

# Appointing the Next Parish Priest

PCC Vacancy Pack



# APPOINTING THE NEXT PARISH PRIEST

## PCC VACANCY PACK

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

### CONTENTS

Overview of Procedure	5
From the Announcement to the Departure of the Former Minister	7
Month 1 Visits	9
Benefice Profiles	11
Role Descriptions	22
The Section 11 Meeting	27
Advertising & Shortlisting	30
The Interview & Appointment	32
From Interview to Licensing	39

### APPENDICES

1. PCC Vacancy Questionnaire	43
2. Example Role Description	47
3. Role Description Phase Bank	50
4. Section 11 Meeting Agenda	54
5. Legal Forms for Section 11 Meeting	55
6. Shortlisting Grid	60
7. Interview Programme Templates & Expenses Claim Form	61
8. Example Invitations to Licesning Service	64
9. The Role of Patrons & Suspension of Presentation	65

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## OVERVIEW OF PROCEDURE

Vacancy can be an exciting point in the life of a benefice. Decisions taken now are a seedbed for developing your mission in the years ahead. It is a time for the PCC to pray and ponder together, seeking God's direction for mission, and working with others to find the Vicar, Rector or Priest in Charge (hereafter called Minister) God is sending to serve with you.

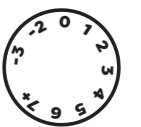
Vacancy is also a period of questioning, not least about how in fact one goes about finding the next Minister – how does it all work?

There is a legal process involved in appointing a Vicar or Rector. That same process does not have to govern how we find a Priest in Charge. In this diocese however, we believe that the process offers benefices the chance to pray through and express their views on important

matters. It also gives a benefice the best chance of actually finding the right person. Regardless of whether we are looking for a Vicar, a Rector, or a Priest in Charge therefore, we use almost exactly the same process. (for the place of a Patron in the vacancy process see Appendix 9)

The aim of this PCC Vacancy Pack is to de-mystify the process; to give you an understanding of its shape, and take you through it step by step.

Over the page you will find the Vacancy Clock Face. It imagines the months of vacancy and recruitment as a clock. Instead of hours of the day however, what you can see is the months before a vacancy begins (starting at -3), the point where a previous minister departs (month 0), through shortlisting and interviews, all the way to a licensing service for your new minister.



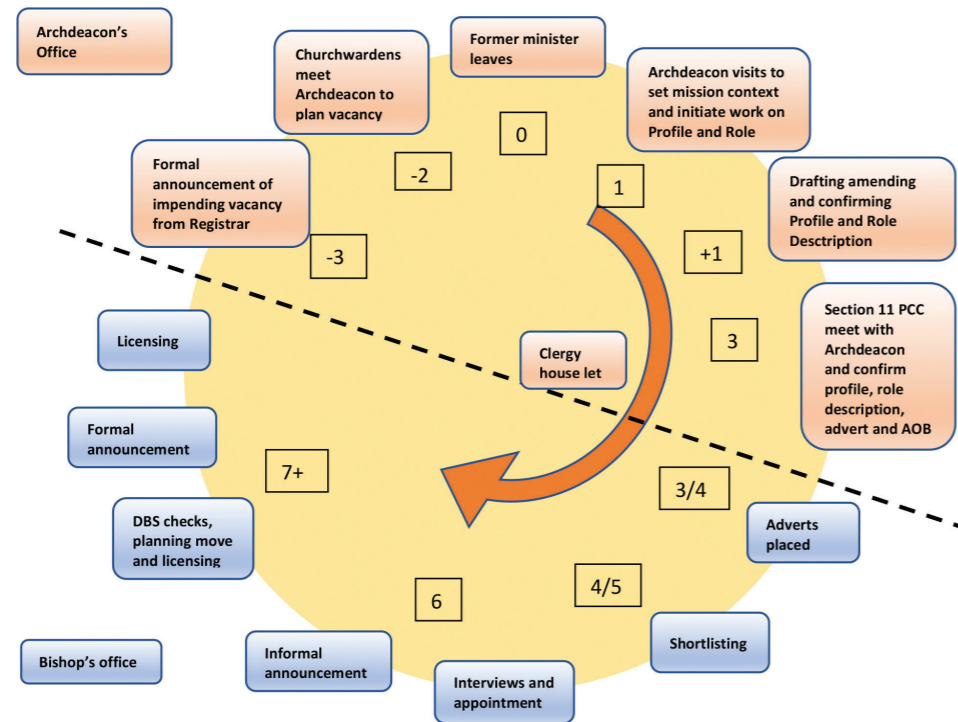
Your Archdeacon and their PA will be your point of contact throughout the process.

This PCC Vacancy Pack will explain the different steps as the months pass



and guide you as the PCC in what needs to be achieved at each stage. Look at the top right of the page at the start of each section for a small size clock face to remind you where you've got to in the process.

If you cannot find what you need in these pages, please contact your Archdeacon.



## FROM THE ANNOUNCEMENT TO THE DEPARTURE OF THE FORMER MINISTER

Once your previous minister announced their departure the Archdeacon meets your churchwardens to plan for the vacancy. As your representatives and Bishop's officers, the churchwardens' aim is to hold a steady course in the mission and life of the benefice.



In this period your churchwardens, together with the Area Dean, are responsible to the Bishop. That doesn't mean of course that they do everything that a minister might do. This is a period

where teamwork is essential, when you, as members of the PCC, together with the wider congregation pull together as a team so that things can run as smoothly as possible.

This period ends with the departure of your former minister. Some clergy take holiday between their last service and starting their new duties or their retirement. The vacancy properly begins only on the date they leave the Diocesan payroll.

Although in these first few months the churchwardens are busy organising for the vacancy, this is still a period in which the PCC can be getting ready for what will follow. In particular the PCC can:

- Pray and think about future directions in mission and life – looking again at previously set priorities and assessing how far these have progressed
- Collect statistics from census (Mosaic data, which includes good visual representations of the census data from Rev Canon Nick Ralph, nick.ralph@portsmouth.anglican.org) and the parish finance information via parishreturns.churchofengland.org.

- Prepare survey questionnaires (if desired) for use with the wider congregation
- Collect a small library of photographs for the recruitment documents and ensure that permissions are in place should the PCC decide to use them
- List key contacts in the local community whose views might be helpful to you in developing the recruitment documentation



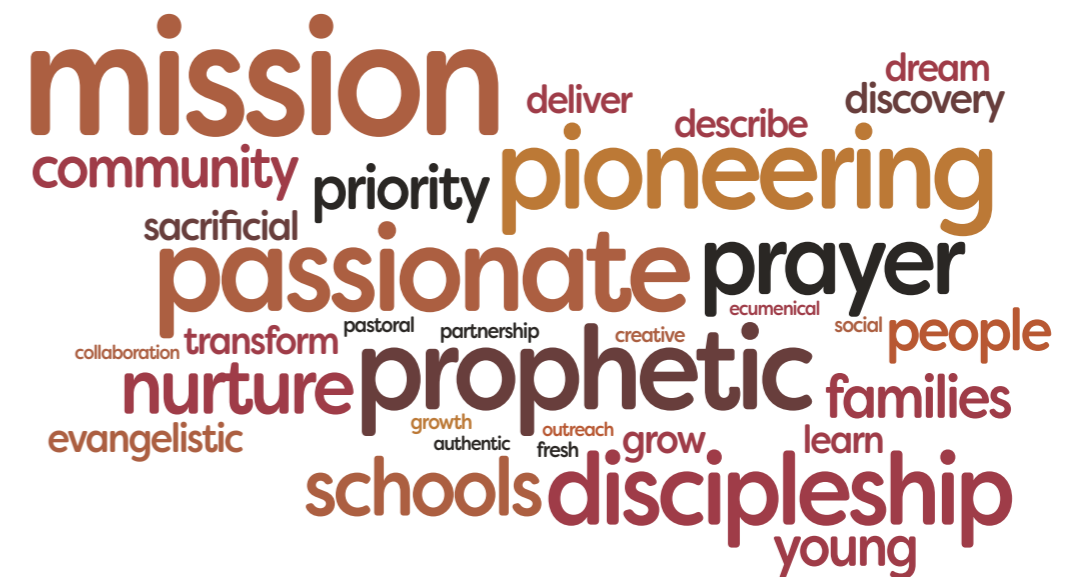
By the end of this stage you should have:

- Set and implemented plans for management of the benefice during the vacancy (churchwardens)
- Begun to pray and think together as a PCC about past priorities and future directions
- Collected a library of information and photos for use in recruitment documents

## MONTH 1 VISITS FROM THE ARCHDEACON

### THE ARCHDEACON'S VISIT

In the first couple of weeks of the vacancy your Archdeacon will hope to come to lead a Sunday morning service and meet with the PCC.



The Archdeacon exercises leadership in strategy and mission within the Archdeaconry. He/She is coming as your pastor, with instruction from the Bishop. The aim is to help the congregation think and pray creatively about the mission of your benefice so that the rest of the recruitment process can focus on finding a minister who can lead you forward in your mission.

The Archdeacon is responsible for the first half of the vacancy process (above the dotted line on the Vacancy Clock Face). The visit to the PCC will take place in the second half of month 1 of the vacancy. It will:

- Give the PCC a good understanding of the vacancy and recruitment process



- Explain the next steps – drafting a Benefice Profile and a Role Description for your new minister
- Create a small drafting group to begin work on a Benefice Profile and a Role Description

The Archdeacon will continue to be a source of help and advice as the PCC works together on the Benefice Profile and a Role Description.

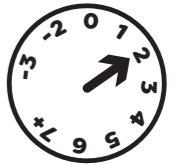
By the end of this stage you should have:

- Heard and begun to pray and ponder the lead offered by your Archdeacon
- Understood the steps of the vacancy process
- Understood the shape and purpose of a Benefice Profile and a Role Description
- Be ready to begin drafting work on a Benefice Profile and Role Description

# BENEFICE PROFILES AND ROLE DESCRIPTIONS

## BENEFICE PROFILES

The Benefice Profile and Role Description are hugely important. There are more clergy roles than clergy to fill them, and you want someone who can take the life of your benefice forwards. Clergy are not usually appointed on fixed terms. The person recruited now may be with you for a long time, so it's important to get it right. It is on the basis of what you now write that clergy will decide whether or not to apply.



After reading your Profile you want potential candidates to:

- have a sense of the directions in which you believe God is calling you
- “feel” your benefice and community as a living, breathing organism
- appreciate the team of people with whom they will be working, and the role they might play in that team

So, what does a good Benefice Profile look like?

There are no absolute rules. Each Profile must honestly reflect the life of the benefice. Nevertheless, it makes sense to benefit from the wisdom of experience. The Archdeacon will help you by offering some good examples.

A few general rules apply to all Profiles:

- The front sheet introduces prospective candidates to the diocesan vision, and in reading on in the Profile they will therefore be alert to signs that yours is a community that is serious about its belonging to the wider diocesan family; striving to be passionate about their faith, willing to support pioneering initiatives, living prophetically in ways that declare God's kingdom, and honouring its wider family by meeting Parish Share commitments.



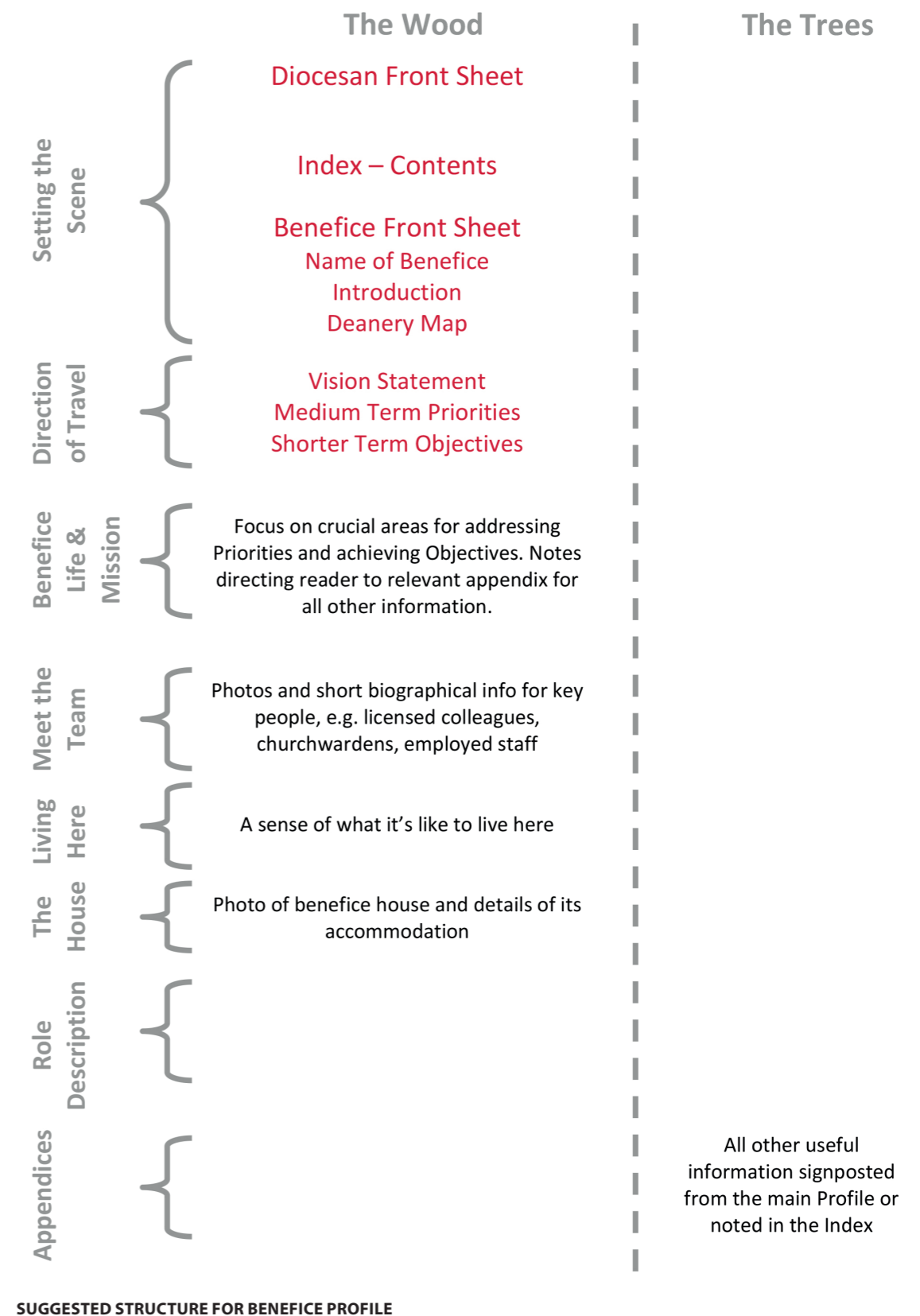
- A good Profile distinguishes between the wood and the trees ie, between the message of the main Profile and all the other helpful, but not crucial information in the appendices.
- Generally candidates find long sections about church buildings, architects and bells rather dull. Unless it is crucial to the mission priorities you are discerning, use an appendix.
- A Profile must be honest – clergy are quite used to challenges. They will find out about whatever it is anyway, and not being open and truthful stores up trouble for the future.
- Photographs are good – large, unapologetic, and clear. Make sure you have appropriate consent to use them, especially where children and vulnerable adults are depicted. Make sure they are high resolution images, and don't use images found on the internet.
- Quotations are good – people speaking about the life of their church, explaining how they came to a committed faith, illustrating particular activities and groups.
- Information should be up to date. One of the first things a prospective applicant will do is go on line, so make sure the web site does not contradict your Profile.
- A really good Profile has a sense of unity. This can be achieved visually by running a logo through every page of the document or having a page design using features like borders that run through the entire document.

Although it is not the only way to do things, a suggested structure for a Profile is provided on the next page after which we will look in more detail at the different sections.

## A SUGGESTED STRUCTURE FOR A BENEFICE PROFILE AND ROLE DESCRIPTION

### DIOCESAN FRONT SHEET

Ultimately it is the Bishop who appoints and licenses clergy, and the person appointed joins a diocesan community that aspires to a particular character and priorities for its life and mission.





Because of this, every Profile must be fronted by the Diocesan front sheet. It will include a welcome from the Bishop and Archdeacon, and also from the Deanery. A copy of the current front sheet reflecting your own deanery will be sent to you by your Archdeacon's PA. Please also use your Deanery Mission Action Plan (MAP) in the profile.

#### INDEX

You want your candidates to know where they are in your Profile; where to look for what kind of information. This has become increasingly important as Profiles sometimes reflect quite complex arrangements of parishes, churches, and people. The Index should have section headings and page numbers.



#### BENEFICE FRONT SHEET

An introduction to the benefice and its Profile should be short. At this point you merely want to help the candidate locate themselves. They need only the barest information covering aspects such as:

- Where is your benefice located
- What is the structure of your benefice, e.g., a Group Ministry of three parishes that includes eight local churches

- What is the character of your benefice area, e.g., the diverse commuter market town of (name of your town) and the predominantly retired communities of the traditional English villages of (names of communities).

Commercially produced maps tend to have just enough detail to obscure something like the shape of a benefice and its parishes. Often a better approach is to use the deanery maps that are kept for producing the Diocesan Directory and highlighting the boundary of the benefice and adding markers to indicate the locations of the churches. Contact your Archdeacon's PA to obtain a copy.

#### DIRECTION OF TRAVEL

In this section you need to achieve two things:

- To make prospective candidates aware that you will welcome the formative role they will play in guiding the benefice and renewing and developing vision and priorities
- To give them a sense, where possible, that you are already a faith community that is active in discerning God's direction for your benefice

Benefices that have already undertaken some kind of mission planning may be familiar with the terms on the next page.







#### VISION STATEMENT

A short statement that says what your benefice is all about. This does not change even though priorities and objectives for action may change. The vision statement for the Diocese is:

*“Our current vision is to live as disciples of Christ, pray individually and together, and to serve our communities – hence our vision is described as Live | Pray | Serve.”*

An example from a parish is:

*“To know Jesus and make him better known”*

#### MEDIUM TERM PRIORITIES (3-5 YEARS)

Among the many aspects of life in your benefice some will be mission priorities because of their significance in moving towards your vision. Usually there will be between three and five such priorities.

#### SHORTER TERM OBJECTIVES (1-2 YEARS)

These are the actions you are focusing upon to turn your priorities into realities.

Depending on how you have gone about mission planning up to now you may have this information already. If that is not yet available for your benefice it is helpful to give applicants a sense of where you think your priorities and objectives may lie. A helpful resource for doing this is the use of a questionnaire that can be directed either towards members of the PCC or at the wider congregations of the churches. This can be supplemented by discussions with key partners and potential partners in your community, e.g., schools, community organisations, parish councils. A downloadable example of a PCC/ Congregational Questionnaire can be found in Appendix 1.

#### BENEFICE LIFE AND MISSION

This is likely to be the largest section of the Profile. The danger

is that you now throw down, without much order, everything about your benefice you can think of. This should be avoided, candidates will just get confused. Remember the wood and the trees! Focus should be given to those aspects of the life of the benefice that relate directly to your mission priorities. For example:

- If relationships with schools are a crucial mission area, focus on them and give them space. If that is not so, by all means mention the schools within this section, but put all the detailed information in an appendix and direct your readers there to find out more.



- If your building is crucial for your mission, e.g., because it is a vital community space, spend time on that, but otherwise briefly give a sense of your buildings and then put all the detailed information in an appendix.
- If the development of several services in your overall pattern of worship is crucial to what you are trying to achieve, focus on them. By all means let candidates know that a full range of opportunities for worship are catered for, but put the complete schedule and associated information in an appendix and direct your readers there if they want to know more.

#### MEET THE TEAM

By now your Profile should have given your candidates a clear sense of your location, where you feel God is calling you to journey, and the character of your benefice and its churches. Now they need to know about some of the key people with whom they will be taking the journey. Colleagues are crucial to any professional environment – our closest colleagues can make or break a place for us.



Feedback suggests that when this section is done well it has a powerful influence both on whether people apply, and who applies. Candidates have commented very appreciatively on what some benefices have achieved in this section:

*“That was the very best bit of the Profile.”*

*“Somehow I could just see myself in the middle of that group of people. I just wanted to get on and meet them.”*

*“I saw that this was a warm, open group of people who were honest about themselves and committed to what they were doing, and I wanted to be part of it.”*

Some benefices approach this with a group photograph and then put short biographical information on key people on another page.

An alternative is to put biographical information next to a thumbnail picture of the person, e.g.:

*Sandra came to St Brendan’s through the Church’s care following the death of her husband. Her faith came alive for her at that time. As well as serving on the PCC Sandra is passionate about the needs of single parent families in the benefice and leads our Saturday morning outreach “Men Behaving Dadly”. She shares her life with her golden labrador Holly, and says she is happiest when walking with Holly in the sunshine.*

#### LIVING HERE

So far there’s been a lot about the benefice and its mission, but your candidates also need a sense of ordinary life. You may have mentioned some things in your Introduction but now is the time to go further – shopping, education, recreational opportunities, healthcare, travel. Some things may relate to the immediate neighbourhood of the benefice and the benefice house. Other things, especially travel, may be regional.

#### THE HOUSE

A picture of the house is essential. A description of the accommodation and garden should be given and any attractive features noted, e.g., is it close to bus routes? Is the garden quiet or low maintenance? Has significant work been conducted on the house recently such as renewed heating or double glazing? Please ask your Archdeacon’s PA for information on the clergy house and a layout plan.



#### THE ROLE DESCRIPTION

This is covered in the following section of this pack.

#### APPENDICES

The appendices is the place to put all the information you have gathered about the benefice which it is important to make available but which you did not put into the main Profile pages in order to avoid the danger of obscuring the wood by putting in too many trees.

The decision about what goes into the main Profile and what into the appendices will clearly vary from benefice to benefice, being shaped by local context and local mission priorities. In the appendices one might find sections on all of the following and more depending on whether they have been already covered in the Profile:

- Church Buildings – with details of age and listing of buildings, state of repair, significant re-orderings, planned work, bells and bats etc
- Church Finances – the income and expenditure, and balance sheet can be given in full, but remember that not everyone works well with sheets of numbers, so it may be helpful to put some of the information into pictorial form by using pie and bar charts



- Social Programme – details not already covered
- Liturgical Schedule – a full list of services and numbers of baptisms, weddings and funerals information about musical provision
- Parish Office and Administrative Support
- Local Statistical Information
- Discipleship and Study Programmes
- Youth and Children's Activities, etc.

### **ADDITIONAL GUIDANCE FOR MULTI-CHURCH AND MULTI-PARISH BENEFICES**

Larger benefices may have a more complex task ie, how to reflect the mission of individual parishes/churches whilst ensuring that the profile is a Benefice Profile rather than a series of sheets about different parishes in the benefice. Candidates find the series of sheets approach confusing and tend to conclude that the role is unmanageable.

So, think first about the benefice:

- What unites it in its identity and its mission?
- Are the Churches serving similar areas, within a discernable area, or related to a particular town to which most residents frequently travel?
- Are there differences that, held within the single benefice, enable the whole to reach a broader spectrum of people than any one Church could by itself?
- Are there benefits in terms of shared benefice management and parish office, arrangement of occasional offices, youth provision, study and prayer?
- How far have you got in realising the benefits and what do you now need to work towards?

Thinking at this level should help you in setting out a Vision,

Priorities and Objectives for the benefice as a whole. If information of this kind begins the Benefice Profile, it will help your candidates get a sense of the broader picture.

Use the downloadable deanery maps and edge the different parishes in your benefice with a different colour so that your candidates can clearly see which parish is where. Then, if you are using appendices to speak more fully of the lives of the individual parishes or Churches, place a strip of the same colour down the right hand side of the page. In this way your candidates are less likely to get lost, but always have a sense of which area and aspect of the life of the benefice they are reading about.

If the role to which you are appointing has a particular emphasis on a single Church or parish within the wider benefice, or on a particular aspect of the life of the benefice, e.g., work with schools, make sure that this Church or area of life has prominence in the main body of the Profile over and above other Churches or aspects of benefice life.



# ROLE DESCRIPTIONS

## BACKGROUND

Since 31st January 2011 everyone appointed to a parochial office receives a Statement of Particulars setting out the terms of their office, including remuneration, housing, time off and annual leave. The Statement of Particulars for each post is produced by the Archdeacon's office and none of these standard terms is included in the Role Description.

## ROLE DESCRIPTIONS

A Role Description:

- Highlights the key gifts and experience necessary for a post, both for prospective applicants and for those who shortlist and interview.
- Provides a framework of expectations for the office holder as they determine their day to day priorities and as they engage in their Pastoral Consultation with the Bishop.
- Provides a focus for further development of skills and abilities to support the office holder's ministry.



Role Descriptions need to be realistic, relevant to their particular context, and generally agreed by those concerned. Involving colleagues and PCCs in their production minimises the potential for future misunderstanding and conflict. A generic job description would not help in differentiating between posts for any of these purposes. The Role Description is not a list of jobs or tasks to undertake. These will vary over time. Rather, it identifies the particular gifts and skills which the benefice needs in its minister for the next phase of its mission.

Experience has shown that the following are important in a Role Description:

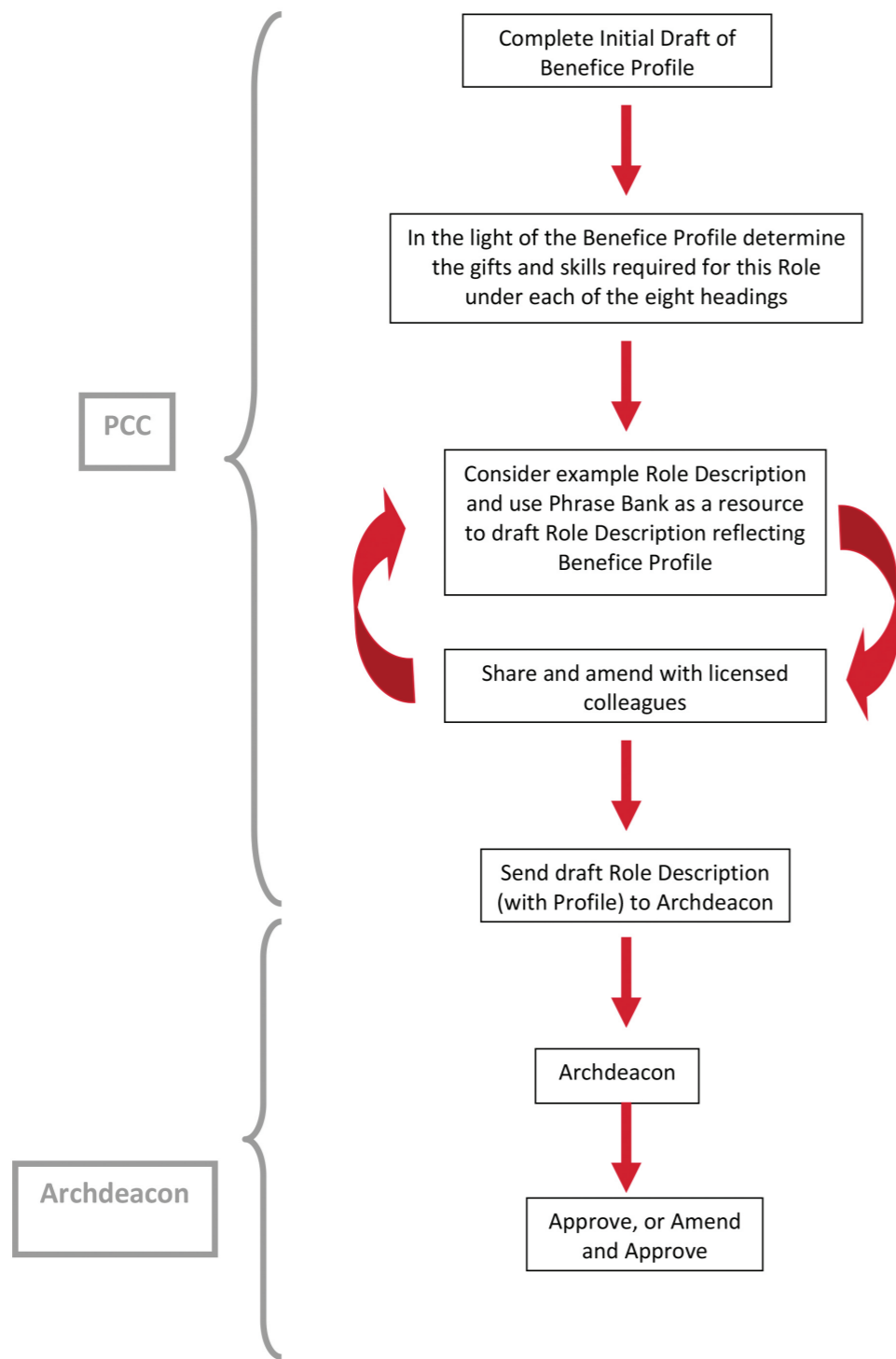
- Having the Biblical concept of the wholeness of life in Christ at its heart
- Focusing on behaviours and competencies rather than simply on tasks
- Covering eight specific areas of ministry, i.e.:
  - » Spirituality
  - » Worship & preaching
  - » Leadership & collaboration
  - » Discipleship, learning & nurture
  - » Evangelism and engagement with social justice
  - » Pastoral Care
  - » Stewardship, finances & parish organisation
  - » Ecumenism & links with other bodies

## WRITING A ROLE DESCRIPTION

Use the flow chart on the next page to guide you through the process of creating a Role Description.

The sample Role Description Appendix 2 shows the structure to adopt. It has two parts:

- A short statement of the role's purpose. This is drawn from the Benefice Profile's vision and priorities, and briefly sets out the focus and expectations for the new minister.



GUIDE FLOWCHART FOR THE PROCESS OF GENERATING A ROLE DESCRIPTION

- Eight headings of the gifts and experience being sought for the appointment. The aim is to give a picture of a person based around your mission priorities, rather than a list of the tasks that we expect them to do.

The Phrase Bank in (Appendix 3) will help you to decide what words to use and the kinds of phrases that may be helpful. Some of the phrases you adopt for the Role Description may also be helpful in creating a draft advert, helping people to see not only the sort of benefice, but also the sort of person desired.

### AGREEING A BENEFICE PROFILE AND ROLE DESCRIPTION

Drafting by committee is ineffective and frustrating. The PCC should delegate detailed drafting to a small group of three or four. Members of this group are likely to be on PCC but need not be so in all cases. In particular their work can be aided if someone is included who is effective in using information technology.

Successive drafts of the Profile and Role Description can be circulated to the wider PCC by e-mail and brought back for comment. It can be helpful if the Archdeacon sees drafts of the Profile from time to time to offer comments and guidance. It is helpful to number each version of your draft profile and role description.

When the PCC feels that it is close to a final draft of its documents these should be sent to the Archdeacon who will offer any further suggestions for adjustment.





Once all are happy with the documents, in principle a Section 11 meeting is convened under advice from the Archdeacon formally to adopt the documents for use in the recruitment process.

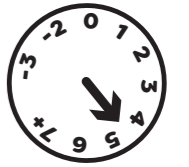
By the end of this stage you should have:

- Created a Benefice Profile and Role Description which has been agreed in principle by PCC, Archdeacon and HR Adviser.
- Be ready for your Section 11 Meeting

## THE SECTION 11 MEETING

### THE MEETING

Section 11 is a full PCC meeting see agenda in Appendix 4. The Archdeacon must attend the start to make sure that the PCC clearly understands the decisions being taken but may leave after that.



There should be no surprises at this point. We have all spent time on the Profile and Role Description and understand the appointment we are seeking to make and why.

In Appendix 5 you will find the forms to be completed after the meeting by the PCC Secretary and returned to the Archdeacon and Registrar.

The Section 11 Meeting is a bit like a starting gun. Look at the Vacancy Clock Face – after this you move below the dotted line; from drafting and preparation to recruitment. Hereafter, events unfold fairly swiftly.

### CHOOSING PCC REPRESENTATIVES

Each PCC appoints two elected lay members of the PCC to be the PCC's representatives in the interview process. In a large multi-parish benefice, only one representative per PCC is usually appointed. Candidates should be nominated and, where there are more than two, a secret ballot be held. If the





PCC fails to appoint any representatives, the duty falls on the Churchwardens. National Church of England guidelines recommend that the composition of the panel is balanced so far as possible in terms of age, gender and race, while recognising that this cannot always be achieved.

### **COMPETITIVE OR SEQUENTIAL INTERVIEWS**

This is often the most discussed item at a Section 11 meeting. It is very common to fill a clergy role with a competitive system in which:

- the post is advertised
- applications invited
- a shortlisted constructed and
- competitive interviews held

Alternatively, it is also possible to ask the Patron and Bishop to consider the Profile and Role Description, and introduce candidates whom they consider to be well suited. Your Bishop and Archdeacon will have been praying for you throughout your vacancy and may have a sense of one or more possible candidates. Your Archdeacon is likely to be able to advise you whether, should the PCC ask them to do so, the Bishop and Patron would introduce such candidates to you. If this is the path chosen the candidates are considered sequentially, one after another.

There are both advantages and disadvantages to this:

#### ADVANTAGES

- The first candidate is likely to be seen much sooner than through advertisement and application, and a swifter appointment may be possible
- You will be seeing selected candidates rather than those who happen to apply
- It costs less in advertisement and possibly also interview costs

#### DISADVANTAGES

- Seeing a whole series of candidates through this route may extend the vacancy
- You do not get to see all the candidates together, but accept or reject them, one at a time.

At the Section 11 meeting a compromise is to ask the Patron and Bishop to introduce a single candidate, but to then proceed to advertisement immediately if that candidate is not successful.

By the end of this stage you should have:

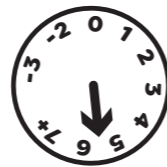
- Taken all Section 11 decisions including agreeing your Profile and Role Description, choosing your PCC representatives, and deciding which recruitment path you will use



# ADVERTISING & SHORTLISTING

## ADVERTISING

If you are advertising in print media such as *Church Times*, the Archdeacon's PA will provide an advertisement template for your profile team to work on. Dates will already have been set for shortlisting and interview. Enquiries, applications and preparation of a shortlisting grid will also be dealt with by the Archdeacon's PA.



## SHORTLISTING

We invite a maximum of four, or very occasionally five candidates to interview, and sometimes shortlisting is necessary. This can be done via a shortlisting grid, where the different items in the Role Description are entered into the shortlisting grid (see Appendix 6) and the applications graded against the Role Description.

There are two scoring registers ie, either numerical out of 10 against each item, or a simple Yes/No, do they have that or not? The Yes/No works best with a smaller field of applicants but serves less well in separating larger fields. Shortlisting usually involves the Chair (Bishop or Archdeacon), the PCC representatives, the Area Dean, and the Patron. Each person on the panel completes one sheet for each application, and we add up the scores and see who comes out on top.

- Someone who simply says that they have this aspect of the Role Description gets no score.
- Someone who says that they have it and gives a context in which they have deployed these skills gets a relatively low score (1-3).
- Someone who says that they've got it, gives an example of a context, and shows how this skill was deployed gets a middling to good mark (4-7).
- Someone who indicates that they've got it, tells us of a circumstance that indicates this, how the skill was deployed/ developed and what the outcome was gets a high mark (8-10).

Some applications are not well structured making it difficult to relate what they say to the Role Description. For example, they may talk extensively about introducing a new style of worship/service and how this has attracted a wider range of folk, but forget to tell us about how important it is to them that traditional patterns are conserved and developed. Elsewhere in the application, however, they may talk warmly of their experience of BCP Eucharist. Firstly, one has to spot this, and secondly make an assessment about how well the skill or experience is demonstrated.

At the shortlisting meeting the questions to be asked to the candidates (and presentation subject if one is being requested) are agreed. The same questions must be posed to all candidates at interview.

By the end of this stage you should have:

- Created a shortlist of candidates you wish to interview and advised the Bishop/Archdeacon
- Agreed the questions you will ask your candidates and the subject of any presentation you wish your candidates to make.





# THE INTERVIEW & APPOINTMENT

## THE INTERVIEW

This is where your newly elected PCC Representatives pick up the running. There are four steps to running a good interview process:



- Plan
- Prepare
- Interview
- Decide

### PLAN

Using the templates provided in Appendix 7, plan an interview programme with the Bishop's PA. Both templates allow for:

- acquainting
- interviewing
- discerning and deciding

Early in the programme the candidates explore the benefice with you, visiting important locations and meeting key people. Churches of the benefice are obvious locations, but don't forget local schools (church schools or otherwise) and significant players and partners in the local communities with whom your new minister might be expected to work.

Candidates need to meet those likely to be close colleagues whether paid staff or volunteers. Specific meetings with ministry teams are important, and a significant number of people can also be accommodated at a meal shared with the PCC and invited guests. This is often jokingly called "trial by quiche".

While it can be very helpful all round, the joke here is that if it feels like "trial by quiche" to the candidates then something has gone wrong. It is most important to remember that an informal meal is not an interview. Those attending need to be requested not to give candidates a grilling, nor to expect that their own impressions from this informal setting will determine the final decision. Indeed, the purpose of a shared and informal meal is at least as much as to give candidates the chance to find out what you're like as the other way around!

If anyone locally wants to feedback reflections after these visits they should do so directly to a member of the panel, preferably the chair, either Bishop or Archdeacon.

Schedule time for candidates to visit the clergy house. This is likely to be let so make sure that the Property Team is contacted at least three weeks ahead to arrange access.

Reserve a comfortable and quiet interview room where the process will not be disturbed. If possible, another room should be provided for waiting. Candidates may have come with spouses and children and a comfortable environment with facilities for making a drink will be appreciated.

If you are holding a two-day interview process remember that candidates are likely to need overnight accommodation in a budget hotel. After a busy first





day your candidates will need a bit of space so avoid the temptation to place them with local families. The parish pays for the accommodation, the Diocese will pay for the travel costs from the candidates.

#### PREPARATION

Before the interviews, the Bishop or Archdeacon will make it clear what information about candidates may be shared with others and what must remain confidential.

With the Bishop or Archdeacon, Patron and Area Dean, the PCC Representatives meet and interview the candidates. PCC Representatives carry a significant responsibility, and the choice of the right incumbent may well depend upon their careful prayer and preparation.

- Make sure you have the Benefice Profile and Role Description with you.
- Take time to wait upon God and discern what His Spirit may be saying about your neighbourhood and its new minister. Be realistic, do not let impressions of your last minister completely shape your expectations of the next, and remember the Archangel Gabriel is already booked!

Don't fall into the trap of deciding in advance what the "ideal priest" looks like. The Minister's task is to relate to all age groups, and there are many gifts which they can bring with them. Each candidate should be taken on their own merits.

**Confidentiality is vital.** Most clergy seeking new posts will not share this information with their parishes until a definite decision has been reached. Do not attempt to make contact with their present parishes without their specific permission to do so. Under cover visits to enquire about a candidate or to hear them preach should not be undertaken. They can go very wrong and be very damaging to both the candidate and their parish.



#### INTERVIEW

Throughout the interview process, it must be clear to candidates when they are being assessed (eg, presentation / the formal interview) and when discussions are there to inform them (eg, meeting some of the Church Officers). Each candidate must have the opportunity to meet the same people and discuss the same issues, and they should all have the opportunity to do this before the formal interview.

Please ensure there are not too many of you interviewing and that no one is sitting with their back to the light or on higher chairs. This puts candidates at a great disadvantage.

The Chair (Bishop or Archdeacon) welcomes each candidate and introduces the panel. There is a need to decide beforehand who will ask what questions and work out a rough timetable; the chairperson is ultimately responsible for this.

Most candidates will want to talk, so one or two simple openers like, "What really excites you in ministry?" or, "What has given you greatest joy in your present post?" are helpful.

Remember, too, that the questions you decide to ask as a result of your Benefice Profile and Role Description should be asked of all candidates so that you end up with a fair picture of each. Supplementary questions can, of



course, be asked for clarification. You are looking for a match between what your PCC(s) thinks the benefice needs and what the candidates have to offer. Do not let interviews drag on. A good hour will be better than a laboured hour and a half. Always allow the candidate time to ask questions. Finally, the Chair will end by asking, “Do you still consider yourself a candidate for this post?”

Making notes during the interview process can be helpful, but remember to avoid recording personal thoughts which you might not wish to be shared at a later date if a candidate was to make a formal complaint. At the end of the interview, all such papers will be collected by the Chair.



#### DECIDE

The decision is shared between PCC Representatives, Bishop/ Archdeacon, Area Dean and Patron (if attending). Whenever possible they should try to reach a unanimous decision. Remember that you are recommending the appointment of the candidate, not their spouse and family.

Following a decision, the Archdeacon’s office will contact all candidates to let them know the outcome and offer feedback. When a suitable candidate accepts the post, the Diocesan Bishop will be responsible for all subsequent processes.

Just occasionally it is necessary not to appoint any of the



candidates and the Bishop or Archdeacon will guide you through the next phase of finding a suitable candidate.

#### PITFALLS

Clergy occupy their offices not as employees but under a legal framework called Common Tenure. Presumptions and practices common in employment legislation are however increasingly pressing upon clergy terms of service.

Grievance procedures and employment tribunals do arise and have occurred in the Diocese. If a recruitment procedure is not properly run individuals, including Patrons and PCC representatives, might find themselves sitting in a witness box to justify their behaviour, with the risk of consequences if the complaint is upheld.

Interviews should be conducted to the highest standards. Questions which indicate prejudice against a person on the grounds of marital state, age, race, disability, background or education are not permitted under Equal Opportunities legislation. Beware of the following:

- Do not make personal remarks or criticisms of a person’s dress, hairstyle, character. Such personal remarks have no place in the interview, nor in the reasons for rejecting a candidate.



- You may not ask women candidates whether they are pregnant or are likely to be.
- You may not ask candidates about other personal domestic arrangements.
- You may not ask whether a spouse will act in an unpaid capacity in the parish. Wives or husbands may enjoy a measure of shared ministry but may prefer to express this as supporting their spouse in their ministry or as a person.

There are matters relating to lifestyle which may be appropriate to consider in making an appointment to an ecclesiastical office around sex, marriage and divorce, civil partnership and related matters. If there are any such concerns they should be addressed by the Bishop on a separate occasion, not at the interview.

By the end of this stage you should have:

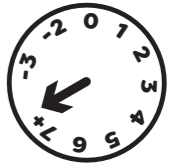
- Interviewed all your candidates and come to a decision on the appointment to be made, with clear reasons for your discernment.
- Handed all paperwork associated with the shortlisting and interview process to the Chair of the panel for retention and eventual destruction.



## FROM INTERVIEW TO LICENSING – BRINGING IT IN TO LAND!

### COMMUNICATING THE DECISION

At this stage of the process the congregation will want to know the outcome of the interviews and the PCC Representatives may want to tell them!



The person who has accepted the appointment is coming from somewhere and their current parish needs to hear of the appointment in an orderly way. The Bishop of the Diocese from which they are coming also needs to give their consent to the change. Background checks such as Safeguarding clearance from DBS (the disclosure and barring service) also need to be obtained.

The Bishop's office together with the Archdeacon's office will co-ordinate the interested parties and advise what can be announced at what stage. There are three kinds of possible announcement:

1. A simple announcement that the post has been offered and accepted with the name of the person appointed to be announced in due course.
2. An announcement of the name of the person appointed and the parish from which they will be coming, together with the proviso that the appointment is subject to satisfactory Safeguarding checks.  
*(if it has been possible to co-ordinate matters quickly with the parish and diocese from which your new minister is coming, it may be possible to move straight to option 2) without the need for the first announcement)*
3. Once the Safeguarding checks are complete, a formal announcement covering details of whom and from where. This will co-ordinate with details of the appointment in the newspapers and across the diocese.

### PLANNING FOR THE ARRIVAL OF A NEW MINISTER – HOUSING

Over the next few weeks there will be several opportunities to speak with and meet your new minister and to talk further about their role and the benefice.



The Property Team leads on housing and will meet your new minister at the benefice house to decide on preparations for the house. Generally this work can be accommodated within existing budgets and by using a proportion of the rental from letting the house in vacancy. If the house was not let, or if the wishes of your new minister go beyond available funds, it maybe that together with your new minister an agreement can be reached for the parish to help. It can be well worth planning to do some things e.g., garden working parties.

#### PLANNING FOR THE ARRIVAL OF A NEW MINISTER – INSTITUTION/COLLATION/LICENSING

The service is a “Collation” when the Bishop is the patron, an “Institution” when there is a private patron, and “Licensing” when the patronage has been suspended.

The date of the service is decided by the Bishop in consultation with the Area Dean, Archdeacon, Patron and Churchwardens. A set form of service is available to the Area Dean who oversees preparations and works with the new minister and Churchwardens on the details and choice of hymns. All administrative arrangements must, however, be made by the Churchwardens, including production of the orders of service. Nevertheless, Churchwardens have an important part to play in the service and must free themselves from other duties like seating, ushering, etc.

It is customary, depending upon the size of the Church, for the Churchwardens to invite:

- The spouses of the clergy officiating in the service, i.e. Bishop, Archdeacon, Area Dean;
- The clergy and Licensed Lay Ministers, e.g., Readers of the Deanery and their spouses;
- Those who have assisted the parish during the vacancy and their spouses.



- Significant community figures – local councillors, heads of schools, leaders of uniformed organisations and voluntary groups, business people.

Your Archdeacon’s office and the Area Dean will assist you with who needs to be provided and will provide the names and addresses of licensed ministers in the Deanery. Sample invitations are in Appendix 8 and 8a. The Churchwardens should produce a seating plan for invited guests: consultation with the Area Dean is advisable. Invitations need to give clear instructions about who is expected to robe and where.

Parking should be reserved for the Bishop and the Archdeacon. The Bishop, Archdeacon, Area Dean and Parish Priest normally robe in the vestry; a suitable room nearby should be provided for the other clergy to robe.

It is usual for the Area Dean to conduct a rehearsal for the service in the days preceding. Those present at the rehearsal should include the Area Dean, the new minister (if possible), the Churchwardens, Organist/Choirmaster/Music Group Leader, and any other ministers and lay people with a part to play in the service itself, e.g., bringing up the gifts of ministry.

RECEPTION/PARTY

Refreshments in a suitable place after the service is a great way for the new minister to meet parishioners, visiting clergy and guests.

To make things a little easier for the new minister and their family, it is helpful if a smaller party can be arranged at an earlier date for them to meet members of the PCC and their spouses. There will then be at least some familiar faces at the induction party.

Finally, a pleasant welcome to the benefice house for the Minister and their family is a kitchen stocked with a few essentials.



# APPENDIX 1

## A PARISH VACANCY....WHAT NEXT? THE PCC'S PERSPECTIVE

PERSONAL

How many years have you been a member of this church?		How many years have you been a member of the PCC?	
How long have you been a committed Christian?		Do you live in the parish?	Yes/No
Do you think you are very/fairly/not typical of the congregation? Not sure?			Circle one option

### THE PARISH (DISCUSS TOGETHER)

What is your parish like? What kind of community is it? Where are its centres of gravity? What are its significant institutions?

Is the parish community changing or is it likely to change, and in what ways?

What is your vision for the parish and the church? Close your eyes and dream.....what do you want your church to be like in 5-10 years' time?

**CHURCH LIFE** (DISCUSS TOGETHER)

What are the things in the life of your church for which you are most thankful to God?

What aspects of the ministry of the church are going well?

In which aspects of ministry are you struggling, or in need of help? What is holding you back?

**STOP KEEP START** (DISCUSS IN PAIRS)

In the life and ministry of your church:

- are there things that you now need to stop doing?
- are there things that you need to keep and develop?
- are there new things that you should start doing?

*Remember, in order to begin something new it is often necessary to put down something else – it is a question of priorities.*

Stop 1	
Stop 2	
Keep 1	
Keep 2	
Start 1	
Start 2	

**OUR NEXT LEADER SHOULD** (MAINLY) **BE A:** (DISCUSS IN PAIRS)

Please add any particular characteristics you feel are crucial as Other 1-3 and then rank the characteristics in the list 1-10 (assuming you have added more) with 1 being the highest priority as you see things:

Pastor	
Pray-er	
Preacher	
Teacher	
Evangelist	
Reconciler	
Enthusiast	
Other 1	
Other 2	
Other 3	

## OTHER NOTES

## APPENDIX 2

**EXAMPLE OF ROLE DESCRIPTION FOR AN INCUMBENT/  
PRIEST-IN-CHARGE*****THE BENEFICE OF ... IN DEANERY***  
**ROLE DESCRIPTION FOR THE VICAR**

A broad picture of the ... Benefice, the Churches, the parishioners and the surrounding area is given in the Benefice Profile. This Role Description should be read in conjunction with the vision, aims and objectives set out in that Profile. It should also be read in conjunction with the Diocesan Vision of Live | Pray | Serve, with particular emphasis on the following three dimensions:

- To encourage passionate personal spirituality
- To encourage a pioneering faith community
- To encourage prophetic global citizenship

The role is for a priest who will lead, support and nurture the inhabitants of a rural benefice and build on recent achievements to develop the mission of the Church in the community and ensure pastoral needs are met.

We are looking for a priest who:

## SPIRITUALITY

- Is faithful in their own life of prayer and walking with God.
- Recognises the importance that time is put aside for reflection and quiet days.

## WORSHIP AND PREACHING

- Is comfortable with our current mix of services, and will add to and enrich them.
- Is able to build on and develop the existing experience of holding special services outside the Church environment.
- Will support the many lay people who currently lead non-communion services.



## LEADERSHIP AND COLLABORATION

- Is able to delegate effectively, prioritise his or her own work-load and assist others to do the same.
- Uses available support to achieve a good life balance that enables a fulfilling life and supports and encourages those around to do the same.
- Has an aptitude for motivating, encouraging and inspiring others to work collaboratively.

## DISCIPLESHIP, LEARNING AND NURTURE

- Encourages and can lead study groups whenever the need arises.
- Is willing to develop training opportunities and liaise with the Deanery in supporting programmes.

## EVANGELISM AND SOCIAL JUSTICE

- Is willing and able to build relationships, engage with the whole community and play a full part in community life.
- Understands the needs of that part of the community which does not currently support the Church, and will provide flexible thinking about how, and whether, the Church's attitude can be altered to meet their needs.
- Has the capacity to lead the benefice in developing its vision for mission and in encouraging spiritual development.
- Is willing and able to engage with children and teenagers, to build on our Churches' involvement with schools and clubs, and to perform a representative role in being a school governor.

## PASTORAL CARE

- Understands and is sensitive to the varied pastoral needs of the community.
- Is aware of the need for pastoral care.
- Is able to encourage and liaise with the lay groups currently involved in this work.

## STEWARDSHIP AND PARISH ORGANISATION

- Appreciates that administration is a necessary part of the day to day

activities of the role, but has the confidence to rely heavily on the existing office support services in order to ensure that pastoral and spiritual care is given priority.

- Is willing and available to attend necessary meetings whilst acknowledging that most of the PCC work can be dealt with very efficiently by lay people.
- Is active in the current deliberations over PCC rationalisation and in communicating and building ties with the Forest Deanery and their Churches and clergy.

## ECUMENISM AND LINKS WITH OTHER BODIES

- Is committed to nurturing and developing our links with the local Churches Together group.
- Is actively involved in the life of the Deanery.
- Will fully participate in and contribute to the life of the deanery (including synod and chapter) and diocese (compulsory bullet point)

# APPENDIX 3

## PHRASE BANK

### SPIRITUALITY

Suggested sample Role Description statements	Key words
<ul style="list-style-type: none"> <li>In his or her own life, able to model what it is to be in Christ</li> <li>Has a personal faith and a desire to seek and wait upon God and His will</li> <li>Able to maintain a personal discipline of prayer</li> <li>Faithful in reading and reflecting upon the Scriptures</li> <li>Draws on the riches of scripture, tradition and the beliefs and practices of the Church of England</li> <li>Be a creative and imaginative spiritual leader, pointing others to Christ</li> <li>Acknowledge God's call to discipleship for themselves and those among whom they minister</li> <li>Holds spiritual life at the very core of being</li> <li>Values and uses support for own spiritual growth through a spiritual companion, retreats, etc</li> <li>Maintains a balance in their own life between ministerial work, recreation, family and friends</li> </ul>	<ul style="list-style-type: none"> <li>Prayerful</li> <li>Imaginative</li> <li>Disciplined</li> <li>Reflective</li> <li>Discerning</li> </ul>

### WORSHIP AND PREACHING

Suggested sample Role Description statements	Key words
<ul style="list-style-type: none"> <li>Leading worship that gives glory to God prayerfully, competently and confidently</li> <li>Able to use the resources of the Church of England in BCP and CW faithfully and imaginatively</li> <li>The capacity to develop styles of worship attractive to families, children and young people</li> <li>A talent to conduct worship at a variety of levels including civic services, major festivals and less formal occasions</li> <li>Open minded with respect for all forms of worship</li> <li>Effective preacher and teacher, able to present and interpret the Christian message</li> <li>Able to apply the insight of Scripture to daily life</li> <li>Aptitude to inspire and revitalise the Church family</li> <li>Willingness to share the lead in worship with others and encourage others to lead</li> </ul>	<ul style="list-style-type: none"> <li>Prayerful</li> <li>Discerning</li> <li>Enthusiastic</li> <li>Inspiring</li> <li>Flexible</li> <li>Good communicator</li> <li>Approachable</li> </ul>

## LEADERSHIP AND COLLABORATION

Suggested sample Role Description statements	Key words
<ul style="list-style-type: none"> <li>Ability to discern God's call to the community and individuals</li> <li>Ability to set out a vision for mission and ministry and work towards it</li> <li>Aptitude for inspiring, motivating and empowering others</li> <li>Work collaboratively and encourage and inspire others to do so</li> <li>Discern the gifts and skills of others and willingness to develop and use them</li> <li>Discern and manage weaknesses in others with an emphasis on supporting and developing</li> <li>Ability to delegate effectively</li> <li>Willingness and ability to take the lead when necessary</li> <li>Willingness to make decisions</li> <li>Committed to building relationships</li> <li>Willing to work as part of a team, and in particular with ministerial colleagues and Churchwardens</li> <li>Effectively prioritise own work load and assist others to do the same</li> <li>Coordinate the work of others when necessary</li> <li>Coordinate own work with others when necessary</li> <li>A basic understanding of employment matters and an appreciation of how to manage volunteers</li> <li>Well organised</li> <li>Willingness to share own gifts, skills and expertise widely</li> <li>Be visible within the community</li> <li>Aptitude to challenge self and others</li> </ul>	<ul style="list-style-type: none"> <li>Encouraging</li> <li>Excellent communicator</li> <li>Motivated</li> <li>Motivating</li> <li>Inspire</li> <li>Inclusive</li> <li>Responsive</li> <li>Resourceful</li> <li>Decisive</li> <li>Approachable</li> <li>Supportive</li> <li>Sensitivity</li> <li>Confident</li> <li>Tactful</li> <li>Clear</li> <li>Dependable</li> <li>Lead</li> </ul>

### DISCIPLESHIP, LEARNING, AND NURTURE

Suggested sample Role Description statements	Key words
<ul style="list-style-type: none"> <li>Commitment to develop the discipleship of all ages</li> <li>Discern the gifts and skills of others</li> <li>Appreciation and understanding of the needs of the community</li> <li>Aptitude to nurture spiritual growth of Church membership of all ages</li> <li>Able to identify development and training opportunities</li> <li>Able to inspire/motivate self and others</li> <li>Able to take an innovative/creative approach to learning</li> <li>Willingness to take the lead in developing locally based training programmes</li> <li>Provide guidance and support to portfolio post holders</li> <li>Provide direction, encouragement and training to lay assistants</li> <li>To support and encourage young people to take an active part in services and wider aspects of Church life</li> <li>Commitment to own learning and development</li> <li>Willingness to share own knowledge, experience, gifts and skills with others</li> <li>Willingness to challenge self and others</li> <li>Committed to developing their own skills and understanding</li> </ul>	<ul style="list-style-type: none"> <li>Vision</li> <li>Creative</li> <li>Innovative</li> <li>Share</li> <li>Nurture</li> <li>Lead</li> <li>Support</li> <li>Approachable</li> <li>Discerning</li> <li>Resourceful</li> <li>Challenge</li> </ul>

EVANGELISM AND CONCERN FOR SOCIAL JUSTICE

Suggested sample Role Description statements	Key words
<ul style="list-style-type: none"> <li>Recognise the call of Christ in their own life and willingness to share their Christian conviction with others</li> <li>Enable others to articulate and share their faith</li> <li>Recognise the demands of the God of justice and mercy in the lives of communities and institutions</li> <li>Creative thinker, able to contribute ideas and initiatives</li> <li>Aptitude to recognise, encourage and develop</li> <li>Willingness and ability to engage with young people</li> <li>Understanding of the needs of.....</li> <li>Willing to support.....</li> <li>Willing proactively to promote.....</li> <li>Understanding of Fresh Expressions and other forms of pioneer ministry and an appreciation of how these forms of ministry might.....</li> <li>Committed to encouraging Church growth</li> <li>Willingness and ability to build relationships and engage with the whole community</li> <li>Proactive in developing links with a wide variety of organisations within the community</li> <li>Developing productive partnerships with community leaders</li> <li>Confidence and willingness to undertake civic responsibilities</li> <li>Able to bring a gospel based critique to bear constructively on community life and action</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive</li> <li>Resourceful</li> <li>Energetic</li> <li>Patient</li> <li>Good communicator</li> <li>Confidence</li> <li>Proactive</li> <li>Willing</li> <li>Committed</li> <li>Effective</li> <li>Enthusiasm</li> <li>Encourage</li> <li>Innovative</li> <li>Articulate</li> </ul>

PASTORAL CARE

Suggested sample Role Description statements	Key words
<ul style="list-style-type: none"> <li>Sensitivity for and understanding of the varied pastoral needs of the community</li> <li>Able to exercise pastoral care in a sensitive and practical way</li> <li>Be visible in the community</li> <li>Be approachable and an active listener</li> <li>Able to communicate effectively and appropriately, both in writing and verbally</li> <li>Enable the provision of pastoral care through parish visitors, bereavement visitors, baptism preparation team</li> <li>Be a peacemaker and agent of reconciliation</li> <li>Demonstrate the mercy and love of Christ through their care of others</li> </ul>	<ul style="list-style-type: none"> <li>Compassion</li> <li>Warmth</li> <li>Respect</li> <li>Resilient</li> <li>Good listener</li> <li>Sensitive</li> <li>Tactful</li> <li>Giving</li> </ul>

STEWARDSHIP AND PARISH ORGANISATION

Suggested sample Role Description statements	Key words
<ul style="list-style-type: none"> <li>Able to help others see the graciousness of God in creation</li> <li>Commitment to good stewardship of the earth's resources</li> <li>Encourage a generous response to God's goodness/blessings</li> <li>Commitment to work as part of a team</li> <li>Appreciation that administration is a necessary part of the day to day activities of role</li> <li>Willing to work with others to ensure administrative tasks are kept up to date</li> <li>Be organised, able to prioritise workloads effectively and delegate if appropriate</li> <li>Confident user of information technology especially (state packages) or willingness to develop abilities</li> <li>Understanding of financial issues</li> <li>Willingness to take an active interest</li> <li>Willingness to attend ..... meetings on a regular basis and contribute as part of a team</li> <li>Ensure that structures, processes and policies meet both legal and diocesan requirements</li> <li>Effective chair of meetings</li> <li>Willing to work collaboratively and co-operatively</li> <li>Take responsibility for.....</li> </ul>	<ul style="list-style-type: none"> <li>Co-operate</li> <li>Organised</li> <li>Contribute</li> <li>Commitment</li> <li>Organised</li> <li>Collaborative</li> <li>Encourage</li> <li>Lead</li> </ul>

ECUMENISM AND LINKS WITH OTHER BODIES

Suggested sample Role Description statements	Key words
<ul style="list-style-type: none"> <li>Open to the insights of other Christian traditions</li> <li>Willing to work with other Churches wherever possible</li> <li>Committed to promoting the work of the local covenant / Churches together</li> <li>Willing to encourage active participation in ecumenical working</li> <li>Play their part in the life of the Deanery, both through chapter and synod</li> <li>Encourage and take appropriate part in local community groups, and especially in.....</li> <li>Work with and encourage others who serve the local community</li> <li><b>Will fully participate in and contribute to the life of the deanery (including synod and chapter) and diocese</b> (compulsory bullet point)</li> </ul>	<ul style="list-style-type: none"> <li>Open</li> <li>Valuing</li> <li>Creative</li> <li>Innovative</li> <li>Share</li> <li>Nurture</li> <li>Lead</li> <li>Support</li> <li>Encourage</li> <li>Commitment</li> <li>Involved</li> </ul>

# APPENDIX 4

## **SECTION 11 MEETING – AGENDA**

1. Agreeing the Parish Profile and Role Description as the basis for the new appointment.
2. Appointing two lay representatives of the PCC to act on behalf of the parish in the appointment process
3. Deciding whether to advertise the vacancy
4. Deciding whether to request a joint meeting of the PCC, Patron and Bishop
5. Deciding whether to request a written statement from the Bishop regarding the needs of the parish in the context of the wider Diocese and the Church of England

The PCC may also choose to discuss and vote on a resolution under the House of Bishops' Declaration on the Ministry of Bishops and Priests.

# APPENDIX 5

## **DIOCESE OF PORTSMOUTH LEGAL FORMS S.11 MEETING**

FORM34A

**DIOCESE OF PORTSMOUTH  
PATRONAGE (BENEFICES)  
MEASURE 1986  
APPOINTMENT OF PARISH REPRESENTATIVES**

BENEFICE OF: .....

PARISH OF: .....

TO: THE DESIGNATED OFFICER

I hereby give you notice that, at a duly convened meeting(s) of the Parochial Church Council, which took place on .....202..... (and .....202.....) the following persons were appointed as the representatives of the Council in connection with the selection of a new incumbent.

**BLOCK LETTERS please**

NAME:	
ADDRESS:	
POST CODE:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

NAME:	
ADDRESS:	
POST CODE:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

SIGNED: ..... (PCC Secretary)

DATED this .....day of .....202.....

**courageous | collaborative | generous | resourceful | pioneering**

**FORM 34B**

**DIOCESE OF PORTSMOUTH  
PATRONAGE (BENEFICES)  
MEASURE 1986  
RESULTS OF SECTION 11 MEETING(S)**

BENEFICE OF: .....

PARISH OF: .....

TO: THE DESIGNATED OFFICER

I hereby give you notice that, at a duly convened meeting(s) of the Parochial Church Council, which took place on .....202..... (and .....202.....) the Council agreed the statement prepared by the Council describing the conditions, needs and traditions of the parish, attached;

and resolved (please delete as appropriate):

- to request the presiding Patron to consider advertising the vacancy;
- to aske the bishop to nominate a candidate
- to request a meeting under Section 12 of the Measure;
- 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;
- [to consider a Resolution under the House of Bishops Declaration on the Ministry of Bishops and Priests.]

SIGNED: ..... (PCC Secretary)

DATED this .....day of .....201.....

**courageous | collaborative | generous | resourceful | pioneering**

**DIOCESE OF PORTSMOUTH  
HOUSE OF BISHOPS' DECLARATION  
ON THE MINISTRY OF BISHOPS AND PRIESTS**

*(Notes for completion of this form can be found on the reverse)*

BENEFICE OF: .....

Parish of: .....

This PCC requests, on grounds of theological conviction, that arrangements be made for it in accordance with the House of Bishops' Declaration on the Ministry of Bishops and Priests

SIGNED: ..... (PCC Secretary)

DATED this ..... day of .....202.....

*To be returned, together with Forms 34A and 34B, to the Clergy Appointments Assistant after your Section 11 meeting.*

**DIOCESE OF PORTSMOUTH  
HOUSE OF BISHOPS' DECLARATION  
ON THE MINISTRY OF BISHOPS AND PRIESTS**

**NOTES FOR COMPLETING THIS FORM**

STATEMENT OF GUIDING PRINCIPLES

The House reaffirms the five guiding principles which it first commended in May 2013 when submitting legislative proposals to the General Synod for the consecration of women to the episcopate and which the Synod welcomed in its resolution of 20 November 2013. They need to be read one with the other and held together in tension, rather than being applied selectively:

- Now that legislation has been passed to enable women to become bishops the Church of England is fully and unequivocally committed to all orders of ministry being open equally to all, without reference to gender, and holds that those whom it has duly ordained and appointed to office are the true and lawful holders of the office which they occupy and thus deserve due respect and canonical obedience;
- Anyone who ministers within the Church of England must be prepared to acknowledge that the Church of England has reached a clear decision on the matter;
- Since it continues to share the historic episcopate with other Churches, including the Roman Catholic Church, the Orthodox Church and those provinces of the Anglican Communion which continue to ordain only men as priests or bishops, the Church of England acknowledges that its own clear decision on ministry and gender is set within a broader process of discernment within the Anglican Communion and the whole Church of God;
- Since those within the Church of England who, on grounds of theological conviction, are unable to receive the ministry of women bishops or priests continue to be within the spectrum of teaching and tradition of the Anglican Communion, the Church of England remains committed to enabling them to flourish within its life and structures; and
- Pastoral and sacramental provision for the minority within the Church of England will be made without specifying a limit of time and in a way that maintains the highest possible degree of communion and contributes to mutual flourishing across the whole Church of England.

Please see the link below:

<https://www.churchofengland.org/media/1910506/gs%20misc%201064%20-%20hob%20guidance%20note%20for%20parishes.pdf>

# APPENDIX 6

## SHORTLISTING GRID

Role		Name of Candidate	
Parish/Benefice		Date of Shortlisting	
Deanery		Initials of Shortlister	

Items in the Role Description can either be scored 1-10 (low to High) or Yes/No. If using Yes/No remember that it is the responsibility of the applicant to demonstrate how they meet the requirement of each item and if this is not demonstrated the grading should be No.

Item	Either 1-10 OR Yes/No		
	1-10	Yes	No
<b>Totals</b>			

# APPENDIX 7

## TWO TEMPLATES FOR INTERVIEWS

### DIOCESE OF PORTSMOUTH PROGRAMME

Interview for the post of .....

#### DAY 1

<b>2.00 pm</b>	Meet at .....  <ul style="list-style-type: none"> <li>• Tour benefice, taking in rectory/vicarage, schools, shops, etc.</li> <li>• Meet: other clergy, Readers, administrator, ecumenical partners, Churchwardens (if not Parish Representatives) key officers, youth workers...</li> <li>• Include tea and cakes?</li> <li>• Tour round Church buildings</li> <li>• Allow for some personal space and settling in at accommodation</li> </ul>
<b>6.00 pm</b>	Evening prayer
<b>6.45 pm</b>	Supper at .....
<b>9.00 pm</b>	Depart for overnight accommodation at .....

#### DAY 2

Interviews and discussions at .....	
<b>9.00 am</b>	<ul style="list-style-type: none"> <li>• Interview Panel meet</li> <li>• Candidates will be provided with hospitality at...</li> <li>• and may leave after their interview.</li> </ul>
<b>9.15 am</b>	Candidate 1
<b>10.20 am</b>	Candidate 2
<b>11.25 am</b>	Candidate 3
<b>12.30 am</b>	Panel have lunch together (and decide if only 3 candidates)
<b>1.00 p m</b>	Candidate 4
<b>2.05 pm</b>	Panel discuss interviews and decide

## DIOCESE OF PORTSMOUTH PROGRAMME

Interview for the post of .....

DATE

LOCATION

Provide overnight accommodation for candidates (and spouses) coming from a distance

<b>9.00 am</b>	Morning Prayer in Church close to interview location for Interview Panel and those involved in the day (but not candidates)
<b>9.30 am</b>	Meet at agreed location – refreshments available.
<b>10.00 am</b>	<ul style="list-style-type: none"> <li>• Tours of the benefice – if possible a couple of parishioners not on the interview panel to show each candidate around, starting in a different place.</li> <li>• Tour to include: rectory/vicarage, schools, shops, Church buildings, halls.</li> <li>• Chance to meet other clergy, LLM's, administrator, ecumenical partners, Churchwardens (if not Parish Representatives) key officers, youth workers...</li> </ul>
<b>12.30 pm</b>	Lunch for candidates (and spouses), interview panel and key others
<b>1.20 pm</b>	Interview Panel meet .....
<b>1.30 pm</b>	Candidate 1
<b>2.35 pm</b>	Candidate 2
<b>3.40 pm</b>	Candidate 3
<b>4.45 pm</b>	Tea for Interview Panel – decision time

## APPENDIX 8

### WORDING OF AN INVITATION WHEN A PRIEST IS BEING APPOINTED AS INCUMBENT

The Churchwardens and Parochial Church Council(s) of  
 .....  
 request the pleasure of the company of  
 .....  
 at the COLLATION / INSTITUTION\* by  
 The Rt. Revd. ....Bishop of .....

And the INDUCTION by

The Venerable .....Archdeacon of .....

of the Rev .....

At ..... Church

***Time and Date***

Clergy and Readers are invited to robe in the .....

Refreshments will be available after the service.

RSVP by ..... .201... to:-  
 .....

\* Where the Bishop is himself the Patron, this is called “**Collation**”  
 Where the person to be instituted has been presented by any other Patron, it is called “**Institution**”.

If the person is being appointed as “Priest-in-Charge”, because presentation has been **suspended**, then the priest will be licensed. Please see wording at Appendix 8A



# APPENDIX 8A

## WORDING OF AN INVITATION WHEN A PRIEST IS BEING APPOINTED AS PRIEST-IN-CHARGE

The Churchwardens and Parochial Church Council(s) of  
 .....  
 request the pleasure of the company of  
 .....  
 at the LICENSING by  
 The Rt. Revd. ....Bishop of .....  
 at ..... Church

***Time and Date***

Clergy and Readers are invited to robe in the .....

Refreshments will be available after the service.

RSVP by ..... .201... to  
 .....

# APPENDIX 9

## ROLE OF PATRONS & SUSPENSION OF PRESENTATION

The role of the Patron is to present to the Bishop a priest for appointment as Incumbent of the benefice. The Patron is involved in the process from the beginning, together with the Archdeacon, and during the shortlisting and interview processes.

Once a decision has been made, it is then the Patron's responsibility to present the candidate to the Bishop. In many places, the Patron is the Bishop, and where this is the case, the Bishop usually acts on his behalf.

However, if the living has been suspended, the Patron then does not have the right to present to the Bishop. In this Diocese however, we still like to include the Patron in the vacancy process as much as possible, and the Patron will be invited to the shortlisting meetings and also to sit in on the interviews. The reason for this is because, ultimately the Patron's support is needed if the Priest-in-Charge is to become the Incumbent after the suspension is lifted.

When the living is suspended, this is normally for a period of five years in order to allow for pastoral re-organisation. However, this period can be extended, as long as there is a justifiable reason.



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