*To be filled out by all members, adherents and regular attenders of the church.*

**Full Name**: ……………………………………………………………………………….

**Public** Permission Publicity Permission Necessary Information

Preferred Name: ………………………………
*Please tick*

🞎 Member 🞎 Adherent *(regular attender of church)*🞎 Other (but happy for my details to be kept and contacted)

**Contact Details:**
Address: ……………………………………………………………………………………………………………

………………………………………………………………………………………. Postcode: ……………….

Telephone Number: ……………………………………………………..

Mobile Number: ……………………………………………………..

Email: ………………………………………………………

🞎 Facebook/Messenger 🞎 WhatsApp *(please note: not all churches can provide this)\**

**Media Permission:**

I give / do not give [delete as required] permission for photos and videos of me to be taken at church by our official photographers to be used for this church’s publicity (church magazine, newsletter, Facebook, Methodist websites).

I am aware that this church will always ensure the pictures are respectful in their nature and appropriate to the activity promoted, and that no link can be made between your image and your full name, address, email, etc. to avoid personal information being displayed or accessed publicly.

**For Role/Office holders only: Please give permission by ticking the relevant boxes**
In order for role and office holders to practically fulfil their duty it is strongly recommended that permission is given to have preferred details made public (such as on chapel notice boards).

*Known as: …………………………………………….For Example: Mrs Wesley* ***or*** *Susanna,
 or simply ‘Job title’: Booking Steward.*)

*Role/Office Held Preferred Public contact Date ticked*

🞎 Church Steward Tel. 🞎 Mob. 🞎 Email 🞎 ………………..
🞎 Property Steward Tel. 🞎 Mob. 🞎 Email 🞎 ………………..
🞎 Treasurer Tel. 🞎 Mob. 🞎 Email 🞎 ………………..
🞎 Booking Steward Tel. 🞎 Mob. 🞎 Email 🞎 ………………..
🞎 Safeguarding officer Tel. 🞎 Mob. 🞎 Email 🞎 ………………..
🞎 Church Council Secretary Tel. 🞎 Mob. 🞎 Email 🞎 ………………..
🞎 Pastoral Secretary Tel. 🞎 Mob. 🞎 Email 🞎 ………………..

🞎 House group Leader Tel. 🞎 Mob. 🞎 Email 🞎 ………………..

🞎 Other: ………………………… Tel. 🞎 Mob. 🞎 Email 🞎 ………………..

**Explanation:**In order for the Methodist Church to fulfil its commitments to its members and adherents it requires certain information to operate. We require your full name because in the unfortunate incident that you are admitted to hospital, we may need your full name to prove that we know you and to help the receptionist to identify you amongst others of a similar name. The first line of your home address is also often required.

Please fill out the contact details as much as you are able, in this section this is in order to provide pastoral care which will be held confidentially by the pastoral team (which will include the minister and any relevant lay worker) and may include Methodist church related publicity and wider information depending on your role.

It is strongly advised that if you hold a role or office within the local church it may be in your best interest to give permission to share your preferred information and contact details publicly *(for example if you are a safeguarding officer it would be important for you to give permission for your preferred contact details to be made public on a poster Or, if you are a Steward for you to give permission for your name to be advertised publicly for a member of the congregation to contact you with any concerns)*. To help fulfil your role then please fill in the third section of the form and tick which role or roles and permissions and contacts which apply.

**Please note:** you can decide how you would like to be known in these places and which of your contact details to be used (for example you may wish to only use your title and surname, with your telephone number alone. For example: Steward: Mrs Wesley, Tel. 01937 123456 Or, you may wish only your first name to be used and your email address, Siân, SingingSian@gmail.com, or even just your job role/office held and Telephone number: Property Steward: 01937 123456).

**Finally:**

*To see how the Methodist Church intends to keep your information securely please read our Privacy Policy here:* [*https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice*](https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice) *or speak to your Methodist minister.*

 **Keep up to date:**

If you would like to change your contact details at any time then please speak to a member of the pastoral team (Pastoral Secretary, Minister or Lay Worker).

Thanks for helping us keep up to date.



Rev Mark Stennett