



Diocese of Peterborough

**APPOINTMENT
OF A
PARISH PRIEST**

June 2004

PREAMBLE

Every benefice in the Church of England (whether it consists of a single parish or a group of parishes) has a **Patron**, whose responsibility it is to nominate a new incumbent to the Bishop when the benefice is vacant. This is called the right of presentation to a vacant benefice.

The patron may be the Crown, the Lord Chancellor, the Bishop of the diocese, or another individual, the diocesan board of patronage, a college, a society or (usually in the case of a united benefice or a team ministry) a group of individuals/bodies or a special board of patronage. If more than one person or body is involved, patronage is either exercised *jointly* or *by turns* depending on the provisions of the pastoral scheme which created the (united) benefice.

Under the provisions of the Pastoral Measure 1983 the Bishop has the power to ‘suspend presentation’ to a vacant benefice in order to allow plans for pastoral reorganisation to be considered or implemented.

This paper describes the process of appointment used in the diocese of Peterborough. It covers both the appointment of an incumbent, nominated by the patron(s), and of a ‘priest-in-charge’ when the bishop has exercised his power of suspension. As far as the PCC is concerned the processes are very similar, but different people may be involved at different stages.

Copies of all the forms referred to are to be found on the Peterborough Diocesan Registry website at www.peterboroughdiocesanregistry.co.uk . Patrons who do not have access to the internet should contact the Diocesan Registrar, 4 Holywell Way, Longthorpe, Peterborough PE3 6SS (Tel. 01733 262523 Fax. 01733 330280).

SUSPENSION OF PRESENTATION

If the Bishop suspends the patron’s right of presentation, an ‘incumbent’ (usually called a Rector or a Vicar) will not be appointed. Instead the Bishop will normally appoint a priest in charge until the suspension is lifted.

Although a priest in charge is legally different from an incumbent because he/she does not have the freehold, the responsibilities in the parish are identical and most parishioners are unlikely to know that there is any distinction.

If presentation is suspended, the usual provisions of the Patronage (Benefices) Measure 1986 (see appendix) will not apply but the Bishop will endeavour to follow the spirit of the Measure and consult the Patron, the Rural Dean, and the Lay Chair as well as the people of the parish in the process of making an appointment.

THE APPOINTING PROCESS

1. Archdeacon's Visit to PCC

When it is known that a benefice is about to become vacant, the Archdeacon will contact the PCC Secretary and/or the Churchwardens and arrange to visit the PCC to discuss the process of appointing a new Parish Priest. In the case of a multi-parish benefice (s)he will decide whether to meet the PCCs together, or separately. The out-going parish priest would not normally be present at such a meeting(s).

The Archdeacon will explain the process of making a new appointment, discuss the implications of 'suspension' if there is the possibility of pastoral re-organisation, and make sure that the Secretary and Churchwardens have copies of this booklet, and its companion *Responsibilities during a Vacancy*. He will also encourage the PCC to begin the process of drawing up their Statement of Conditions, Needs & Traditions of the Parish, and to discuss possible dates for a Special PCC Meeting to agree this document.

The meeting with the Archdeacon provides an opportunity for the PCC to clear up any queries they may have about the process.

2. Discussion at the Pastoral Committee

Every vacancy in the diocese is considered by the relevant Archdeaconry Pastoral Committee, which will advise the Bishop about the need for suspension of presentation if there is the likelihood of pastoral re-organisation involving the benefice.

If the Pastoral Committee does not recommend suspension of presentation, the Bishop sends a formal notice of the vacancy (**Form 30**) to the Registrar, who is the 'Designated Officer' under the Patronage (Benefices) Measure. The Registrar will then send the formal notice (**Form 31**) to the patron and the PCC Secretary(ies), enclosing the form for the Statement of Conditions, Needs and Traditions of the parish.

If the Pastoral Committee recommends suspension, The Bishop will consult the patron(s), the PCC(s), the Rural Dean and Lay Chair and decides in the light of their comments whether to act on the Committee's recommendation. The Bishop must take any representations made by these 'interested parties' into account, but the decision is his and he is not required to obtain everybody's agreement or consent.

When the Bishop issues the Notice of Suspension, he will invite the PCC to prepare a Statement of Conditions, Needs and Traditions of the benefice in exactly the same way as if an incumbent was to be appointed.

3. Special PCC Meeting

When the PCC Secretary receives the notice from the Registrar, or the letter from the Bishop enclosing the form for the Statement of Conditions, Needs and Traditions of the Parish, arrangements should be made to call an extra-ordinary meeting of the PCC within four weeks. (If there is more than one parish in the benefice, this should be a joint meeting)

The meeting should:

- elect a vice-chairman,
- agree a Parish Statement using the form provided,
- take note of previous PCC resolutions, if any (section 3(1) and 3(2) of the *Priests (Ordination of Women) Measure 1993*).
- elect parish representatives to act as the PCCs representatives in the process of the appointment, including meeting potential candidates. (These representatives should be empowered to speak for the PCC(s) in the process of consultation with the Bishop, as the Patronage (Benefices) Measure requires the representatives' agreement to the appointment of an incumbent, and the Pastoral Measure requires the Bishop to consult the PCC in appointing a priest-in-charge.),
- decide whether to request the Patron or the Bishop to advertise the vacancy, and
- **if an incumbent is to be appointed**, decide whether to request a joint meeting with the Patron and the Bishop (a 'Section 12' meeting), and whether to request a statement in writing from the Bishop describing, in relation to the benefice, the needs of the diocese and the wider interests of the Church.

Notes:

- At least 14 days notice of the meeting must be given to all members
- The outgoing priest and spouse should not attend, nor other clergy in the benefice
- The meeting may decide to produce one statement for the entire benefice, or one for each parish
- It is difficult to produce a statement in committee. It is suggested that the Churchwardens prepare a draft beforehand for discussion at the meeting.
- The Chairman should not allow powerful voices to dominate at the expense of other members. As the archangel Gabriel may not be a candidate, it is advisable to prioritise, rather than list all the virtues of an ideal parish priest.
- A single parish benefice should elect two representatives; multi-parish benefices should elect at least four to give a fair representation; small parishes could elect one each.

4. Action following the Meeting

If an incumbent is to be appointed the PCC Secretary should notify the Patron, the Bishop and the Registrar of the names of the Parish Representatives using **Form 34**, enclosing copies of the Parish Statement(s), the latest audited accounts, and the most recent Quinquennial Inspection(s), and indicating the decision about the other matters considered. It is also helpful if copies of these documents are sent to the Bishop of Brixworth and the Archdeacon at the same time.

If presentation is suspended the Parish Statement, together with a copy of the latest audited accounts, the most recent Quinquennial Inspection of the church and any other relevant information (e.g. parish magazine, photographs, maps etc) are then sent to the Diocesan Bishop (with copies to the Suffragan Bishop and the Archdeacon) The PCC should choose parish representatives as if the procedure in the previous paragraph were being followed and the Secretary should also send a covering letter giving the names, addresses and telephone numbers of the parish representatives, and the decisions relating to the other matters discussed.

5. Consultation

The Patron and the Bishop (and his staff) will study the information supplied by the parish(es) and decide whether the appointment will be advertised. They will also discuss the process of interviewing etc. with the parish representatives. The Bishop may also wish to consult the Rural Dean and Lay Chairman.

When the Patron or the Bishop has considered the list of potential candidates, usually in response to an advert - either internally in the diocese, via the Clergy Appointments Advisor's (Lee) list, or in the Church Times - he will contact the elected parish representatives (either directly or via the Archdeacon or Rural Dean) and agree with them the date for the interviews and the arrangements for the candidates (and their spouses) to visit the parish.

In some cases, the Patron, or the Bishop, may wish the parish representatives to meet one candidate rather than interview a number; this is usually the case if the Crown is Patron of the living. In that case the representatives must arrange to meet the candidate, show him/her the parish and decide whether they believe the candidate is suitable and the right person to fill the vacancy.

6. The Decision

Normally, when the parish representatives are involved in the interviewing process, the interviewing panel will agree with Bishop or Patron that the post should be offered to one of the candidates. If they have not been part of the formal interview, the parish representatives report back to the Patron or the Bishop, following their own meeting with the candidate. Legally, the right of presentation, or appointment, rests with the Patron or the Bishop, with the agreement of the parish representatives.

If all are agreed, the Patron or the Bishop will offer the post to the successful candidate, subject to the receipt of the necessary Disclosure from the Criminal Records Bureau.

In the case of **an incumbent** the legal process involves the Patron completing **Form 36** seeking the Bishop's approval of his nomination, and **Form 37** for the Parish Representatives. When these have been completed and signed, the Patron sends **Form 38** to the Bishop which gives formal notice of his presentation.

Under the provisions of the Measure, if the Patron fails to appoint an incumbent within nine months of the date of the vacancy then the right of presentation lapses to the Archbishop. If this occurs the Registrar and the Bishop will inform the parish representatives of the action which has to be taken.

7. Announcements

News of the appointment should be made simultaneously in the new benefice and the candidate's previous benefice; it is important that news does not leak out prematurely. Once the appointment has been announced in the parish(es), the notice of appointment ('the yellow') is issued by the Bishop's Office.

INSTITUTION & INDUCTION or LICENSING & INSTALLATION

If the new priest is to be **the incumbent** of the benefice, the Bishop of Peterborough or the Bishop of Brixworth will arrange a date for his/her institution (called a collation when the Bishop is the patron), and induction by the Archdeacon.

If the new priest is to be **priest in charge** of the benefice, he/she will not be instituted but licensed and installed.

In either case, the Bishop will consult the Patron, the Archdeacon, the Rural Dean and the Churchwardens, as well as the new priest about the date and, if necessary, the Bishop's Office will issue a supplementary notice ('yellow') of the appointment giving this date.

The two services are very similar and copies of the services may be obtained from the Bishop's Office. Apart from the set hymns in the order of service, the hymns and readings are normally chosen by the candidate. The services are available electronically, if the parish wishes to print its own copies, incorporating the chosen hymns and readings etc. The Bishop should be notified of these in good time (usually at least a fortnight before the service) and informed of any other relevant details.

The Rural Dean will arrange the rehearsal and advise the parish on practical details about the service.

Appendix 1 Patronage (Benefices) Measure 1986

INTRODUCTION

1. The Patronage (Benefices) Measure 1986 came into effect on 1st January 1989. Any benefice now becoming vacant will be dealt with under the provisions of this Measure.

THE PURPOSE OF THE MEASURE

2. The Measure provides for the creation and maintenance in each diocese of a central register of Patrons of the livings of that diocese. The register will record the patrons, and in the case of there being more than one Patron, whose turn it is to appoint to the living next.
3. The second purpose of the Measure is to confine the exercise of Patronage to those who are actual communicant members of the Church of England or of a Church in communion with it. This means that when a vacancy occurs, the registered Patron is required to make a declaration that he is a communicant member of the Church of England, and if he is unable or does not wish (for whatever reason) to make that declaration, he will be required by law to nominate someone of his own choosing to act for him in making the appointment.
4. The third purpose of the Measure is to create a partnership in the making of appointments. In vacancies after 1st January 1989, a Patron is required to obtain the agreement of representatives appointed by the PCC as well as that of the Bishop before proceeding to offer the living to the priest whom he has chosen. The law formerly gave the Bishop little power in the matter, and gave to the Churchwardens only (not to the PCC) the right to make representations against the Patron's nominee. The Measure carries this a stage further and puts on a statutory basis what previously happened in good practice.

GENERAL NOTE

5. The statutory provisions are complex and detailed, and deal with various situations. In any case of doubt, the PCC should seek advice from the "Designated Officer", who in the case of this Diocese is the Diocesan Registrar, Canon Raymond Hemingray, of 4 Holywell Way, Longthorpe, Peterborough. PE3 6SS (Tel. 01733-262523)
6. PCC Secretaries should pay careful attention to the time limits which are mentioned in this document and ensure that they are strictly kept, otherwise the rights given to a PCC by the Measure may well be lost.
7. Samples of the forms which will be used during the procedure for filling the vacancy are included in Appendix 2. (Numbers of these forms are given in brackets at the appropriate places in the main document.) When a Patron or PCC needs to use one of the prescribed forms, the forms in the appendix may be copied, or copies may be obtained from the Designated Officer, or downloaded and/or printed from the Diocesan Registry web site at www.peterboroughdiocesanregistry.co.uk.
8. Where benefices are held in **plurality**, they are treated as a multi-parish benefice for the purpose of the Measure. Where there is a **Team Council** or a properly established **Joint PCC**, the Team Council or Joint PCC will carry out the PCCs' functions under the Measure.

CROWN PATRONAGE

9. Where Her Majesty the Queen, the Duke of Cornwall or the Lord Chancellor ("the Crown") is the sole Patron of a benefice, or it is the turn of any of them to present to a benefice, the normal provisions of the Measure on filling a benefice do not apply, other than Section 7 (dealing with the notification of vacancies in benefices).
10. The PCC(s) have the right to send the presenting Patron a statement describing the conditions, needs and traditions of the parish, and a copy of the statement must be sent to the Bishop. A PCC is not entitled to appoint any representatives or to request a statement from the Bishop on the needs of the

diocese and wider Church in relation to the benefice, and none of the parties has the right to call for a joint meeting (Section 12 Meeting).

11. The provisions with regard to lapse do not apply to the rights of presentation belonging to the Crown, and the right to present remains until a priest accepts an offer of the benefice.
12. The right of Her Majesty the Queen to present a priest to a benefice where the outgoing incumbent has been appointed to a diocesan bishopric, or where the presenting Patron is the diocesan bishop and the see is vacant, is preserved. In these cases, the benefice is treated as a Crown benefice and the provisions outlined in paragraph 9 above apply. Where the outgoing incumbent has been made a diocesan bishop and the Crown appoints his successor, the Patron whose turn it would have been to present on that occasion has the next turn.

Appendix 2 Forms

The following pages contain draft copies of the forms required under the Patronage (Benefices) Measure 1986, when an incumbent is to be appointed. Their use is explained in the main document.

Form 15
PATRONAGE (BENEFICES) MEASURE 1986

Declaration by Registered Patron (being an individual)

Complete either Part A (below) or Part B (overleaf) of this form

Diocese _____

Benefice _____

PART A: DECLARATION OF MEMBERSHIP

To the Designated Officer

I, _____ (Full Name)

- * being the registered Patron of the above Benefice
- OR * being the holder for the time being of an office which is registered as Patron of the Benefice
- OR * being the donee of a power of attorney made by the registered Patron

hereby declare that

- * I am an actual communicant member of the Church of England
- OR * I am an actual communicant member of a Church in communion with the Church of England, namely,

OR ** I am a clerk in Holy Orders _____

and I confirm that I will be acting personally during the vacancy of the above Benefice. All communications concerning the vacancy should be sent to me at the following address:

Dated this _____ day of _____ 20____

Signed _____
Presenting Patron

Note: In accordance with Section 9 of the Measure, this form must be returned to the Designated Officer within two months of the occurrence of the vacancy. Failure to return the form within that period will mean that the vacancy will be filled without recourse to the Patron.

* Delete as appropriate.

** Inset name of Church. Advice will be given by the Registrar as to which churches are in communion with the Church of England.

Form 15

PATRONAGE (BENEFICES) MEASURE 1986

Complete either Part A (overleaf) or Part B (below) of this form

Diocese _____

Benefice _____

PART B: APPOINTMENT OF REPRESENTATIVE

To the Designated Officer

I, _____ (Full Name)

- * being the registered Patron of the above Benefice
- OR * being the holder for the time being of an office which is registered as Patron of the Benefice
- OR * being the donee of a power of attorney made by the registered Patron
- AND
- * being unable to make the declaration required by the Measure
- OR * being unable to discharge the Patron's functions on this occasion

hereby appoint ** _____

of _____

to act as my representative on the occurrence of the vacancy or impending vacancy in the Benefice and authorise him/her to discharge my functions under the above Measure.

Dated this _____ day of _____ 20____

Signed _____
Presenting Patron

DECLARATION OF MEMBERSHIP

I, _____ hereby declare that

- * I am an actual communicant member of the Church of England
- OR * I am an actual communicant member of a Church in communion with the Church of England, namely, _____
- OR ** I am a clerk in Holy Orders

Dated this _____ day of _____ 20____

Signed _____
Patron's Representative

Note: In accordance with Section 9 of the Measure, this form must be returned to the Designated Officer within two months of the occurrence of the vacancy. Failure to return the form within that period will mean that the vacancy will be filled without recourse to the Patron.

* Delete as appropriate.
 ** Inset name of Church. Advice will be given by the Registrar as to which churches are in communion with the Church of England.

Form 16
PATRONAGE (BENEFICES) MEASURE 1986

Appointment by a Body of a Representative (not being an individual)

Diocese _____

Benefice _____

I, _____ (Full Name)

of _____

being the Chairman/Secretary/Clerk/† _____ of

the registered patron of the above Benefice declare that

_____*

has been duly authorised to act as the representative of the registered Patron and to discharge the Patron's functions during the current vacancy.

Dated this _____ day of _____ .20

Signed _____
Chairman/Secretary/Clerk/†

DECLARATION OF MEMBERSHIP

I, (fullname) declare that

** I am an actual communicant member of the Church of England

OR ** I am an actual communicant member of a Church in communion with the Church of England, namely,

*** _____

OR ** I am a clerk in Holy Orders

Dated this _____ day of _____ 20

Signed _____
Patron's Representative

† Delete as appropriate or insert designation of responsible officer.

* Insert full name and address (in capitals) of the representative acting.

** Delete as appropriate.

*** Inset name of Church. Advice will be given by the Registrar as to which churches are in communion with the Church of England.

Form 35

PATRONAGE (BENEFICES) MEASURE 1986

**Notice from Bishop or Patron to Parochial Church Council
requesting a Section 12 Meeting**

Diocese of _____

Benefice of _____

To the Secretary of the Parochial Church Council
of _____

I, _____, Bishop of the Diocese

or

I, _____

[the presenting Patron] [the representative of the presenting Patron]¹ hereby request a meeting
under Section 12 of the Measure

Dated this day of 20

Signed _____

[Bishop of the Diocese]¹

[Presenting Patron]¹

[Presenting Patron's Representative]¹

NOTE:

This notice must be sent to the Secretary of the Parochial Church Council not later than ten days after the Form 34 notice has been received

¹Delete as appropriate.

Form 37

PATRONAGE (BENEFICES) MEASURE J986

Approval by Parish Representatives of Offer of Benefice

Diocese of _____

Benefice of _____

To the Parish Representatives

I, _____
of _____

being the [presenting Patron] [Patron's representative]¹, hereby request your approval as Parish Representatives to my making an offer to:

Full Name² _____

Address _____

Office _____

Dated this _____ day of _____ 20____

Signed _____
[Presenting Patron][Patron's Representative]

ENDORSEMENT (to be completed by the Parish Representatives)

We hereby approve your making of an offer to the above-named priest to present him to the above benefice¹

or

We do not approve your making of an offer to the above-named priest to present him to the above benefice for the following reasons:¹

Dated this _____ day of _____ 20____

Signed _____

Parish Representatives

NOTE: Unless the notice of refusal to approve the making of an offer is received within five weeks beginning with the date on which this notice is sent, the Parish Representatives will be deemed to have given their approval.

¹Delete as appropriate

²Insert full name and address in block capitals and details of present office (if any).

Form 38

PATRONAGE (BENEFICES) MEASURE 1986

Notice of Presentation

Diocese of

Benefice of

To the Lord Bishop of the Diocese

1. I, _____,
being [the representative of]¹ the registered Patron with respect to the vacancy of the
above benefice hereby present to you for admission to the benefice:

The Reverend _____
at present² _____

2. I confirm that the requirements of the Measure have been complied with and the approvals
of the parish representatives obtained.

Dated this day of 20

Signed _____
Presenting Patron

¹ Delete if inappropriate

² Insert present preferment (e.g. assistant curate, team vicar, incumbent, chaplain of _____, or as appropriate).

Appendix 3

The PCC Statement of the conditions, needs and traditions of the parish(es)

The PCC Statement

Among the matters to be included in the PCC statement describing the conditions, needs and traditions of the parish are:-

- (a) the population and a description of the physical features of the parish and the general category of the parish, any industry, any shops and what sort of parish it is (e.g. suburban, housing estate, market town, new town, commuter village, rural village).
- (b) Depending on the circumstances, this heading may also need to include details of any predominant age and/or social groups, whether the population is younger or older, particularly mobile, rising or falling, and any special social problems;
- (c) a description of the Anglican churches and licensed places of worship in the parish or benefice; age, how many seats, condition, notable features;
- (d) a list of services in the Anglican churches and licensed places of worship, including the forms of service used, the type of churchmanship, the attendance figures over the previous three Sundays and at Christmas and Easter, and the number of baptisms, confirmations, marriages and burials during the last twelve months;
- (e) details of the congregations: e.g. any predominant age or social groups, what proportion live outside the parish;
- (f) a description of the Churches of other denominations in parish and the state of relations between the parish church and other Churches, including any involvement in local Councils of Churches or other joint activities;
- (g) a copy of the latest annual accounts and the electoral roll figures;
- (h) other details of the financial position of the PCC, e.g. any major works to the church in progress or anticipated, any other capital projects, whether the parish share and parochial expenses of the clergy were met in full and if not, the shortfall for the last accounting year and whether stewardship or planned giving is in operation in the parish;
- (i) details of any pastoral or other assistance available to the new incumbent (assistant curate, lay workers, Readers or non-stipendiary or retired clergy living in the parish who are willing to assist);
- (j) a list of church organisations or groups, the numbers attending and any buildings or other facilities available for them;
- (k) details of any church schools or other schools within the parish or which are attended by children from the parish;
- (l) any special responsibilities to a local institution (e.g. a local hospital) and any special links with the local authority or any specific civic responsibilities of the incumbent;
- (m) areas of pastoral or other ministry apart from those under previous headings (e.g. to industry, prisons, old people, the sick, handicapped or disabled, single parents, the homeless and unemployed, young people) for which the incumbent and his staff are responsible;
- (n) details of support given by the parish for home and overseas missions and charities;
- (o) a description of the housing available for the incumbent;
- (p) ideas as to any potential developments or other new pastoral or other opportunities;
- (q) a general statement of the qualities and attributes which the PCC would wish to see in the new incumbent in the light of the other factors set out in this statement.

Statement of Conditions, Needs and Traditions.

Parish	
---------------	--

Deanery	
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- Parish Population Details**



*Parish Population
(Approx.)*

--

*How is the population
distributed (e.g. in one or
more centres or dispersed
evenly over the parish)?*

--

How would you say that was made up? Please tick any of the descriptions below and add you own.

Young Families		Couples – no children		Retired		Middle Aged	
-----------------------	--	------------------------------	--	----------------	--	--------------------	--

Unemployed		Manual		Executive		Professional	
-------------------	--	---------------	--	------------------	--	---------------------	--

Other Descriptions

--

Please tick any of the words below that describe your parish...

City Centre		Inner Urban		Urban		Urban Shadow	
--------------------	--	--------------------	--	--------------	--	---------------------	--

Suburban		Market Town		Village		Scattered Rural	
-----------------	--	--------------------	--	----------------	--	------------------------	--

Other Descriptions

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- Parish Population Details (Cont.)**



What proportion of the parish would you estimate to be...

Owner Occupied	
Local Authority	
Privately Rented	

Are there any social concerns, problems or needs to which you would like to draw attention?

• **Education and Youth Work**



▶ *Education and Social Provision*

Are there any church schools in the parish?

Name	Number on Roll	Clergy/Parish Links

• **Education and Youth Work (cont.)**



Are there any Local Authority schools in the parish?

Name	Number on Roll	Clergy/Parish Links

▶ **Youth Organisations within the parish**

Please give details of any organised youth groups that meet within the parish

Organisation	Numbers	Clergy/Parish Links

▶ **Specific Parish Work**

Children (1-12)

Young People

• **Education and Youth Work** (cont.)



▶ **Specific Parish Work** (cont.)

Adults

Other Groups

▶ **Parish Study Groups**

Please describe any groups that are running, mentioning how they are led.

Name	Description

• **Outreach**



Please describe the way your parish welcomes new people to the parish.

▶ **Welcome Policy**

• **Outreach (cont.)**



▶ **Parish Publications**

Name	Circulation	Publishing Frequency

▶ **Healthcare**

Please give details of any hospitals, elderly people's homes, day centres etc in the parish.

Name	Clergy/Parish involvement

▶ **Community Care**

Please detail any involvement which the parish and more specifically the incumbent has in community care.

Activity	Clergy/Parish Involvement

• **Outreach** (cont.)



▶ **Commercial Organisations**

Please detail any significant commercial organisations within the parish.

Organisation	Clergy/Parish Involvement

▶ **Support of the Church outside the parish**

Activities supported	Amount Given

▶ **Support of the Church overseas**

Is there a Parish Overseas Link?

--

Other Activities supported	Amount Given annually

• **Ministry**



Please give the numbers of the following people in the parish.

Assistant Priests		Curates		Readers		Lay Ministers	
NSM Clergy		Parish Evangelists		Pastoral Assistants			

Is there (or is there planned to be) a Local Ministry Team?

--

Other groups of people working within the parish

• **Parish Buildings**

▶ **The Parish Church and other centres of worship**



Please describe the size, state of repair, major work that has been or is due to be carried out.

Name	

Name	

Name	

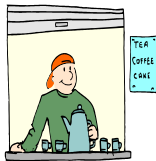
▶ **The Parsonage House**



Please give details of size, age, garden, condition, major repair work etc.

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▶ **Church Halls etc**



Please describe the size, state of repair, major work that has been or is due to be carried out.

Name	

Name	

▶ **The Churchyard**

Please give a brief description, mentioning state of repair, responsibilities for day to day upkeep, and whether burials still take place.

• **Congregational Life and Worship**



What groups of people attend the churches in the parish?

Approximately what percentage of the congregation lives outside the parish?

▶ **Worship**

Please give details of regular Sunday services, including information congregation size, communicants and numbers of children.

Service	Congregation Size	Communicants	Numbers of Children

Are there any other services (Family Service etc) that occasionally take place on a Sunday?

Service	Congregation Size	Communicants	Numbers of Children

Please give details of the Christmas and Easter Service congregations.

Christmas	
Easter	

▶ **Worship** (cont.)



In the last full calendar year, what was the approximate number of

Baptisms		Weddings		Church Funerals	
Funerals at Crematorium		Confirmation candidates		Home Communions	

Please describe the tradition of churchmanship.

Does the presiding priest wear eucharistic vestments?

Yes	No	Comments

Are scarf and hood worn for services other than Morning and Evening Prayer?

Yes	No	Comments

Is the sacrament reserved in church?

Yes	No	Comments

Is incense used in worship?

Yes	No	Comments

▶ **Ecumenical and other Links**

What links are there with neighbouring Church of England parishes?

Name	Link

▶ **Ecumenical and other Links (cont.)**

Are there links with other denominational groups and centres, particularly within the parish?

Name	Link

• **Parish Finance**

▶ **Christian Stewardship**

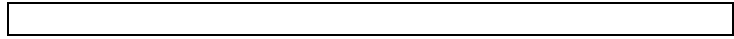
What is the Parish Christian Stewardship Policy?

What is the average weekly giving of those aged above 16?

▶ **Other Parish income**

Apart from individual giving, are there other sources of income for the Parish?

Are there any regular fund raising events?



▶ **Parish Share**

Amount paid by the PCC	
------------------------	--

▶ **Capital Projects**

Is there any capital project in hand at the moment?

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▶ **Incumbent's Expenses**

Travel Expenses		Office + Communication		Other	
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▶ **Assistants' Stipends and Expenses**

To what extent does the PCC meet the stipend and/or working expenses of the assistant clergy and/or lay worker(s)?

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• **Planning and The Future**



▶ **Mission Audit**

Briefly, what were the aims and objectives of the last mission audit carried out in the parish?

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What has been achieved since then?

What areas of the life of the church need to be developed?

What are the aims for the medium to long term (5-10 years)?

- **The New Incumbent**



Please list the principal qualities and skills you are seeking in your new incumbent.

Has the PCC passed resolutions A or B under section 3(1) or (2) of the Priests (Ordination of Women) Measure 1993?

Please add any other documents you feel would be helpful in attracting the right candidate for your benefice.

Appendix 4

Priests (Ordination of Women) Measure 1993

SCHEDULE 1

FORMS OF PARISH RESOLUTION

RESOLUTION A

That this parochial church council would not accept a woman as the minister who presides at or celebrates the Holy Communion or pronounces the Absolution in the parish.

RESOLUTION B

That this parochial church council would not accept a woman as the incumbent or priest-in-charge of the benefice or as a team vicar for the benefice.