



Holding secure the life of the parish

Churchwardens' Vacancy Pack



FOR USE IN THE ARCHDEACONRIES OF THE MEON,
PORTSDOWN AND THE ISLE OF WIGHT

SEPTEMBER 2022

PREFACE

Churchwardens are a gift to the Church and during a time of vacancy you play a crucial role in holding secure the life and structures of the parish. This pack is intended to provide you with the general information and reminders you might need for the period of the vacancy, and comes with our commitment seeking to support you in and through this season of transition.

Congregation members frequently step up and offer you support during a vacancy – do make the most of all offers, this can be a time where the number and range of volunteers grows; they can also help share something of the extra load that is likely to come your way. At best, we pray that the life and mission of your parish and benefice might grow through this season, and you will welcome the next incumbent with gifts of vibrancy, energy and enthusiasm for the next chapter in your common life and service.

There is likely to be a range of practical matters that may well be new to you; we trust that the sources of help and guidance (listed further on) will provide the answers and support you need. We are here to offer this support so please do not feel there is anything about which you cannot enquire.

Feedback on your experience of vacancy is always helpful, so do let us have your wisdom, so that we can be always improving things for those who follow.

We pray this may be a season of wisdom, discernment, and blessing.



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THE AIM

The aim of this season is to hold your parish's course in its mission and life. It is a time when shared ministry must be a reality because, whereas you as churchwardens are responsible, the people of a church need to pull together to support you. As far as it is within your capacity together, everything previously done by the incumbent needs to be shared out amongst the people of the parish. When something can only be done by a priest one must be provided by the churchwardens (with the help of the Clerical Registry- see Who to contact for help and guidance on page 7).

You will find that you are thinking through many things, but just a few are crucial:

- Keep the mission of the church on track, including arranging leadership cover for services
- Collect income e.g., funeral and marriage fees, and ensure that the income goes to the right place e.g., PCC, Diocesan Board of Finance, etc.
- Maintain the highest standards of safeguarding.
- Take care of the benefice house, its garden, and any other property in the benefice. The Property Team will be responsible for the house while it is let during vacancy.

You may find it useful to consult one or more of the following helpful resources:

Title	Author	Publisher
A Handbook for Churchwardens and Parochial Church Councillors	Kenneth MacMorran	Mowbrays
Practical Church Management	James Behrens	Gracewing
So the Vicar's Leaving	Mike Alexander and Jeremy Martineau	ACORA Publishing
The Churchyard handbook	Thomas Cocke	Church House Publishing



WHO TO CONTACT FOR HELP AND GUIDANCE

In the first instance, please contact your Area Dean. Or (and especially in the case of church registers, buildings, faculty applications):

The Archdeacon of Portsdown	Ven Jenny Rowley jenny.rowley@portsmouth.anglican.org	023 9289 9672
The Archdeacon of the Meon	Rev Canon Will Hughes will.hughes@portsmouth.anglican.org	01730 260 464 07785 792344
PA to the mainland archdeacons	Anne Stunt anne.stunt@portsmouth.anglican.org	
The Archdeacon of the Isle of Wight	Rev Allie Kerr allie.kerr@portsmouth.anglican.org	023 9289 9699
PA to the archdeacon of the Isle of Wight	Karen Silvester karen.silvester@portsmouth.anglican.org	
Bishop's Chaplain		

For questions about the following issues, please contact the relevant team in the diocesan office:

Safeguarding concerns:		
Diocesan Safeguarding Manager	Emily Hassan safeguarding@portsmouth.anglican.org	023 9289 9665
Maintenance of the parsonage house:		
The Diocesan Property Team	Chris Pride chris.pride@portsmouth.anglican.org	023 9289 9663
Church buildings and faculties:		
The Diocesan Advisory Committee (DAC Secretary)	David Cain david.cain@portsmouth.anglican.org	023 9289 9687
Legal questions about churchyards, marriage banns and licences, etc.:		
The Diocesan Registry	Hilary Tyler hilary.tyler@brutton.co.uk	01329 236 171
Shaping and training a Benefice Ministry Team:		
The Director of Ministry	Rev Canon Anthony Rustell anthony.rustell@portsmouth.anglican.org	023 9289 9654

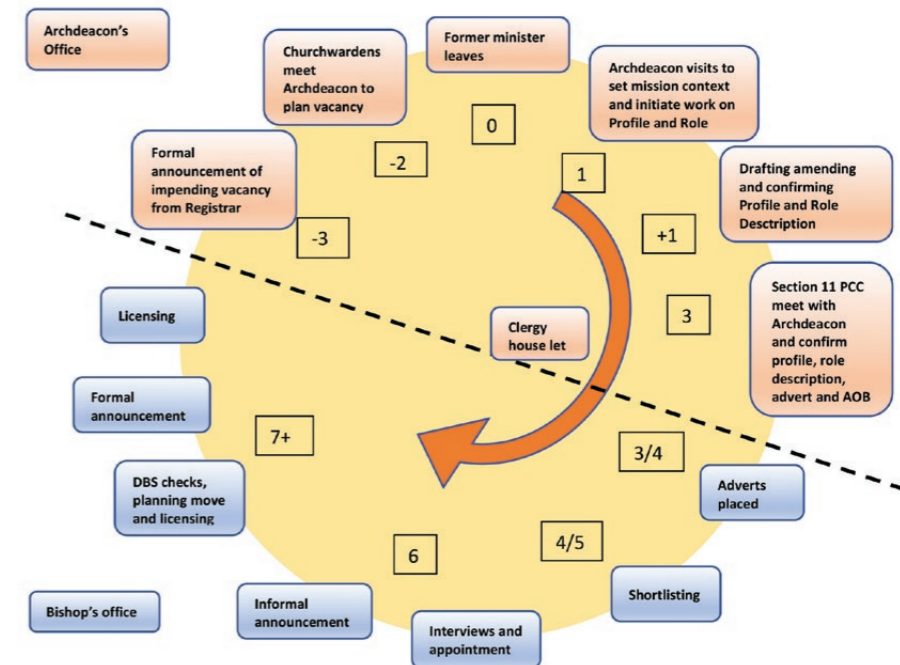


Additional contact details are available on the diocesan website: <http://portsmouth.anglican.org>. If you are unsure who to contact, please call reception on 023 9289 9650.



THE VACANCY TIMETABLE

Although we're not going to go through the whole appointment process in detail at this stage (you'll find more details of that in the PCC Information Pack), it can be really helpful to have some idea of its shape, just so you know where you are.



We generally hear about an upcoming vacancy 3 months before it occurs – so that's month 3 on the clock face.

Zero hour is when your former incumbent leaves at the top of the clock face and the different way markers are set out from there on with the months in which we normally expect them to have been achieved.

For now, you are in the period between months -3 and 0, preparing to hold course in the life and mission of the church through the months of vacancy.

For further information about the appointment process, please contact Rachel Houlberg at rachel.houlberg@portsmouth.anglican.org.



TEAM

DIVISION OF WORK

It is really helpful to decide up front who is going to do what during the vacancy and to make announcements and place notices so that everyone knows who to go to for different things. Some places can create a defined team to meet regularly to plan and review. If you do things this way, then clearly the churchwardens will lead that team, but it might also include licensed colleagues, a parish administrator, the vice chair of the PCC etc. Even if you choose not to do things this way, it is still important for the wardens to divide up the workload in advance.

During a vacancy your Area Dean and Assistant Area Dean (if appointed) are a local source of support and advice, so you should consider them as part of your extended team.

A direct handover between incumbents cannot happen. One churchwarden should therefore collect all the outgoing parish



priest's files and records and keep them in a secure place, so that they can be handed to their successor on arrival.

- Quinquennial Inspection Report(s) on the fabric of the church(es). If you cannot find a copy of the Quinquennial Inspection Report, the DAC should have one available.
- Large scale map of the parish(es).
- List of people who receive Communion at home.

MINISTERIAL RESPONSIBILITIES

If a licensed minister has agreed a Role Description or Ministry Specification with the incumbent and PCC(s), these documents and their roles should basically remain the same, subject to any small amendments which may have to be made by agreement to help manage the vacancy.

There may also be retired clergy with Permission to Officiate (PTO) who already regularly assist in the benefice. Their existing role should be valued and honoured during the vacancy. Nevertheless, as they are not formally part of the ministerial team, they cannot be part of the process which devises the Benefice Profile or selects the new incumbent.

WORSHIP DURING THE VACANCY

If other licensed ministers or a worship/ministry team have a role in the



benefice, it is usual for them to help in co-coordinating worship. Sometimes, they may be able to make most of the arrangements to cover services and occasional offices. Remember, however, that it is the churchwardens who, with the Area Dean, are actually responsible in vacancy.

The ministry team (or whoever co-ordinates the rota) can ask the churchwardens and Area Dean when additional help is required.

Lay ministers and indeed other licensed ministers, need to be fully involved, so it is good practice for churchwardens to meet with the ministry team and agree the level of involvement, and for this to be communicated to the PCC.

Where visiting clergy are involved, they should work as far as possible within the normal practices of the benefice. In particular, they should not try to change how members of the ministry team exercise their roles in worship.

ORDINANDS, LLMS AND LWLS IN TRAINING

Ordinands, LLMs and LWLs in training need to develop in leading worship and preaching. Churchwardens and those arranging the rotas will need to be aware of this and ensure that they have enough opportunities, but please don't swamp them with more than they can handle, however willing they are.



SERVICE PLANNING

PATTERN OF SERVICES

Wherever possible it is good to maintain your regular pattern of services through a vacancy; this includes Sunday and mid-week services. Cutting services can quickly lead to losing faithful attendees, so should be avoided if possible.

Planning the service rota at least three months in advance is good practice. This is a delicate task, ensuring all who usually are involved can continue to do so, and not overworking these people, however willing they might be!

Where outside help is needed, planning ahead can be of great help, especially when Christmas, Easter or other major festivals are on the horizon.

CLERGY

Your Area Dean and archdeacon can assist parishes in times of need and through a vacancy.

In addition, you may know of retired clergy and LLMs who have permission to officiate (PTO) from the Bishop, who may be prepared to help. Your Area Dean may also be able to find someone at short notice in such circumstances.

VISITING CLERGY

It is perfectly fine to invite licensed clergy, or those with PTO, from across our diocese, to take regular weekly services or help with occasional offices. However, if a clergy person from outside our diocese is to be invited, whoever they are and however well-known they may be to you or others, you should first check with the Bishop's Office. The Bishop's Office will check with their counterpart in the diocese of the priest you would like to invite, and will be able to confirm or not as to whether that priest is in 'good standing'; i.e. whether there are any safeguarding or other issues which might prevent you from inviting the person.

SPECIAL SERVICES

The method of dealing with christenings, marriages, burials, memorial services, thanksgiving for the birth of a child and renewal of wedding vows will depend upon the practice in the parish(es) and of the previous parish priest. Where they exist, the ministry team, parish office may well be involved. The following notes may be of assistance where there is no other system already in place.



CHRISTENINGS

There is normally no element of urgency. On the first meeting with the parents a churchwarden should give them the “Notice of Baptism” form for completion and return. It may not always be possible to fully accommodate the parents’ wishes about date or time, but once this has been agreed a member of clergy must be found to officiate. The parents and godparents need to be prepared themselves for the christening. Unless someone in your parish already has this role, please decide in advance who will do this in the vacancy.

Where a christening can happen in the main service, the priest taking this service will normally be happy with this arrangement, provided they are given good notice. The other option may be to hold the christening immediately after the main service, and the priest can stay on to officiate at this service as well (again, good forward notice should be given).

Before the christening service a churchwarden should prepare the Baptism Register (Registers should be written in permanent ink) from the Notice of Baptism and prepare whatever christening cards for parents and godparents are in use in the parish (all these should be available in the vestry at the time of the service).

If the churchwarden prepares font, water, candles, service books and collection plate, the visiting member of clergy then only has to perform the ceremony, sign the register and issue the cards.

It is important that a card as a record of the christening be given to the parents as this serves as a proof of christening when the child comes to confirmation.

CONFIRMATION

Applications for preparation for confirmation should be referred to the Area Dean, who will make appropriate arrangements.

MARRIAGES

Marriage in the Church of England can only take place after one of the following:

- Banns
- Common Licence
- A Special Licence
- A Superintendent Registrar’s Marriage Schedule

Great care must be taken to ensure the correct legal preliminaries are carried out before a marriage can take place. If there is any doubt as to these legalities, always phone the Diocesan Registrar’s Office or Surrogate for advice.



QUALIFYING CONNECTION

A person has a qualifying connection with a parish if:

- that person:
 - » was christened in the parish (unless the christening formed part of a combined service of christening or confirmation); or
 - » had their confirmation entered in a church register book of a church or chapel in the parish; or
 - » has at any time had his or her usual place of residence in the parish for at least 6 months; or
 - » has at any time habitually attended public worship in the parish for at least 6 months; or
- a parent of that person has at any time during that person's lifetime:
 - » had his or her usual place of residence in the parish for at least 6 months; or
 - » habitually attended public worship in the parish for at least 6 months; or
- a parent or grandparent of that person was married in the parish.



CALLING BANNS

If banns are to be called, residence qualifications or qualifying connections must be explained to the parties. The residential

requirement is, “the parish...in which one of the parties resides” **at the time of booking the wedding.**

Complete an Application for the Calling of Banns of Marriage (Form MB1) with the couple and use it to fill out the Banns Register. It is not necessary to indicate whether someone is a bachelor or spinster and, in the case of divorcees, it is essential that no reference be made to their status. So it is better for all entries to leave that section in the Banns Register blank. If one or both have been married before and their wife/husband is still alive it is wise to adopt the policy of the previous parish priest/PCC.



The clergy conducting the main service of the day on three Sundays (not more than three months before the date of the proposed marriage) should be asked to call the banns and sign the book afterwards. Banns must be read all three times in the church where the marriage is to take place. If no priest is present, the banns can be read by a churchwarden or LLM, but the banns certificate must be signed by the Area/Assistant Area Dean.

If the marriage is to take place in another parish, a Banns Certificate (Form MB6) will be required by the parishioner whose banns have been called. This should be prepared by the churchwardens and signed by the Area/Assistant Area Dean. A fee for the publication and for the issue of a certificate is payable when it is collected by the couple concerned. The table of fees is available at: <https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/life-events-parochial-fees-and-guidance/guide-church>.



THE SERVICE

A priest to officiate at the wedding must be found and briefed.

When planning the preparations, be clear as to whether the parish or the officiating priest is going to prepare the Marriage Document.

Fees should be collected in advance of the marriage not left until the last moment. Some couples may want to pay in stages.

FUNERALS & BURIALS

Time is comparatively short and a member of clergy or LLM has to be found at short notice to officiate. Relatives have the right to insist that the service is taken by a member of clergy.

A date and time must be agreed between the relatives, the officiant, and the funeral director. During a vacancy this can frequently be left to the funeral director to arrange – do ensure funeral directors know who in the parish to call during the vacancy. The funeral director may also discuss the relatives' requirements regarding choir, organ, bells, and flowers and communicate these to the churchwarden to arrange.

If there is to be a churchyard burial, the site for the grave must be clearly marked or pointed out to the gravedigger. Some grave spaces may already be reserved by Faculty. These will be indicated on the churchyard plan. Please check this before agreeing a choice of plot.

If there is a burial, the Burial Register must be available in the vestry for completion by the minister after the service. The officiant returns the Registrar's counterfoil (a green form). Details of the grave and its occupant need to be entered on the churchyard plan (note on page 16 about memorials).

All fees must be settled by the Funeral Director paying monies directly to the PCC. Disbursements are then made by the treasurer.

FEES AND EXPENSES

SEQUESTRATORS

During a vacancy, the churchwardens of every parish are automatically the sequestrators of the benefice. The sequestrators are responsible for fees and any trust income of the benefice.

For occasional services (weddings and funerals) the fee usually paid to the DBF is put into a sequestration fund by the sequestrators. From this they can pay for eligible ministers who take regular services or occasional offices. Any balance in the sequestration account should be paid to the DBF.

Valid travel and other related expenses should continue to be reimbursed to all ministers by the PCC as usual.

Payments from the sequestration fund may only be made where:

1. The minister has retired from stipendiary ministry and is:
in receipt of the state pension and
holds the Bishop's Permission to Officiate (PTO), or if still licensed,
receives neither a stipend nor a house for duty.

OR

2. The minister is a self supporting minister (i.e. SSM or Reader) who is:
retired from secular employment and
in receipt of state pension and
holds the Bishop's PTO, or,
if licensed, does not occupy a house for duty.

Current serving chaplains in the forces, prisons, hospitals and hospices are not eligible ministers and should not receive an honorarium payment for taking services or occasional offices.



HONORARIA PAYABLE TO ELIGIBLE MINISTERS FOR REGULAR SERVICES

The honorarium, when payable, for regular services will be £32.50 for the first Sunday service in a benefice; £16.00 for any additional services in the same benefice on the same Sunday; and £32.50 for each midweek service.

FOR WEDDINGS AND FUNERALS

Payment for conducting a wedding including all preparation and any follow up pastoral care will be 80% of the DBF fee for a funeral service in church (rounded up to the nearest 50p).

The payment for conducting a funeral service, wherever held, including all preparation, follow up pastoral care and any subsequent attendance at a burial or interment of ashes, will be 80% of the DBF fee for a funeral service in church. (rounded up to the nearest 50p).

If interment is undertaken by a DIFFERENT eligible minister on a separate occasion, the amount payable to them will be £32.50.



WAIVING OF PAROCHIAL FEES

No fee is payable to any eligible minister when the DBF fee has been waived.

No fee is payable for the funeral of a child under 16 years.

Waiving of fees in other cases should only be exercised in cases of clear financial hardship.

In a vacancy the church wardens have a right to waive the DBF fee and/or the PCC fee, after consulting the churchwardens “in a particular case”.

Any case where the church wardens decide to waive a fee should be discussed in advance with the Archdeacon.

In every case where a fee is waived the wardens are required to complete a ‘fee waiver notification’ and ensure that this is submitted to the DBF with the normal quarterly parochial fees return so that a full audit trail is available to support the DBF statutory accounts.

The honoraria payable under this policy to eligible ministers will be reviewed periodically by the DBF.

The table of fees for occasional offices is at: <https://www.churchofengland.org/resources/clergy-resources/life-events-parochial-fees-and-guidance>.





THE BENEFICE HOUSE

At the beginning of the vacancy the Property Manager will conduct a review of the Benefice House with the Archdeacon and discuss any immediate issues, including major improvements.

GENERAL SUPERVISION

The churchwardens exercise general supervision of the house and undertake maintenance of the garden during the vacancy and inform the Property Manager of any repairs that become necessary. No repair work should be undertaken without the Property Manager's authority.

WATER, GAS, ELECTRICITY AND TELEPHONE

As soon as the house becomes vacant, the churchwardens must ensure that post in respect of accounts should be sent/scanned to the Property Team for payment. The Property Team do not oversee any changes to any telephone line, this should be undertaken by the Parish, if applicable.

LETTING

Diocesan policy is to let houses for a minimum period of six months in vacancy. The Property Manager will be responsible



for the tenancy arrangements, and the churchwardens are relieved of the need to supervise the house while it is let. If you have any concerns about the tenants' occupation of the house, please contact the Property Manager as soon as possible.

THE WINTER MONTHS (IF THE PROPERTY HAS NOT BEEN LET)

December to March inclusive – it is essential that:

- The WCs should be flushed, and salt or anti-freeze added to pans and cisterns and to other waste traps.
- The house is gently heated, at least two periods in each 24 hours, although in prolonged cold weather heating may need to be constant. In these circumstances it is advisable to wedge open the loft hatch by a few inches. However, it is normally not practical to maintain background heat in a vacant house unless the house can be visited daily during cold weather to ensure that there has not been a heating failure. The Property Manager usually checks to ensure that the heating settings are correct when visiting the property, the settings should not be changed.
- If it is decided to drain down the central heating and cold-water installation, a note will be left within the property to explain that it has been drained down. The system will be refilled just prior to occupation, please contact the Property Manager who will be able to resolve any queries.

SECURITY

It is important that churchwardens keep a watchful eye on the vacant house. Signs of squatting or vandalism should immediately be reported to the Property Manager and the Police. Daily visits to the house, temporary curtains and time switches for evening lighting can all be helpful.

EMERGENCIES

If a matter of extreme urgency arises, the Property Manager should be informed by telephone.

INSURANCE

The churchwardens should notify the Property Manager immediately should



anything occur which might give rise to an insurance claim. Although the Diocese insures the house, it is not possible to cover all risks in the case of vacant houses, and churchwardens may become liable if a person employed by them, even temporarily, is involved in an accident. Please note there is no insurance cover for contents during a vacancy. In cases of doubt, therefore, the churchwardens should consult:

- Ecclesiastical Insurance Group
Beaufort House
Brunswick Road
Gloucester
GL1 1JZ
Telephone: 0845 777 3322 / Claims: 0845 603 8381

GARDEN UPKEEP

The churchwardens are responsible for general garden upkeep. No trees should be felled without the approval of the Property Manager. If urgent action is necessary to avoid accidents please advise the Property Manager as soon as possible.

A NEW APPOINTMENT

After an appointment has been made public, the Property Manager will arrange an 'inging' visit with the appointed (and spouse) to show them around the property during the vacancy, explaining what (if any) works will be done before occupation, giving the appointed time to measure for furniture etc. and resolve any queries that they may have prior to occupation.

The prospective occupant will be:

- Informed of works carried out/or planned;
- Asked to indicate any additional work considered **necessary**;
- Consulted about any interior decoration to be funded.



Where possible the meeting should reach agreement on the work to be done and whether this is to be funded by the Diocese/the Parish Priest designate/ a financial or labour contribution from the PCC.

During the interview process, a Property Statement will be provided as part of the application pack, advising the future occupant in writing of what has been agreed, place orders for work and supervise work in progress, subject to the usual arrangements.

Proposed work to be funded from the Diocesan budget must be within current policy or budget guidelines. It is important to avoid making rash promises which subsequently cannot be kept.

A copy of the Clergy Housing Handbook, which also confirms the expectations of the Parish when the house is vacant can be found on the following link:
https://cofewinchester.contentfiles.net/media/documents/document/2021/04/Clergy_Housing_Handbook_Apr_2021_OOH_updated.pdf.



OTHER MATTERS

The aim is to hold the course of the benefice in its life and mission. Many aspects of this have been covered already, but the following also arise from time to time:

CHAIRING THE PCC

At the first meeting of a PCC after the APCM a Vice Chair should be elected. During a vacancy the Vice Chair needs to work closely with the PCC Secretary to ensure the smooth running of the PCC.

SCHOOL LINKS

Schools are a vital part of the life and ministry of a parish, especially where these are Church Schools. It is good practice for the outgoing incumbent to seek to arrange good continuity of relationships and activities with the Head Teacher and the church's ministry team.



MEMORIALS

Where there is a churchyard, applications may be received from individuals, or monumental masons acting on their

behalf, seeking permission to erect headstones on relatives' graves. These must be sent to the Area Dean for approval, or the Archdeacon if there is no Area Dean. The reply quoting the required fees (from the Table of Fees) should then be sent by the churchwardens to the applicant.

Application forms to introduce a memorial to churchyards and Chancellor's Regulations regarding memorials in churchyards can be found at: <https://portsmouth.anglican.org/diocesan-advisory-council/apply/>.

EXPENSES

Churchwardens should feel free to charge the PCC for expenses such as postage and travelling incurred in performance of their duties.

CHURCH WEBSITE AND NOTICE BOARD

Having up to date details on your website is important and can prevent confusion, misinformation and pastoral difficulties. Please ensure that contact details, especially for such things as booking christenings and weddings, are accurate. Likewise, an up to date notice board outside the church will help the parish to know that the life and ministry of the church is continuing.

SUPPLIES, BOOKS AND FORMS

Churches need all kinds of things to function well e.g. heating oil, communion supplies, light bulbs, application forms. Depending on the practice of the parish, the churchwardens may find themselves responsible for these things and may choose to delegate this. Appendix 4 provides a check list of all books and forms required.

RE-DIRECTION OF MAIL

The outgoing parish priest should arrange for the re-direction of their mail for at least 12 months and for correspondence addressed to Incumbent to be delivered to one of the churchwardens.



PROTOCOL FOR MANAGING SAFEGUARDING AND INCLUSION IN A VACANCY

When it is known that a member of clergy is considering leaving/due to retire/has another post, the Incumbent or their nominated officer will be asked to fill in a Parish Safeguarding Handover Form which will identify any relevant information that will need to be passed onto the incoming priest.

If any safeguarding concerns arise during the interregnum the churchwarden/Parish Safeguarding Officer should contact the Safeguarding Team immediately and agree a process for managing the situation.

Referrals should be sent to safeguarding@portsmouth.anglican.org using the referral form which can be found here, portsmouth.anglican.org/safeguarding/report-concern/. Advice is also available on the diocesan website at portsmouth.anglican.org/safeguarding/.

The churchwardens/Parish Safeguarding Officer should agree who will take the lead on safeguarding issues during the interregnum and inform the Safeguarding Team.

KNOWN OFFENDER

If an offender/person causing concern attends the church, the Safeguarding Team will speak to the incumbent about handover processes and agree who will monitor the individual during the interregnum.

The Safeguarding Team will ensure the person monitoring has a



copy of the contract and/or knows the concerns; the offender knows who will be responsible, and that the nominated person has the Safeguarding Team's details.

The Safeguarding Team will keep in contact with the nominated person during the interregnum.

When a new incumbent is appointed, the Safeguarding Team will discuss the situation with them and arrange for a revised agreement to be signed with the offender.

OFFENDER WISHES TO JOIN CHURCH

Where an offender wishes to join a church, the Safeguarding Team will discuss with the churchwardens who will take the lead on the situation or nominate a person to do this.

The usual contractual processes will take place and the contract will be signed by a churchwarden or other nominated person.

The Safeguarding Team will inform the new incumbent when they are in post. A meeting will be arranged with the offender and incumbent. A new contract will then be signed.

NEW CASE

Where a case occurs during an interregnum, the Safeguarding Team will



contact the churchwardens/ Parish Safeguarding Officer to discuss the situation and process for handling the case.

The Archdeacon will be informed immediately. Practical and pastoral considerations will be discussed and agreed.

The Safeguarding Team and parish will agree who will lead on the situation locally.

Should a disclosure be made in the parish, the churchwarden/ Parish Safeguarding Officer will inform the Safeguarding Team and agree how the situation will be managed.

BLEMISHED DISCLOSURE

The Safeguarding Team will agree with the churchwardens who will lead locally on cases of blemished disclosures.

The Safeguarding Team will inform the new incumbent of any concerns/issues.

If any concerns or issues arise, the Safeguarding Team will be available to discuss these on: 023 9289 9665.

All referrals should be sent to safeguarding@portsmouth.anglican.org using the referral form which can be found here: portsmouth.anglican.org/safeguarding/report-concern/.



APPENDIX 1

POSSIBLE DIVISION OF DUTIES BETWEEN CHURCHWARDENS

CHURCHWARDEN ADMINISTRATOR	CHURCHWARDEN CLERK OF WORKS
1. Any receipts and payments other than those normally dealt with by the PCC Treasurer.	1. Church fabric – minor repairs and inspections.
2. Arrangements for Sunday services, baptisms, weddings, funerals and memorial services, including provision of transport and meals for visiting clergy when necessary.	2. Churchyard maintenance and repair.
3. Announcements regarding services, celebrants and preachers on the church noticeboard and in the parish magazine.	3. Log Book, Terrier and Inventory.
4. All correspondence connected with gravestones and memorials.	4. Church cleaners and sexton – payment and equipment.
5. Production and issue of rotas for sides people, lesson readers, communion assistants, etc.	5. Benefice house – Diocesan Property Manager regarding security, liaison with the maintenance, decoration, cleanliness and inventory of house and garden.
6. Church Charities and Trusts (if any).	6. Choir needs.
7. Supplies of all stores – fuel, candles, communion wine and wafers, forms, etc.	



APPENDIX 2

CHECK LIST OF BOOKS AND FORMS WHICH MUST BE AVAILABLE

Registers 1 set for each church	Books of Certificates	Forms	Records
Baptism	Baptism, also baptism cards/ card certificates	Baptism	Church Electoral Roll – 2 copies
Confirmation 1 for whole parish	Banns MB6	Banns of Marriage MB1	
Banns of Marriage		Application for Enrolment on the church Electoral Roll	Church Terrier & Inventory – 1 for each church
		Annual Parochial Church Meeting set APCM	Log Book of Church Repairs – 1 for each church
Church Service			Parish copy of last: Quinquennial Report Survey Report under the Parochial Registers and Records Measure
Burials <i>if there is a churchyard</i>			
Grave Plan <i>if there is a churchyard</i>			
			Chancellor's directions for churchyards memorials
			Canon Law https://churchofengland.org/more/policy-and-thinking/canons-church-england/section-a
			Inventory of any fixtures in the clergy house.
			Optional– Godparents cards for Baptisms

Others are available at Church House Bookshop: <http://chbookshop.co.uk/>.



**Diocese
of Portsmouth**

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