**Parish Vacancy Process Checklist**

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| **Process** | **Action** | **Who is responsible** | **Date required** |
| 1. Formal notification of vacancy
 | Letter from the “Designated Officer” to the PCC Secretary and the Patron giving formal notification of the vacancy. | Diocesan Director of Human Resources |  |
| 1. Arrange a special PCC meeting
 | Give notice of the time and place and a copy of the agenda to all PCC members.(Specimen vacancy agenda is available on the Vacant Parishes page of the website). | PCC Secretary / Chair of the PCC(Neither the outgoing incumbent, nor his / her spouse is permitted to attend). | At least 7 days before the date of the meeting. |
| Place a copy of the notice on or near the church door | PCC Secretary | At least 10 days before the meeting |
| Invite the Rural Dean to attend (or, if appropriate, chair) the meeting. |  | Before the meeting date is finalised. |
| 1. Hold the special meeting at which the following actions will take place:
 | Appoint 2 lay members to act as parish representatives. | PCCMulti-parish benefices must hold either a joint PCC meeting of the benefice, or constituent parishes hold their own PCC meetings. They may appoint 2 representatives per parish. | Within 28 days of receiving the formal notification of the vacancy.If this is not possible, an extension should be requested and the date must be notified to the Designated Officer. |
| Decide whether to ask the patron(s) to advertise the vacancy (the cost of which will be met by the parish). | PCC – but the final decision remains with the patron. | At the meeting |
| Decide whether to request a joint meeting of the PCC(s) with the patron(s) and the Bishop.(In most cases this should not be necessary). | PCC (although the Bishop and / or Patron may also request a joint meeting). | At the meeting |
| Decide whether to request a statement about the parish from the Bishop.(In most cases this should not be necessary). | PCC (although the Bishop may choose to provide a statement if he so wishes). | At the meeting |
|  | Decide whether to make a Letter of Request (see the information in the ‘Filling a Parish Vacancy’ document on the website). | PCC | At the meeting |
| Complete the Parish Fact Sheet (which is the statement about the parish).In multi-parish benefices each parish prepares a separate fact sheet. | PCC | At the meeting.However in practice, the meeting may appoint a small group who will prepare the draft parish fact sheet and the meeting be adjourned for a short period (perhaps 2 - 4 weeks). The re-convened meeting should agree the parish fact sheet. |
| Prepare and agree a Parish Profile, which includes the Role Description for the new incumbent. In multi-parish benefices, it is sensible for there to be one Parish (Benefice) Profile to supplement the Parish Fact Sheets and one role description for the new incumbent. | PCC | At the meeting.However in practice, the meeting may appoint a small group who will prepare the draft parish profile and the meeting be adjourned for a short period (perhaps 2 - 4 weeks). The re-convened meeting should agree the parish profile. |
| 1. Complete the

Form 34 | The completed Form 34 should be sent in hard copy to the Diocesan Director of Human Resources.Copies should be sent (by e-mail) to The Bishop of Chester, Suffragan Bishop, Archdeacon, Rural Dean, Deanery Lay Chair & PCC representatives. | PCC Secretary | Within 10 days of the meeting, even if the parish profile is not yet available. |

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| 1. Finalise the Parish Profile
 | Once the PCC has agreed the Parish profile it should be copied and the hard copies posted to:Diocesan Director of Human Resources, Bishop of Chester, Suffragan Bishop.Electronic copies (by e-mail) should be sent to the Diocesan Director of Human Resources, Bishop of Chester, Suffragan Bishop, Archdeacon, Rural Dean, Deanery Lay Chair & PCC representatives.(An electronic version will need to be available so that it can be e-mailed to all applicants who request an application pack). | PCC Secretary | As soon as possible after the special meeting. |
| 1. Joint Meeting – only if requested
 | Request a joint meeting | PCC, Patron or Bishop | Where the PCC wishes to request a Joint Meeting, see Section 3 above. If the patron or Bishop wishes to request a Joint Meeting, this should be done within 10 days of receiving the Parish Fact Sheet. However in practice, such a meeting is rarely called. |
| Convene a meeting | PCC SecretaryIf the Bishop or Patron request a meeting and the PCC Secretary fails to convene a meeting, the PCC loses the right of veto of an incumbent. | Within 6 weeks of the request, giving 14 days’ notice of the meeting. |
| Invite the Rural Dean and the Lay Chair of the Deanery Synod. | PCC Secretary | Before the date is finalised. |
| Exchange views on the statements by the PCC (Parish Fact Sheet and Parish profile) and Bishop | All at meeting(quorum one third of PCC) |  |

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| 1. Selection process
 | Agree advertisement (either internally within the diocese or nationally) | Patron in consultation with the PCC Representatives | As soon as possible after the meeting |
| Shortlisting | Patron in consultation with PCC Representatives | As soon as possible after the application closing date |
| Interviews | Patron, PCC Representatives and Bishop | Date agreed with the Patron, PCC Representatives and Bishop |
| 1. Selection of incumbent
 | Patron gives notice of their choice of incumbent to Bishop and PCC representatives | Patron |  |
| Approval of choice givenORApproval not givenORRefusal – may refer to Archbishop | PCC Representatives and BishopBishopPCC representativesPatron | Must give notice within 4 weeksMust give notice within 2 weeks |
| 1. Institution, collation or licensing
 | Notice of appointment issued | Diocesan Director of Human Resources | 6 weeks prior to date of institution, collation or licensing |
| Display notice of preferment (issued by the Registrar) on or near the church door. | PCC Secretary | Two weeks prior to the date of institution, collation or licensing |