

**Esgobaeth Tyddewi
St Davids Diocese**



**Vacancy
Booklet**

January 2016

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1 INTRODUCTION

1:1 The purpose of this booklet

- The booklet gathers together helpful information for the outgoing incumbent, the Churchwardens and the Area Dean for the whole of the period between knowing that a vacancy is looming to the arrival of the new incumbent (or priest-in-charge)
- It draws on the experience of Churchwardens and Readers during vacancies as well as on that of Diocesan staff
- It has been written primarily for churchwardens, but those with whom they share responsibility have also been in mind: the Area Dean, the outgoing incumbent and the PCC treasurer.
- Treasurers will find a summary of the financial aspects of a vacancy in Section 8

1:2 Understanding the vacancy

- The careful organisation of the life of the church during a vacancy is important. There is often a sense of insecurity and this can lead to tensions.
- People need to understand that the likely length of a vacancy will be between nine and twelve months. Apart from the process of making the appointment, a new incumbent may not be able to move speedily. Issues of children's education and spouse's work often mean that moves have to be carefully timed.
- Essentially there are two parts to the vacancy process: the search and the time between the appointment being made and the beginning of the new priest's ministry.
- It is important, as far as possible, to keep things going as usual. This will be much easier in churches where there is a culture of collaborative ministry and where a significant number of people are willing to share responsibility. The vacancy can also provide a good opportunity of sharing the tasks as widely as possible.
- The Churchwardens, working with the Area Dean, take responsibility for the life and work of the church during the vacancy but they need to avoid carrying the full burden themselves. The local church should take great care to ensure that the Churchwardens are supported in the task of keeping the Church alive during the vacancy. While specific attention needs to be given to provision of services, the pastoral care of the congregation and others is also very important (see sections 2 & 3). If there is a curate then s/he would take prime responsibility for this but Readers, Worship Leaders, Pastoral Eucharistic Assistants, Pastoral Assistants and others can be involved.
- In the event of a vacancy occurring within a parish that is in a local Ministry Area then the Area Dean will normally share responsibility with and delegate to the Ministry Team Leader, who will then take responsibility with the Churchwardens and other members of the Ministry Team. It is advisable that the Archdeacon be notified when this occurs. In such cases any references to Area Dean will apply to the Ministry Team Leader.
- Parishes with a curate will find that the curate takes a leading role within the worship and pastoral care of the church, but they must remember that such a

curate is still in training and needs supervision, support and time for his/her programme of training and study.

1:3 The Vacancy as ‘Opportunity’

- Vacancies can and should be creative opportunities. Many congregations speak appreciatively of the variety of ministry they receive during a vacancy. Clergy and Readers come from a spread of traditions and flexibility on all sides should be expected.
- A vacancy can be a time of consolidation and growth as people become more involved in the work and worship of the parish; as mentioned previously, it can also be a time of uncertainty which leads to an increased workload on a few individuals (especially Churchwardens and Area Deans!) We hope that this booklet will help promote the former and minimise the latter.

1:4 Other resources

- The staff at the Diocesan Office please do use them (01267 236145)
- See section 9

☺ *Helpful hint*

Ensure that the Churchwardens have at least one copy of the current Diocesan Year Book to use

2: MINISTRY DURING AN INTERREGNUM/VACANCY

2:1 THE ROLE OF THE AREA DEAN during this time is:

- ◆ To act as ‘priest-in-charge’ in oversight
- ◆ To help the Churchwardens discharge their duties
- ◆ To offer advice
- ◆ To provide a list of helpful contacts

☺ *Helpful hint*

The Area Dean to provide a list of clergy (retired, NSM and curates) and Readers who are willing to help out with services; the list should indicate their Sunday and weekday availability and the type of services they are happy to take.

2:2 BEFORE THE OUTGOING INCUMBENT LEAVES

2:2:1 The Churchwardens should arrange a meeting about service cover as soon as the vacancy is announced

It is helpful if this meeting is attended by:

- ◆ The outgoing incumbent
- ◆ The Area Dean
- ◆ The Ministry Team Leader (if in an LMA)
- ◆ The Churchwardens
- ◆ Any Assistant Clergy / Curate
- ◆ Readers in the parish
- ◆ Worship Leaders in the parish

This meeting can:

- Address the **planning of services and service cover** for the first few months of the vacancy; any retired clergy used must be on the list in the Diocesan Year Book and have permission to officiate.
- It is usually best if the outgoing incumbent takes a lead in this but shows the Wardens how it can be done for future reference

☺ *Helpful hints*

- ◆ It is best to plan well in advance and to do three months at a time.
- ◆ Try and ensure some continuity:
e.g. during the vacancy as a whole, aim for 2 or 3 ‘visiting people’ to cover most of the main Sunday morning services rather than 6 or 7 people
- ◆ If you are in a multiparish benefice, try to co-ordinate your use of Readers, Worship Leaders and clergy
- ◆ If you are thinking about using Communion-by-Extension, you need to consult the Archdeacon and Diocesan Bishop
- ◆ The outgoing incumbent should not be invited back for normal Sunday or midweek services

2:2:2 Look at what else needs to be done before the vacancy starts (the following may help as a check list), discuss these, or decide when you will discuss each area

- **Regular Church services**
 - ◆ ***Pattern of services***
Is it possible to carry on with the same pattern (midweek and Sunday)?
 - ◆ ***Readings and hymn at services***
How are these chosen at present, how will they be chosen in the future?
 - ◆ ***Intercessions***
Is there a rota for leading these and who will continue to prepare and distribute it?
 - ◆ ***Festivals***
How soon do you need to start thinking about next Christmas, Easter or whatever?
 - ◆ ***Communicating with visiting clergy and Readers***
Who will do this?
They should be informed of the readings and hymns and type of service.
They will also need to know how much you are asking them to do:
lead, preach, read the lessons, lead the intercessions
 - ◆ ***Fees (see section 8 for more details)***

The Area Dean will keep a record of all services taken by readers and clergy and make the necessary claim to the Bishop's Office for processing.

☺ ***Helpful hint***

Think together about if and when it might be appropriate to ask the outgoing incumbent back to take a wedding, baptism or funeral

- **Occasional Offices (Baptisms, Weddings and Funerals)**
Discuss how these will be handled
 - Who will be the parish contact person for each?
 - If you have a 'vestry hour' when people come to make arrangements, could this continue?
 - How will you inform the local community and the funeral directors of the new arrangements?
 - Who will make the actual arrangements with the family / funeral directors, the organist, the verger, the grave digger *etc*?
 - Who will ensure that the church building is open and staffed?
 - Who will ensure that the Registers are filled in?
 - Who will deal with the fees?

☺ **Helpful hints**

- ◆ It is very helpful if the outgoing incumbent produces a list of fees and what to do with each part of the fee (*see section 8 and form B*)
 - This should include details of the Minister's fee, the PCC fee, the fee for the organist, verger, bells and choir and any other PCC overheads

N.B. there is no fee for a baptism!

- **Churchyard issues**

These include:

- ◆ the maintenance / care of the churchyard
- ◆ the regulations for gravestones
- ◆ the fees for gravestones
- ◆ the upkeep of the burial plan for the churchyard

- **Communicating with the PCC, congregation and community**

This has a number of aspects:

- ◆ Deciding who will take responsibility for what area
- ◆ Deciding how this will be communicated:
 - Magazine
 - Notice boards
 - Newsletter
 - Parish Office
- ◆ Being aware that communication during the vacancy will be an ongoing need and planning for this

- **In a benefice or team**

Provisional arrangements for working together during the vacancy

- ◆ Communication
- ◆ Avoiding duplication
- ◆ Best use of human (and other) resources

- **Provisional arrangements for how service cover will be planned after the first few months**

Remember to think about this early enough

As the vacancy begins, you should be planning for the period 3-6 months after this

(See earlier for useful hints)

- **Provisional arrangements for how welcome / pastoral care will be provided during the Interregnum/vacancy**

Can this / how can this continue to be done?

Who will co-ordinate this?

What will happen about home communions?

Is there a need for some help / training for a few people before the vacancy begins?

e.g. for newcomers, for the sick or housebound, for baptism contacts, for the bereaved

- **Provisional arrangements for how members of the church with any leadership role will be supported in their ministry during the Interregnum/vacancy**
Possibilities include
 - Regular meetings for discussion, prayer, support
 - Use of Diocesan Officers
 - Inclusion in the Sunday intercessions*N.B.* any *curate* will need a new supervisor; this will be arranged *via* the Archdeacon in consultation with the Area Dean and the Director of Ministry

- **Church employees**
If there are employees, who will take responsibility for issues arising with them? (*e.g.* salaries, supervision)

- **Other tasks undertaken by the outgoing incumbent which may not be widely known**
Is it possible or not to continue these areas of work?
e.g. editing the magazine or providing a letter for the magazine chaplaincy work – industry, nursing homes, schools

- **The handing over of information by the outgoing incumbent**
See section 3

2:3 DURING THE PERIOD OF THE INTERREGNUM/ VACANCY

It is helpful to plan to meet again (possibly every 2 months) to review the arrangements for each area:

- **Planning of services and service cover in the light of experience**
How do congregation members feel?
Are the people involved feeling over-used or under-used?
Is the present pattern sustainable?
If wondering about any major changes
 - consult the Area Dean and/or Archdeacon

- **Is the pattern of overall activity in the parish sustainable?**

- **Are the arrangements working well for:**
 - ❖ Welcoming and pastoral care
 - ❖ Support of members involved in leadership and ministry
 - ❖ Communication of the arrangements and of any news about the appointment process to the congregation and to the wider community
 - ❖ Working with other parishes / churches in the benefice / team

➤ **Are you in need of any ‘outside help’ in any area of church life and ministry?**

Might it be helpful to discuss this with the Area Dean, Archdeacon, Diocesan Secretary or another Diocesan Officer?

☺ ***Helpful hints***

- ◆ An Interregnum/ vacancy can sometimes provide the opportunity for people to ‘*come out from the woodwork*’ and offer their gifts. Try asking around for untapped expertise!
- ◆ Remember to keep a copy of the Diocesan Yearbook handy for the contact details of Diocesan Officers

3: TRANSFER OF INFORMATION BEFORE THE INTERREGNUM/VACANCY BEGINS

3:1 It is very helpful if **the outgoing incumbent** passes information on in written form to the Churchwardens for general parish matters and to the Area Dean and Archdeacon about any confidential matters. The latter could be combined with personal reflections on the life of the parish to assist with the next appointment.

☺ **Helpful hints**

- ◆ This information should be passed on giving sufficient time for any queries to be dealt with
- ◆ Forms will be sent to the outgoing incumbent to assist with this process
- ◆ The forms can also be found at the end of this booklet

3:2 Check list for information to be passed to the Churchwardens (Form A)

(which may then be passed onto the next incumbent)

Copy also to the Area Dean and Archdeacon

- **Parsonage House**
 - Key holders
 - Alarm system details
 - Utility details
 - Location of stopcock, fuse box, meters
 - Gardeners (if any)
 - Cleaner (if any)
 - Window Cleaner
- **Church Building (and halls)**
 - Key holders (including safe)
 - Alarm system details
 - Sound system details
 - Registers (including churchyard plan for burials if appropriate)
 - Other documents: *e.g.* quinquennial report, inventory, terrier, guarantees and warranties for church equipment
- **Parish Computer**
 - If the parish owns the computer:
 - Whereabouts of the machine and of software (back-up and installation discs)
 - Password(s)
 - Who will deal with e mails?
- **Parish (boundary) map (if there is one!)**

- **Visiting lists**
 - Home Communions
 - Nursing Homes
 - Housebound individuals

- **Lists of useful contacts**
 - Lists of phone numbers / e mail addresses *e.g.*
 - Funeral directors
 - Grave digger
 - Organists
 - PCC members
 - Lay leaders

- **Present Parish policies** (Form B)
 - On such areas as baptism and the marriage of divorcees

- **Information about fees** (Form B)

3:3 Material to be passed to the Area Dean – with a copy to the Archdeacon:

- **All the above** (Forms A & B)

- **Perspective on the parish** (Form C)
 - The Area Dean may wish to feed this into discussions on the Parish Profile and the Archdeacon may wish to feed it into discussions at Bishop’s Staff meetings.
 - It could include:
 - A synopsis of developments in the past 5 to 7 years
 - A copy of any parish development plan
 - Areas of parish life in need of consolidation
 - Areas of parish life in need of development
 - Particular opportunities
 - Particular difficulties
 - It should not include the names of individuals as this could contravene Data Protection legislation

☺ **Helpful hint**

Think about passing lists on in both printed and electronic form

4. THE PARSONAGE

4:1 General

- Day-to-day responsibility for all practical matters relating to the incumbent's house (the Vicarage or Rectory) rests with the Parsonage Board Inspector
His/Hers work is governed by church legislation, planning law and listed building regulations, and other statutory instruments, and is overseen by the -Parsonage Board.
Work is subject to budgetary limits (as decided by-The Parsonage Board) and is financed through-Ministry share. In this way, the cost of providing suitable living and working accommodation for incumbents and their families is shared by all parishes.
The Inspector will supply the Incumbent with a copy of the “**Guidelines to Clerics**” which gives information on occupancy of the property.

4:2 When the former incumbent moves out

- Utility meters should be read within a day or two of vacation of the house, and any oil-tank checked. Meter readings should be passed on to the Inspector for information only at his stage. Payment of electricity bills is the responsibility of the parish but the cost may be reclaimed (see below). The utility bills must be made out to the Parish.
- Keys should be retained by one of the Churchwardens and a set of spare keys left in the keysafe fitted by the Inspector.
- The intruder alarm and any other security systems should be left unset and the alarm code given to the Inspector.
- The telephone line must not be disconnected; rather an answerphone message should be recorded to redirect callers to the curate, churchwarden or other appropriate person.
- The Inspector will arrange for the central heating and water systems to be drained down. The system must not be refilled as refilling will invalidate the insurance cover. Incumbents who have been given special leave by the Bishop to retain the key to the property whilst in the process of moving must give access for the heating/water systems to be drained down.
- The premises should be inspected at least weekly and any concerns reported to the Inspector. The Inspector will also arrange for a monthly visit independent of the Parish visits.
- In the growing season, arrangements should be made for grass-cutting and other basic garden maintenance.
- Ensure that post is re-directed to the former incumbent and that the Diocesan office knows the address to which diocesan mailing should be sent (usually one of the Churchwardens or the PCC Secretary) during the vacancy.
- The premises must not be used, for example as an office, as there is no insurance cover for such use.
- Reasonable expenses of upkeep, garden maintenance, utilities etc. may be reclaimed from the Diocesan office to a limit of £20 per week on production of vouchers/ bills.
- Any repairs required should be notified to the Inspector who will arrange a contractor. In emergency and out of office hours the

emergency contractors list on the Diocesan website, under Parsonage Board, should be consulted and a contractor contacted directly. The Inspector must be notified of this action on the next working day.

- Should the Parsonage Board decide to sell the Parsonage all responsibility for the property will pass to the Inspector. As per the vacancy procedure first paragraph under 4.2 the Wardens must pass the meter readings to the Inspector, and arrange to pay the outstanding bill, and notify the utility company that the Parsonage Board are the new account holder.

4:4 Letting during vacancy

The Parsonage Board may wish to let the parsonage during a vacancy and arrangements for this will be undertaken by the Inspector.

4:5 When a new incumbent is identified

- The new incumbent and his/her spouse will be invited to visit the house together with the Inspector, (if there are major issues the Area Dean and Archdeacon will also be invited). It would be desirable for the PCC to arrange and pay for internal decorations throughout (unless major renovation work is required in which case the Board will fund this) and for appropriate floor coverings in the “public” parts of the house, *i.e.* the study.

4:6 When the new incumbent moves in

Apart from the normal courtesies of welcome due to a new neighbour, the Churchwardens should ensure that the new incumbent:

- receives all keys to the house, garage and other outbuildings
- knows how to operate the intruder alarm and any other security systems
- understands the operation of the central heating system and the answerphone
- is aware of the location of stopcock and utility meters

☺ Helpful hint

Consult section 8 for a summary of the financial aspects

5. THE CONTINUING LIFE OF THE CHURCH

5:1 PCC Meetings

- The PCC should continue to meet during the Interregnum/vacancy and the whole PCC should be involved in agreeing the parish profile, although a small sub-group should work to draw up the profile initially.
- The agenda for each meeting should be sent, in advance, to the Area Dean and a copy of the minutes from each meeting should also be sent.
- If there are major items (*e.g.* decisions about buildings, employment of church workers) the Area Dean may wish to be present and days for these meetings and need to be set with this in mind.
- Constitutionally the Area Dean will normally chair all PCC Meetings

© *Handy hint*

- ◆ If your AGM will take place during the Interregnum/vacancy: plan for this in good time, consult your **Area Dean** &/or the Archdeacon if advice is needed

5:2 Church Schools

- It is likely that the outgoing incumbent has been involved in a number of ways
 - As a governor
 - Taking assemblies
 - Teaching RE
 - Pastoral care of staff
- Others in the parish may be able to be involved, with the consent of the school, in each of these areas
- If you feel that there should be a Foundation (church-appointed) governor to fill the gap during the vacancy, please contact the Diocesan Director of Education for advice. This could be particularly important if the school is likely to face an Estyn inspection, Section 58 &/or if the Governing Body is already short of members

5:3 Safeguarding Issues

- If the outgoing incumbent has acted as the Safeguarding Officer for the parish, someone else must be appointed and have the means to store confidential forms in a locked cabinet
- During the Interregnum/vacancy, the Area Dean can act in place of the incumbent in checking identification documents for DBS forms

5:4 Role of the Area Dean towards the end of the Interregnum/vacancy

It is also a good idea for the Area Dean to meet with the Churchwardens or Standing Committee to discuss preparations for the arrival of the parish priest. Among areas worthy of discussion are:

- Ensuring the PCC fully understand their responsibility for meeting full working expenses.
- Raising the issue of how they will minister and support the new priest (and his or her family). Most clergy seriously overwork, often at the expense of their families. Local church leaders need to be aware of this danger.
- Raising awareness that the new parish priests will always be different from those who they follow. They will bring different skills and ways of doing things. They also need to be sensitive to the inherent 'tradition' or 'culture' of their parish.
- Reminding the PCC that discovering God's purpose lies at the heart of Christian Ministry. The new vicar is not there to be simply a 'Customer Service Manager'. S/he must have space for prayer, study and reflection.

- Consideration needs to be given to the arrival and welcome of the family. Churchwardens play an important part in helping the new family to adjust to different surroundings.
- Careful consideration needs to be given to the Induction/Licensing (see section 7) and to the first Sunday in the new parish(es)

6. THE APPOINTMENT PROCESS

6:1 General

- The process of appointing a new priest to fill a vacancy is a complicated one, governed by church legislation the main purpose of which is to find, under the guidance of the Holy Spirit, a person who feels called to the parish and who is acceptable to the parish and to the Bishop (who shares the cure of souls).
- The process depends on whether the new priest is to be appointed as an incumbent or as a priest-in-charge (the Benefice) having been suspended), and on a number of other details.
- Responsibility for liaison with the parish throughout the vacancy process rests with the Clerical Secretary, who maintains close contact with the Bishop of St Davids and is Secretary to the Diocesan Board of Nomination.
- All of the formal paperwork is routed through the Bishop's Office.
- Above all, it is important to remember that the parish will be given a full opportunity to take part in the process of finding a new priest. But, as a matter of policy, the process does not normally start until after the former incumbent has left. This policy is intended to give the parish space and time to reflect on previous ministry, and to discuss its hopes and aspirations for future ministry. In recent years, the average length of Interregnum/vacancy in the diocese has been about twelve months – some vacancies are filled more quickly, but others take rather longer.

6:2 The Vacancy meeting

- At the appropriate moment, usually just after the start of the Interregnum/vacancy, the Clerical Secretary will write to the PCC Secretary giving formal notice of the vacancy and setting out in detail the procedure applicable to the particular case.
- This procedure will always involve a meeting, at which the Area Dean and or Archdeacon will be willing to help, at which the PCC will prepare a statement about the conditions, needs and traditions of the parish – the Parish Profile. This is an important document, which will be studied carefully by the Bishop, the Archdeacon and (perhaps most significantly) by potential candidates. Additional help and advice may be sought from the Clerical Secretary
- As well as other formal business (details will be given by the Clerical Secretary), the parish will be invited to appoint representatives to take part in discussions, the Bishop and potential candidates.
 - In a Rectorial or United Benefice – 2 Representatives
 - In a Grouped Benefice – 1 Representative for each Church
- The representatives may have to attend meetings short-listing candidates and be involved in interviewing potential candidates, and must therefore be willing and able to devote the necessary time. The representatives must be lay people, but need not necessarily be the Churchwardens, though this is often desirable..

6:3 The Appointments Procedure

- Once the vacancy meeting (and any necessary continuation meeting) has finished its business, the PCC Secretary should arrange completion of all the necessary paperwork and its distribution as directed by the Archdeacon and Clerical Secretary.

- The process as a whole may take some time, and there may be periods when not much seems to be happening. It is, however, more important to make the right selection than to make a speedy one.
- Please be assured that the vacancy will be discussed at every meeting of the Bishop's Staff and the Diocesan Board of Nomination
- The detailed Appointments and Nomination procedure is detailed below.

☺ *Helpful hint*

- Ensure that the congregation are kept informed of the 'stage of process' reached
- Pray regularly for the process in Sunday services

St Davids Diocesan Board of Nomination Appointments and Nominations Procedure

It is the policy of the Church in Wales to recruit people where there is a long-term permanent vacancy and to recruit the best person for each vacancy, recognising equality issues as far as it is reasonable to do so but to discriminate, where the law allows, in certain circumstances which would otherwise cause offence to a substantial minority of its members.

The Constitution of the Church in Wales – Volume 1- Chapter VI

PART 1: Appointments

Subject to the provisions of the Constitution, the appointment to the office of Dean, Archdeacon, Area Dean, Canon or Prebendary shall be vested in the Diocesan Bishop.

No person shall be appointed Dean or Archdeacon unless he or she has been at least six years in priest orders.

No person shall be appointed a Canon or Prebendary unless he or she is a cleric.

PART 2: Nominations

The right to collate or nominate to vacant cures shall in the case of each Benefice be vested in the Bishop once in four vacancies, in the Diocesan Nomination Board twice in such four vacancies and in the Provincial Nomination Board on the remaining occasion.

The cycle for collation or nomination shall be as follows:-

Bishop
 Diocesan Nomination Board
 Provincial Nomination Board
 Diocesan Nomination Board and so on in succession.

PROCEDURES

General

- Clerical vacancies may only be filled with the approval of the Bishop. Where the vacancy is to be advertised the proposed advertisement must be submitted to the Bishop for approval.
- All approved advertisements for clerical vacancies will be placed in The Church Times and on the Church in Wales web site and Diocesan web site.
- All advertisements will state that successful applicants will be required to obtain an Enhanced Disclosure from the Disclosure and Barring Service (DBS).
- Application forms must state clearly that written references will be taken up at the short-listing stage and will be available for scrutiny by the Selection Panel.

Written references should be requested from the referees provided by the applicant, one of whom should be either their present Bishop or current employer.

- Shortlisted candidates will be invited to interview and where appropriate skills / knowledge tests will be applied (if appropriate).
- Those applicants who are not shortlisted for interview must be informed of the fact as soon as possible.
- When a suitable candidate has been identified through interview a provisional offer of appointment must be made subject to a Medical Report being acceptable and a clear enhanced disclosure from the DBS.
- All applicants interviewed should complete the statement on Criminal Offences and Rehabilitation of Offenders Act. (A sample form is attached at Appendix I).
- No public announcement of appointment should be made until all pre-appointment procedures are satisfactorily concluded and the successful applicant has confirmed in writing acceptance of the offer.

For all Appointments

1. Vacancies may only be filled after the job description and person specification have been reviewed and amended in light of the requirements of the Diocesan Plan and agreed with the Diocesan Bishop.
2. The Archdeacon is responsible for ensuring that the job description and person specification are updated to meet the needs of the Diocese and to reflect any new skills necessary to undertake the appointment.
3. The Archdeacon will prepare/ review the Parish Profile and Mission Action Plan information.

Appointment by Diocesan Nomination Board

1. The Archdeacon in consultation with the Secretary of the Diocesan Nomination Board will prepare an advertisement for approval by the Diocesan Bishop.
2. The Secretary of the Diocesan Nomination Board will contact the HR Department for advice to ensure that all recruitment advertising complies with Equalities legislation.
3. All approved advertisements for clerical vacancies will be placed in The Church Times and on the Church in Wales web site and Diocesan web site.
4. All external advertisements placed in Wales press will be advertised bilingually and use the Church in Wales logo.
5. The Secretary of the Diocesan Nomination Board shall be responsible for ensuring advertisements are translated and placed in the appropriate press media. The cost of advertising will be charged to the respective diocesan budget.
6. Both internal and external applicants for posts will be expected to complete the Diocesan application form. Faxed application forms will not be accepted. Completed application forms are sent to the Secretary of the Diocesan Nomination Board.
Should applicants wish to e-mail their application then they should be made aware that the Diocese will not be held responsible for information falling into the wrong hands.
7. All applicants will be required to give the names of three referees one of whom must be their present Diocesan Bishop or Employer.
8. Closure for receipt of applications shall normally be 14 days from the date of the advert appearing.
9. Copies of the application forms together with a candidate summary prepared by the Secretary of the Diocesan Nomination Board shall be passed to the shortlisting panel within 5 working days of the closing date.
10. The Shortlisting Panel will normally consist of the Diocesan Bishop, the relevant Archdeacon, the Church Representatives, and the relevant Area Dean. The Secretary of the Diocesan Nomination Board shall be in attendance.
11. The Bishop shall issue a Clergy Current Status letter request to the shortlisted candidates' bishops, and the Secretary of the Diocesan Nomination Board shall issue reference requests to those names provided by the shortlisted candidates, requesting return before the interview date.
12. The Secretary of the Diocesan Nomination Board shall make the arrangements for interviews including: -

- Inviting candidates
 - Inviting interview panel
 - Arranging rooms and any other facilities necessary
13. Interviews shall be conducted by the panel of interviewers chaired by the Diocesan Bishop. The Interview Panel shall consist of the members of the Short-listing Panel and one member of the Diocesan Nomination Board. The Secretary of the Diocesan Nomination Board shall be in attendance. A representative from the HR Department of the R.B. may assist if required. Where appropriate interviews shall incorporate skills tests.
 14. The Secretary of the Diocesan Nomination Board will write to all candidates who are not shortlisted as soon as practicable advising them of the outcome of their application.
 15. The Secretary of the Diocesan Nomination Board shall report the recommendation of the Interview Panel to the full Diocesan Board of Nomination (including Church Representatives) as soon as possible after the meeting of the Interview Panel. The Diocesan Board shall respond by correspondence or email to the Secretary within 48 hours. The Secretary of the Diocesan Nomination Board shall write to the Diocesan Bishop informing him of the nomination of the Diocesan Nomination Board.
 16. When a suitable candidate has been identified an offer of appointment, specifying the stipend, accommodation arrangements etc. must be made subject to sight of a document confirming the individual's right to work in the UK and a satisfactory medical report and DBS Disclosure.
 17. The Rehabilitation of Offenders Act Exceptions Order shall apply for certain posts and in particular all those that involve work with children and vulnerable adults. The Church in Wales expects all clerics to submit an application to the Disclosure and Barring Service for an Enhanced Disclosure. The cost of such applications shall be met by the Diocese.
 18. It is the policy of the Church in Wales for clergy names and parish addresses to be included on the Church in Wales web site. The successful applicant will be required to complete the necessary authorisation form in accordance with the Data Protection Act.
 19. The Secretary of the Diocesan Nomination Board is responsible for ensuring a conditional offer is forwarded to the successful candidate within two working days of the interview date.
 20. In the case of internal promotions, the cleric who is to be promoted must be treated in the same way as an external applicant in as much as the Secretary of the Diocesan Nomination Board will make an offer of appointment detailing the terms and conditions. Internal applicants may not be required to submit to a medical examination.
 21. The Secretary of the Diocesan Nomination Board will write to all unsuccessful applicants within 5 working days of the date of the interview.

22. Appointments will not be confirmed until the Secretary of the Diocesan Nomination Board is satisfied that all pre-employment screening checks have been completed satisfactorily.
23. The Diocesan Bishop will agree a start date with the successful candidate and inform the Representative Body:-
Payroll – Arrangements for Stipend and Pension
H.R. – Issue of statement of Common Tenure
Information Service – Crockfords
24. Once the successful applicant has confirmed in writing acceptance of the offer of appointment, then a public announcement can be made, this shall be done by the relevant Archdeacon in consultation with the Area Dean
25. The Archdeacon and Area Dean will make the necessary arrangements for the Induction or licensing of the Office Holder in consultation with the Bishop's Chaplain.
26. All Appointments will be made subject to a 6-month probationary period. The Archdeacon must closely monitor progress. A recommendation as to whether the appointment should be confirmed will be requested by the HR Department.

The probationary period may be extended by a further 3 months if there is any doubt about whether the appointment is suitable. The HR Department will write to all employees as appropriate advising of the outcome of the probationary period.
27. The Archdeacon will make arrangements for continuous ministerial development reviews to take place.

Appointments within Rectorial Benefices

28. The Rector and Archdeacon in consultation with the Secretary of the Diocesan Nomination Board will prepare an advertisement for approval by the Diocesan Bishop.
29. The Secretary of the Diocesan Nomination Board will contact the HR Department for advice to ensure that all recruitment advertising complies with Equalities legislation.
30. All approved advertisements for clerical vacancies will be placed in The Church Times and on the Church in Wales web site and Diocesan web site.
31. All external advertisements placed in the Wales press will be advertised bilingually and use the Church in Wales logo.
32. The Secretary of the Diocesan Nomination Board shall be responsible for ensuring advertisements are translated and placed in the appropriate press media. The cost of advertising will be charged to the respective diocesan budget or benefice.

33. Both internal and external applicants for posts will be expected to complete the Diocesan application form. Faxed application forms will not be accepted. Completed application forms are sent to the Rector. Should applicants wish to e-mail their application then they should be made aware that the Diocese will not be held responsible for information falling into the wrong hands.
34. All applicants will be required to give the names of three referees one of whom must be their present Diocesan Bishop or Employer.
35. Closure for receipt of applications shall normally be 14 days from the date of the advert appearing.
36. Copies of the application forms together with a candidate summary prepared by the Rector shall be passed to the Short-listing Panel within 5 working days of the closing date.
37. The Short-listing Panel will normally consist of the Rector, the Archdeacon, and the two church Representatives.
38. The Bishop shall issue a Clergy Current Status letter request to the shortlisted candidates' bishops, and the Rector shall issue reference requests to those names provided by the shortlisted candidates, requesting return before the interview date.
39. Rector shall make the arrangements for interviews including: -
 - Inviting candidates
 - Inviting interview panel
 - Arranging rooms and any other facilities necessary
40. Interviews shall be conducted by the panel of interviewers chaired by the Archdeacon. The Interview Panel shall consist of the members of the Short-listing Panel. A representative from the HR Department of the R.B. may assist if required. Where appropriate interviews shall incorporate skills tests.
41. The other members of the Ministry Team of the Rectorial Benefice (both lay and ordained) shall have an opportunity to meet shortlisted candidates prior to interview along with sub-wardens of any churches for which the vacant post shall have primary pastoral care.
42. The Rector will write to all candidates who are not shortlisted as soon as practicable advising them of the outcome of their application.
43. The Archdeacon shall write to the Bishop informing him of the recommendation of the Interview Panel.
44. When a suitable candidate has been identified an offer of appointment, specifying the stipend, accommodation arrangements etc. must be made subject to sight of a document confirming the individual's right to work in the UK and a satisfactory medical report and DBS Disclosure.
45. The Rehabilitation of Offenders Act Exceptions Order shall apply for certain posts and in particular all those that involve work with children and vulnerable

adults. The Church in Wales expects all clerics to submit an application to the Criminal Records Bureau for an Enhanced Disclosure. The cost of such applications shall be met by the Diocese.

46. It is the policy of the Church in Wales for clergy names and parish addresses to be included on the Church in Wales web site. The successful applicant will be required to complete the necessary authorisation form in accordance with the Data Protection Act.
47. The Rector after consultation with the Bishop and Archdeacon is responsible for ensuring a conditional offer is forwarded to the successful candidate within two working days of the interview date.
48. In the case of internal promotions, the cleric who is to be promoted must be treated in the same way as an external applicant in as much as the Rector will make an offer of appointment detailing the terms and conditions. Internal applicants may not be required to submit to a medical examination.
49. The Rector will write to all unsuccessful applicants within 5 working days of the date of the interview.
50. Appointments will not be confirmed until the Archdeacon in consultation with the Secretary of the Diocesan Nomination Board is satisfied that all pre-employment screening checks have been completed satisfactorily.
51. The Diocesan Bishop in consultation with the Rector will agree a start date with the successful candidate and inform the Representative Body:-
Payroll – Arrangements for Stipend and Pension
H.R. – Issue of statement of Common Tenure
Information Service – Crockfords
52. Once the successful applicant has confirmed in writing acceptance of the offer of appointment, then a public announcement can be made, this shall be done by the Archdeacon in consultation with the Rector.
53. The Archdeacon and Rector will make the necessary arrangements for the licensing of the Office Holder in consultation with the Bishop's Chaplain.
54. All Appointments will be made subject to a 6-month probationary period. The Archdeacon must closely monitor progress. A recommendation as to whether the appointment should be confirmed will be requested by the HR Department.

The probationary period may be extended by a further 3 months if there is any doubt about whether the appointment is suitable. The HR Department will write to all employees as appropriate advising of the outcome of the probationary period.
55. The Archdeacon will make arrangements for continuous ministerial development reviews to take place.

Appointments by the Diocesan Bishop

1. On receiving the Parish Profile etc for the vacant parish, the Bishop in consultation with the Secretary of the Diocesan Nomination Board may advertise the post in The Church Times and on the Church in Wales web site and Diocesan web site.
2. The Bishop in consultation with the Secretary of the Diocesan Nomination Board will contact the HR Department for advice to ensure that all recruitment advertising complies with Equalities legislation.
3. Both internal and external applicants for posts will be expected to complete the Diocesan application form. Faxed application forms will not be accepted. Completed application forms are sent to the Bishop's Secretary. Should applicants wish to e-mail their application then they should be made aware that the Diocese will not be held responsible for information falling into the wrong hands.
4. All applicants will be required to give the names of three referees one of whom must be their present Diocesan Bishop or Employer.
5. Closure for receipt of applications shall normally be 14 days from the date of the advert appearing.
6. The Bishop may appoint on interview; the composition of the interview panel, shall comprise the relevant Archdeacon, the Parish Representatives and the relevant Area Dean. The Secretary of the Diocesan Nomination Board shall be in attendance.
7. The Secretary of the Diocesan Nomination Board shall make the arrangements for interviews including: -
 - Inviting candidates
 - Inviting interview panel
 - Arranging rooms and any other facilities necessary
8. The Bishop will agree a start date with the successful candidate and follow the procedure for induction or licensing, as above.

Appointment by Provincial Nomination Board (Currently being revised)

When a benefice to which the Provincial Board of Nomination has the right to nominate becomes vacant, the Archbishop's Registry receives information from the Information Department of the R.B. and the Secretary of the Diocesan Board of Nomination sends a notice to the Secretary of the Provincial Board of Nomination.

1. The vacancy notice is distributed to members of the Board; arrangements made for the vacancy to be advertised and parish profile information requested, in consultation Secretary of the Diocesan Nomination Board

2. An application pack is issued to those responding to the advertisement.
3. A panel consisting of the Diocesan Bishop, the relevant Archdeacon, the Parish Representatives and the lay Diocesan Representative will shortlist and interview. The Secretary of the Diocesan Nomination Board shall be in attendance.
4. A full list of applicants and supporting documentation is circulated to members of the Board seven days before the date of the meeting
5. The Secretary of the Diocesan Nomination Board shall (on behalf of the Provincial Nomination Board) make the arrangements for interviews including: -
 - Inviting candidates
 - Inviting interview panel
 - Arranging rooms and any other facilities necessary
6. At the meeting the Diocesan Bishop will outline the needs of the parish and provide comments on the clerics who have expressed an interest.
7. After due consideration the Diocesan Bishop concerned on behalf of the interview panel, will put forward a proposal for nomination, to members of the Board via the Secretary of the Diocesan Nomination Board.
8. Once a decision is reached a reserve name may also be selected.
9. The Diocesan Bishop will ask the parochial representatives to sign an assent form to show they have agreed to the intended nomination.
10. The Bishop via the Secretary of the Diocesan Nomination Board advises the Archbishops Registry accordingly and the formal Letter Missive in respect of the nomination is prepared.
11. The Diocese is free to proceed to induct the incumbent.

Schedule for Direct Appointment by Bishop to a Suspended Benefice

Normally appointments to suspended benefices will go through the usual process of the Nomination Board: advertisement, short-listing and interview. In some circumstances, though, it is appropriate or necessary for the Bishop to exercise his prerogative to make a direct appointment. It might be appropriate when, for instance, a benefice requires a particular set of gifts in its cleric-in-charge. It might be necessary when advertisements have failed to elicit any suitable candidates. In such circumstances the following process would apply.

1. Bishop and Archdeacon identify Benefice for Direct Appointment (especially important if the Benefice is to be where future Ministry Team Leader is envisaged as serving)
2. Archdeacon speaks to Wardens in advance and sounds them out about their opinion
3. Benefice completes a Parish Profile which is sent to the Bishop's Chaplain.
4. Bishop with the advice of the Archdeacon identifies potential appointee,
 - Archdeacon initially speaks to Proposed Appointee and ask them to fill in the Bishop's Appointment Form as well as giving them a copy of the Parish Profile.
 - Form is returned to the Bishop's Chaplain
 - References are taken up by the Bishop's Chaplain.
 - Bishop's Chaplain informs the Nomination Board (in confidence) that the Bishop intends to make a direct appointment.
5. Archdeacon goes to Benefice with Proposed Appointee to meet with Churchwardens and key officers.
6. a) If Churchwardens agree. Churchwardens write to Bishop stating they are happy to accept his Appointee. The Bishop's Office send offer letter and upon receipt of acceptance Bishop's PA begins the process of pre-licensing checks.

b) If Churchwardens disagree, Churchwardens write to Bishop stating they are not willing to accept his Appointee. Bishop reviews arrangements with Senior Staff which may trigger advertising post.
7. Archdeacon, Appointee and Bishop's Chaplain make arrangements for a licensing. If to be Ministry Team Leader this will be carried out by the Bishop.

7. THE INDUCTION/LICENSING SERVICE

Incumbents are *inducted* into their new parishes or benefices, Priests-in-Charge are *licensed* to their new parishes or benefices. The arrangements for Inductions and Licensings are very similar, except that for a licensing the Archdeacon is the presiding minister on behalf of the Bishop. In this case references to the Bishop would apply to the Archdeacon, except the Archdeacon does not have a chair in the same manner as the Bishop or need chaplains.

7:1 Date and time

- If the new incumbent is coming into the Diocese from elsewhere, the service is usually taken by the Bishop of St Davids, in which case his Chaplain arranges the date and time after consultation with all concerned.
- If the new incumbent has previously served within the Diocese, the service is usually taken by the Bishop of St Davids, in which case his Chaplain arranges the date and time after consultation with all concerned.
- In the case of a suspended benefice or parish, the licensing shall usually be carried out by the relevant Archdeacon, in which case s/he in consultation with the Bishop's Chaplain arranges the date and time after consultation with all concerned.

7:2 The Invitations

These are sent out by the Churchwardens in consultation with the Area Dean and the new incumbent to:

- Clergy and Readers of your Deanery and their spouses (with details of where to robe)
- Clergy (and Readers if room) of the Deanery from which the new incumbent is coming (with details of where to robe)
- Representatives of other denominations (with details of where to robe) one of whom should be asked to say a sentence of welcome.
- Civic and community leaders, including a head teacher to represent the schools. They, too, are asked to say a sentence of welcome.
- Relatives and friends of the new incumbent, and representatives of his/her former parish.
(numbers should be agreed with the incumbent).

☺ *Helpful hint*

Ensure that the invitations include an RSVP date, which is **before** that of the rehearsal.

7:3 Orders of Service

- The Archdeacon will bring these to the rehearsal.
- Five hymns will be required and the Area Dean will advise the new incumbent to select these in consultation with the organist (and/or choir-leader, if appropriate). The hymns should be printed or duplicated on a

separate sheet, and be available at the rehearsal. Parishes should hold the appropriate copyright license for duplication.

7:4 The Rehearsal

The Archdeacon and the Area Dean arrange this, and the following should be present:

- The Archdeacon
- The Area Dean
- The Ministry Team Leader (if in an LMA)
- The Churchwardens
- The new incumbent
- The organist (and/or choir-leader, if appropriate)
- Assistant Clergy/Readers of the parish
- The Verger and/or Crucifer
- Those involved in presenting symbols as part of the service

7:5 Practical Arrangements

These should be discussed at the rehearsal, noting the following:

- The Bishop's chair is placed at the chancel step before the service (making sure the choir *etc.* can take their place) and is removed after the peace.
- The Churchwardens should reserve car parking for:
 - The Bishop
 - The Archdeacon
 - The Diocesan Registrar
 - The Churchwardens should also decide where coaches will park.

☺ Helpful hint

Ensure that you inform them all people with reserved parking, in good time before they need to set out, where their spaces are to be found

- The Churchwardens should find out numbers and reserve sufficient seating for:
 - Robed Clergy and Readers
 - The new incumbent's family
 - Invited Civic Dignitaries
 - The spouses of Bishop and Archdeacon.
- The new incumbent may nominate an additional chaplain to assist the Bishop's Chaplain.
- The Area Dean in consultation with the Churchwardens, decides on seating in the sanctuary for Bishop, Archdeacon, Bishop's Chaplain(s), Diocesan Registrar and Area Dean for the latter part of the service.
- Assistant Clergy and Readers of the parish process behind visiting clergy and, if possible, sit in their normal seats.
- The Area Dean will check these arrangements on the day.

7:6 The Service

- The Chapter Clerk, or another person appointed by the Area Dean, is responsible for marshalling the Clergy and Reader procession.
- The Area Dean says the vestry prayer and announces the first hymn.
- All Church wardens within the parish or benefice should process before the Bishop with their staves.
- The Procession to the door, bell and stall is led by the Area Dean (preceded by the Verger or Crucifer if appropriate). It is his/her responsibility to ensure that both this, and all Processions, balance speed with dignity.
- The organ may be played quietly during the processions, but must stop immediately each station is reached.
- After the Induction, the incumbent briefly announces forthcoming services.
- The Welcome is not formal, and speeches are firmly discouraged. The Area Dean welcomes the Incumbent first, then introduce the others: “I introduce X. In this way representatives of other churches, civic dignitaries and head teacher(s) are introduced.

☺ **Helpful hint**

There is no necessity for any of these persons to say anything, but if they do it should, ideally, be a one-sentence greeting such as:
 “I welcome you on behalf of ... and wish you every blessing in your ministry”.

- The Churchwardens should provide the Area Dean with a list of “welcomers” before the service.
- The incumbent responds briefly to the welcome and invites everyone to partake of refreshments. It must be understood that this is not a time for him/her to preach or speak at length.
- The Intercessions are led and concluded by the incumbent. If it is the custom of the parish for assistant Clergy, Readers or other laity to lead intercessions, the Area Dean should discuss with the new incumbent the desirability of these others being involved.
- It is intended that the intercessions be read without amendment.
- The incumbent announces the final hymn, specifying the object of the collection, the Bishop’s Mission and General Fund, and then receives the collection at the altar, which is then blessed by the Bishop.
- After the blessing, the incumbent says “Go in peace “

7:7 After the Service

- The Churchwardens should detail members of the congregation to escort the following to the place for refreshments and, if necessary, reserve car parking for them:
 - the Bishop
 - the Archdeacon
 - The Diocesan Registrar
 - the invited civic guests
 - the spouses of the above
- The Churchwardens should make sure that the Orders of Service (but not the hymn sheets) are collected after the service, and given to the

- Archdeacon or Bishop's Chaplain as soon as possible.
- All collections go to the Bishop of St Davids' Mission and General Fund and should be recorded in the services' register and a cheque for the correct amount sent to Llys Esgob as soon as possible after the induction/licensing
 - It is often thought best to avoid speeches at the refreshments, save for a general thank you, but if they do take place, they should be not more than five minutes in total.
 - The Area Dean should delegate a member of the clergy to say grace before the refreshments.

8: SUMMARY OF FINANCIAL INFORMATION

8:1 Ministry Share

- As the Ministry Share is a contribution towards ministry throughout the Diocese, payments of Ministry Share continue during the vacancy.
- Please do not cancel your standing order.

8:2 The Parsonage

- **Repairs and minor improvements** will be identified by the Diocesan -Inspector following an inspection, who will arrange any work. There is an extensive programme of planned maintenance which is operated by the Inspector.
- **Council Tax** is not the responsibility of the parish.
- **Water and telephone.** Water rates, telephone line rental costs and the cost of all official calls remain the responsibility of the PCC, but a claim for reasonable expenses may be made (see section 4.2)

8:3 Fees and expenses

All interregnum fees and expenses relating to this are claimed by the Area Dean on behalf of the relevant cleric or Reader. This is done quarterly to the Bishop's office. Serving Stipendiary clergy and NSMs or NSM(L)s as well as readers serving in the vacant benefice may not claim a service fee. However they may claim the fee for taking a funeral or wedding as detailed below. Serving clergy from outside the benefice are entitled to mileage which should be submitted to the Area Dean and claimed in the normal manner quarterly.

Rates of Fees and Expenses Payable from 1st January 2015

Fees for taking services

(a)	A cleric or deaconess in the full-time stipendiary ministry or in pensionable service	£ 0
(b)	A cleric in receipt of a pension by virtue of service in Holy Orders	£ 20
(c)	A cleric in the non-stipendiary ministry over seventy years of age	£ 20
(d)	A Licensed Reader (fee payable to the Readers Association)	£ 14

[Maintenance of Ministry schedule Part I clause 4]

Travelling Expenses

For a cleric or deaconess in the full-time stipendiary ministry or in pensionable service and others:

(i)	First 10,000 business miles –	45p per mile
(ii)	Thereafter	25p per mile

- ***Incumbents' statutory fees for Weddings and Funerals***

Marriage Fees

Table of Fees (from 1 February 2015)

Marriages

Ministry Fee <i>(payable to the officiating minister)</i>	Church Fee <i>(payable to the PCC)</i>	Total Fee
Marriage Service £180 <i>(including fee for Publication of Banns)</i>	£240	£420

Where Banns are called outside the parish where the marriage service will take place

Ministry Fee	Church Fee	Total Fee
£ -	£35	£35

Publication of Banns
*(to include certificate of
Banns)*

Funeral and Burial Fees

Table of Fees (from 1 February 2015)

Fee

Ministry Fee £80 <i>(payable to the officiating minister)</i>
Committal* <i>(payable to the officiating minister)</i> £20

Church Fee

£100
(payable to the PCC)

Burial Fee in Church in Wales Burial Ground

- Body	£450
- Cremated remains	£150

(payable to the PCC for the Churchyard Maintenance Fund)

Memorial Fee

- Plain wooden cross	£22
- Grave headstone	£170
- Cremated remains tablet	£90

- Additional Inscription £40

(payable to the PCC for the Churchyard Maintenance Fund)

Search of Burial Registers

(payable to the PCC)

£20 per hour (or part thereof)

** For a committal following a separate funeral service elsewhere, at which a different minister has officiated.*

☺ **Helpful hint**

Clergy taking services **must** appear on the list of Retired Clergy with Bishop's PTO or Other Clergy with PTO, as detailed in the Diocese of St Davids Year Book. If in doubt, please check with the Bishop's office

8:5 Any questions on this section?

Please contact the Bishop's Office at Llys Esgob, Abergwili Carmarthen, SA31 2JG

Tel; 01267 236597

Bishop's PA; Miss Anne Rees

annerees@churchinwales.org.uk

Bishop's Chaplain: Revd Canon Paul Mackness

paulmackness@churchinwales.org.uk

9: USEFUL RESOURCES

N.B. the processes and details mentioned in these may not match those of St Davids Diocese exactly, but you may still find useful information and support within them.

Grove Booklets Pastoral Series: 65 Situation Vacant D Parrott & D Field
67 Understanding the Interregnum Tony Bradley

‘So the vicar’s leaving’ Mike Alexander & Jeremy Martineau Canterbury Press 2002

‘Temporary Shepherds’ Roger Nicholson Alban Inst 1998

‘Practical Church Management’ James Behrens Gracewing 2005

EIG website www.churchcare.co.uk

Church in Wales Website www.churchinwales.org.uk

(This is especially useful for the Church in Wales Parochial Administration Handbook and the Constitution of the Church in Wales)

The Diocesan Website www.stdavidsdiocese.org.uk

(This is especially helpful for current Diocesan Policies, lists of clergy etc.)

Diocesan Year Book (current edition – comes out in October each year)

Useful Numbers

Diocesan Office 01267 236145
(For Diocesan Secretary, Parsonage Inspector, Diocesan Registrar, matters relating to the Diocesan Board of Finance)

Bishop’s Office 01267 236597

Esgobaeth Tyddewi St Davids Diocese



PARISH NAME: _____

YOUR NAME: _____

VACANCY FORM A: TO BE COMPLETED BY THE OUTGOING INCUMBENT

GENERAL INFORMATION:

**Completed copies to be given to: Churchwardens, Area Dean, and Archdeacon.
Please send a copy of page 1 'Parsonage House' information to the Diocesan Parsonage Board Inspector at the Diocesan Office.**

Churchwardens to pass a completed copy onto the incoming incumbent

- *Parsonage House*

Key holders	Name:	Phone no:
	Name:	Phone no:
Alarm System details	Installer name:	Phone no:
	Code:	
Water supplier	Name:	Phone no:
Electricity supplier (plus meter reading)	Name:	Phone no:
	Meter Reading:	
Gas supplier (plus meter reading)	Name:	Phone no:
	Meter Reading:	
Oil/Coal supplier	Name:	Phone no:
Phone supplier	Name:	Phone no:
Location of stopcock		
Location of fuse box		
Location of meters		
Gardeners	Name:	Phone no:

Cleaner	Name:	Phone no:
Window Cleaner	Name:	Phone no:

(Cont.)

- **Church Building (and halls)**

Key holders	Name:	Phone no:
	Keys:	
	Name:	Phone no:
	Keys:	
	Name:	Phone no:
	Keys:	
Alarm system	Installers name:	Phone no:
	Code(s)	
Registers	Location:	
Churchyard plan	Location:	
Last Quinquennial Report	Location:	
Inventory & Terrier	Location:	
Parish Boundary map	Location:	

Please ensure that you attach the following to this form:

- **Visiting lists**
 - Home Communions
 - Nursing Homes
 - Housebound individuals
- **Lists of useful contacts**
 - Lists of phone numbers / e mail addresses *e.g.*
 - Funeral directors
 - Grave digger
 - Organists, Verger, Choir leader, Bell Tower captain
 - PCC members & Lay leaders
- **Current gravestone regulations**
- **Other information about Sound System(s) and Parish Computer(s)**

Esgobaeth Tyddewi St Davids Diocese



PARISH NAME: _____

YOUR NAME: _____

VACANCY FORM B: TO BE COMPLETED BY THE OUTGOING INCUMBENT

OCCASIONAL OFFICES

**Completed copies given to: Churchwardens, Area Dean and Archdeacon
Churchwardens to pass a completed copy onto the incoming incumbent**

- ***Present Parish policies***
On such areas as baptism and the marriage of divorcees

OPTIONAL EXTRAS IN ADDITION TO THE STATUTORY FEES, AS PER THE CURRENT TABLE OF PAROCHIAL FEES: (N.B. statutory fees are revised each January)

- **Marriages**

PCC fee for overheads (verger and heating)	
Organist fee	
Bells	
Choir	

- **Funerals, Crematorium Services, Burials**

PCC fee for overheads (verger and heating)	
Organist fee for funeral in church	

CONFIDENTIAL

**Esgobaeth Tyddewi
St Davids Diocese**



PARISH NAME: _____

YOUR NAME: _____

**VACANCY FORM C: TO BE COMPLETED BY THE OUTGOING
INCUMBENT**

PERSPECTIVE ON THE PARISH:

**Completed copies given to: Archdeacon and Area Dean
(May or may not be passed on to incoming incumbent)**

The Area Dean may wish to feed this into discussions on the Parish Profile and the Archdeacon may wish to feed it into discussions at Bishop’s Staff meetings.

Please provide any information which you feel might be helpful, attaching additional sheets as necessary. This could include:

- A synopsis of developments in the past 5 to 7 years
- A copy of any parish development plan
- Areas of parish life in need of consolidation
- Areas of parish life in need of development
- Particular opportunities
- Particular difficulties

Please do not name individuals as this could contravene Data Protection legislation.

Please indicate if you think that it would be useful to talk to the incoming incumbent about any of the above and if you are willing to do so:

Useful Yes / No
Willing Yes / No

FEEDBACK ON EXIT – ROLE OF THE DIOCESE

It would be very valuable if you could provide feedback on your time as an incumbent within the Diocese – what worked well and where there might be improvements in the future. Areas to cover might include pastoral and ministry support, administrative arrangements, interactions with the Diocesan Office, and Diocesan communications. If you would be prepared to provide such feedback, please indicate your willingness below:

I would/would not be prepared to provide feedback on the role of the diocese.

I will approach the **Archdeacon** to arrange a meeting for such feedback.