

April 2017

## Process for appointment of incumbents and priests in charge

*This is the standard procedure followed in the Diocese. Please note that presenting patrons may choose to divert from it, within the parameters defined by the Patronage (Benefices) Measure 1986*

### Initial Stage

Outgoing incumbent writes to Diocesan Bishop with intention of departure.

Diocesan Bishop responds.

Bishop's Chaplain adds forthcoming vacancy to vacancies chart and to agenda for next Bishop's Appointments' Team Meeting, to include

- allocation of Lead Bishop
- provisional decision on future of the post (full/part time/HfD/SSM
- whether to consult re suspending presentation to the benefice)

If suspension of presentation to the benefice is being considered, Archdeacon begins consultations

Exit interview arranged, normally with Lead Bishop. Lead Bishop to complete exit interview questionnaire and forward to Archdeacon.

### Three Months before Vacancy

Diocesan Bishop (Bishop's House) prompts Registry to send Deed of Resignation

Outgoing incumbent signs deed of resignation which is countersigned by Diocesan Bishop

Bishop's House issues notice of retirement/resignation – including to registered patron

Bishop's Chaplain prompts Registry to send vacancy papers

- a) Notice of Vacancy (Form 31 or 32 (for Crown appointments)), Summary of Powers and Duties (31b) and Appointment of Parish Representatives (Form 34) to PCC secretary(ies)
- b) Declaration by Presenting Patron (Form 15 or 15a or 16), Notice of Vacancy (Form 31) and Summary of Powers and Duties (31b) to patron.

OR

Archdeacon's secretary sends out letters of consultation, after which, the Archdeacon recommends Suspension of Presentation to the Diocesan Bishop. If the Bishop agrees, Bishop's House prompts Registry to produce Notice of Suspension.

If Suspension of Presentation is in place, Lead Bishop's Secretary sends quasi-Form 34 to PCC Secretary(ies)

Lead Bishop's Secretary writes to PCC secretary enclosing

Template of parish profile

Guidance on the House of Bishops' Declaration on the Ministry of Bishops and Priests (included in the letter)

PCC Briefing and initiation meeting: With the goodwill of the outgoing minister, the Archdeacon meets with PCC and Area Dean to explain paperwork and what will need to be done and to discuss proposals regarding future of the post. The PCC is encouraged to begin gathering information for Parish Profile.

## **Section 11 Process and Parish Profile**

Within four weeks of Forms 31 and 34 being sent, one or more PCC meetings are held in order to

- prepare the parish profile
- appoint two lay members as parish reps,
- decide whether to request the advertisement of the vacancy,
- decide whether to request a section 12 meeting,
- decide whether to request a statement in writing from the bishop about the future of the parish

The meeting may also choose to consider passing or rescinding resolutions under the House of Bishops Declaration on the Ministry of Bishops and Priests.

The PCC Secretary returns the completed Form 34 to Bishop's House, with copies to the Patron, the Registry, Archdeacon, Area Dean, Deanery Lay Chair and Lead Bishop's Secretary as soon as practicable after the holding of the meeting(s).

The parish completes work on creating the parish profile in consultation with the Archdeacon. In the case of a United Benefice or Team there should be a single parish profile. A good parish profile is key in order to attract a strong field of candidates. The final version should be signed off by the Archdeacon.

## **Section 12 meeting**

The PCC, the Patron or the Bishop may request a meeting under section 12.

A formal Section 12 meeting requires the presence of the Bishop or his representative, the Patron or his representative and at least one-third of the PCC. The Area Dean and Lay Chair of the Deanery are also invited, and it is our practice to invite the Archdeacon also to be present.

The Lead Bishop's Secretary will arrange the meeting and the Lead Bishop will usually chair. Please forward any notes/minutes of this meeting to the Lead Bishop's Secretary.

Please note that in a change to previous practice, the Bishop will not organise a section 12 meeting as a matter of course. It may be felt that the earlier meeting between the Archdeacon and PCC will have covered all that needs to be said.

## **Advertisement and applications**

The Archdeacon ensures that parish profile is complete.

The advertisement is drafted by the Lead Bishop or Archdeacon in consultation with the Patron, Parish Representatives and Archdeacon. The advert will normally allow 3-4 weeks from publication to deadline and a further two weeks before interviews to allow for shortlisting and request of Clergy Current Status Letter (CCSL). Copy of advert to be sent to Bishop's House.

Adverts to be placed as follows:

Diocesan Website with parish profile also displayed

Forward in Faith (Anglo Catholic parishes)

Church of England website

CPAS (evangelical parishes)

Church Society (evangelical parishes)

Diocesan Facebook page (via Jill Smith – HR Assistant)

Church Times - the cost of external advertisement is to be covered by the parish. If this causes financial issues for the parish, applications for support are to be made to the Archdeacon.

The advertisement will give a named person for an informal discussion regarding the post and context – normally the Area Dean.

Lead Bishop's Secretary to inform Property department of vacancy being advertised.

Expressions of interest to be sent to Lead Bishop's Secretary.

Those expressing interest will be sent pack including:

parish profile document

application form.

Applications to be sent to the Lead Bishop's Secretary

## **Shortlisting**

Lead Bishop's Secretary checks applications for UK Borders requirements and refers any issues to HR Manager

### **Lead Bishop's Secretary asks Bishop's House to check names against Archbishops' List**

Lead Bishop (or Patron) oversees process of shortlisting

Lead Bishop's Secretary asks the parish representatives and the Bishop to inform her by email/writing which candidates they wish to invite for interview. Evidence should be provided if some candidates are not shortlisted for interview.

Shortlisting information to be retained for 6 months.

Lead Bishop's Secretary invites shortlisted applicant(s) to interview and informs those who have not been shortlisted.

Lead Bishop's Secretary requests references and CCSL.

Lead Bishop (and Patron if he is to chair the interview panel) reads the references<sup>i</sup> and notes any areas to inform questions to be put to all the candidates at interview.

## **Interviews**

The parish may be offered the opportunity to begin the interview process with a Parish Eucharist which members of the congregation are invited to attend.

Lead Bishop's Secretary arranges for invited candidates to be shown around and to meet with licensed ministers (Clergy, Readers, and Licensed Lay Ministers) in the benefice. The person showing candidates around should not be a Parish Representative. The same provision to be offered to all candidates.

Interview panel to consist of the Lead Bishop, Patron and Parish Representatives with the Archdeacon and Area Dean in attendance

The interview will begin with the candidate giving a five minute homily (or five minute talk on a given topic).

The Lead Bishop chairs the panel, unless the patron elects to do so. The Lead Bishop may also delegate this to the Archdeacon.

Before beginning the first interview the panel agrees the questions to be asked. All candidates are to be asked the same questions. A range of sample questions will be provided.

Panel members should score the answers using a criteria of 1-3 or 1-5 (or as directed by Lead Bishop) against each question.

After the interviews the chair of the panel collates the scores (if used) from the members of the panel.

Whilst there will be a general discussion amongst members of the panel, the chair will ensure that the relevant roles and duties of Bishop, Patron and Parish Representatives are respected and exercised.

It is important to be aware that there in some cases it will be appropriate not to appoint any of the candidates – and that no appointment can be a good outcome.

At completion of interview, if there is a definite candidate for appointment:-

If the Patron is someone other than the Bishop, the Patron is asked to complete the first part of Approval by Bishop of Offer of Benefice (Form 36) and the Lead Bishop completes the second part (unless CCSL is still awaited).

The Patron is asked to complete first part of Approval by Parish Representatives of Offer of Benefice (Form 37) and Parish Representatives are asked to complete the second part.

All paperwork to be returned to the Lead Bishop's secretary to be retained for six months.

The diocese will cover the cost of travel (45p per mile or standard class rail fare) – candidates to give details to lead bishop's secretary.

Overnight accommodation will be offered at Whalley Abbey. If the candidate chooses to stay elsewhere it will be at their own expense.

Copies of all paperwork related to applications, shortlisting and interview to be kept for 6 months by lead bishop's secretary and then destroyed.

### **Post interview**

The Lead Bishop telephones the successful candidate and then informs Bishop's House

The Lead Bishop informs unsuccessful candidates and offers opportunity for feedback.

Lead Bishop's Secretary forwards successful candidate's application form, references, CCSL and Forms 36 and 37 to Bishop's House.

Diocesan Bishop (where applicable on behalf of the Patron and with the Patron's agreement) sends the successful candidate a formal offer letter subject to satisfactory safeguarding and pre-employment health checks. Self-declaration and Health Check form also sent.

Acceptance letter sent by candidate to Bishop's House and forwarded to lead bishop's secretary.

Date of announcement agreed between Lead Bishop's Secretary, the candidate and the parish – leave time for offer letters to be sent and received

Bishop's House informs wardens that announcement may be made 'subject to the usual checks'

Bishops House circulates notice of appointment

### **Arrangements for Institution or Collation or Licensing**

Preferred date of institution/collation/licensing agreed between Lead Bishop, Archdeacon, parish and candidate **(allowing at least 60 days in case of DBS delays)**

Bishop's House circulates notice of institution/collation/licensing (noting any limitations such as probationary year)

If an institution or collation

Registry sends Notice of Presentation (Form 38) to patron (if not bishop) which is completed and returned.

Registry sends Notice of intention to institute/collate (Form 17) to PCC Secretary at least three weeks before date of institution/collation

Registry requests letters of orders and degrees from incumbent-designate if external to the diocese.

Registry writes to incumbent-designate if internal to the diocese and asks for existing licence to be returned.

Candidate is sent information on removal costs, etc by Central Services

Bishop's House follows through DBS check and PEHAQ check and confirms to candidate, licensing Bishop and Archdeacon when all complete that institution/collation/licensing can go ahead.

If the self-declaration or DBS certificate is not clear, the Bishop's Chaplain will consult with the Diocesan Safeguarding Adviser who will advise the Diocesan Bishop regarding whether the appointment can go ahead and on a safeguarding assessment for work.

### **Approaching the institution or collation or licensing**

Minister's Confidential Personal File (blue file) requested from existing bishop by Bishop's House

Area Dean works with churchwardens to prepare order of service (templates on diocesan website) and sends to licensing bishop for approval.

Area Dean arranges rehearsal.

Registry prepares and sends to instituting bishop

- Deed of institution/collation
- Declarations and oaths
- Mandate to Archdeacon
- Labelled envelope

Statement of Particulars is prepared by Central Services and signed off by HR Manager

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<sup>i</sup> But not the CCSL – this is only for viewing by the Lead Bishop and Diocesan Bishop