churchwarden confirms their appointment
 2. A visitation service is booked

Step 3: Visitation Bookings

You can view and manage visitation bookings from:

- ‘Form C’ → ‘Visitation Services’



Guide for Incumbent / PCC Chair

Pilot of the New Visitation Process – parish portal

Step 3: Visitation Bookings

You can view and manage visitation bookings from: 'Form C' → 'Visitation Services'

The screenshot shows the 'DMS Portal' navigation bar with 'Form C' selected. Below, the 'Certificate and Declaration' section has a purple header with a 'Visitation Services' button circled in orange. A search bar and a list of parishes are visible below.



This allows you to see which services your churchwardens have booked.

Churchwarden Visitation Bookings			
All churchwardens across your parishes			
CHURCHWARDEN	PARISH	FORM C STATUS	VISITATION BOOKING
Mrs Denise Somers	East Springfield Church of our Saviour	Awaiting	Not yet booked
Mr James Cottis	East Springfield Church of our Saviour	Awaiting	Not yet booked
Miss Judy Chiu	East Springfield Church of our Saviour	Awaiting	Not yet booked



Guide for Incumbent / PCC Chair

Pilot of the New Visitation Process – parish portal

Step 3: Visitation Bookings

You can also schedule your visitation services. If you represent multiple parishes, you can book into various services to accommodate all your churchwarden declarations.

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
3. This page also allows you to manage your bookings, including options to remove your visitation services as needed.

Your Visitation Bookings

Tuesday 23 June 2026 at 19:00
Church of the Holy Spirit, Chelmsford CM1 2TS
You can book additional dates below or click a booked date to remove it.

About Visitation Services
As the minister responsible for declaring churchwardens, you may attend multiple Visitation Services to admit churchwardens from different parishes. Select all the dates you need to attend below.

Your Deanery (Recommended)

Chelmsford Deanery Your Deanery Booked

Archdeaconsy of Chelmsford
Tuesday 23 June 2026 19:00
Church of the Holy Spirit, Chelmsford CM1 2TS

3. **Remove**

About Visitation Services
As the minister responsible for declaring churchwardens, you may attend multiple Visitation Services to admit churchwardens from different parishes. Select all the dates you need to attend below.

Your Deanery (Recommended)

Chelmsford Deanery Your Deanery

Archdeaconsy of Chelmsford
Tuesday 23 June 2026 19:00
Church of the Holy Spirit, Chelmsford CM1 2TS

1. **+ Book This Date**

Your Archdeaconry

Maldon & Dengie Deanery

Archdeaconsy of Chelmsford
Tuesday 9 June 2026 19:00
St Leonard's, High Street, Maldon CM9 7JN

2. **OK** **Cancel**

Epping Forest & Ongar Deanery

Archdeaconsy of Chelmsford
Thursday 25 June 2026 19:00
St Mary, Piercing Hill/Coppice Row, Theydon Bois CM16 7JN

3. **Remove Booking**

Brentwood Deanery

Archdeaconsy of Chelmsford
Tuesday 30 June 2026 19:00



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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.