## **VACANCIES FLOWCHART** Start here

The suspension of the Benefice means that an Yes incumbent cannot be appointed. Instead a Priest-in-Is the benefice suspended? Charge will be appointed. They do not hold the Consultation takes place The patrons rights freehold of the properties and properly speaking are If a scheme is about possible are restricted not the Vicar or Rector. **No** Your Vicar, Rector or Priest-insuspension. Various This is technically the Bishop's appointment and already being usually for 1 year. Charge is leaving and there is to be Is any consideration parties must be consulted. considered an This prevents a some of the legislation does not apply. Resolution Yes a vacancy. What happens next? being given to pastoral patron making an The Bishop and Diocesan B, requiring that only a man be appointed is still Incumbent can This flowchart should guide you reorganization in the Pastoral Committee must appointment without be appointed binding. through the main steps. However area? permission from the both agree in order for the but with there is much more information on This means there suspension to go ahead. Qualified Bishop and Suspended the Church Society Trust webpages. ought to be some It is usual to suspend for a Common Diocesan Pastoral The Benefice proposals under period of 5 years. Tenure. Committee. is suspended, All posts are now under Common consideration at a usually for 5 Tenure. Deanery or Diocesan No years and a Is some link with another level. Suspended notice issued. nearby benefice proposed in which the Incumbent or Priest-in-At the Section 11 meeting or a separate 'Section 11 Meeting" Charge of that parish will meeting of the PCC consider and vote The PCC produces a Parish An Incumbent is to be appointed and a notice of This is a meeting of the PCC only. become Priest-in-Charge Statement of Needs (Profile). vacancy is issued. on Resolutions A & B. To agree the Parish Profile, or put in of your parish? A Job Description and Resolution B restricts the appointment place steps to agree it. Person Specification are also to men in accordance with Biblical To decide whether to request that the A Priest-in-Charge is to be appointed. This is desirable and the PCC can teaching. post be advertised and agree to pay. Yes No properly the responsibility of the Bishop but he produce these and would be Resolution A restricts oversight at the To appoint Parish Representatives ought to fully involve the Patron(s), PCC and Lord's Supper to men and may be wise to do so. (Reps) Parish Representatives. The Archdeacon, Area There is guidance and helpful when other clergy are involved in To decide whether to consider the Dean or both may handle matters for the Bishop. model documents available ministry during the interregnum and to resolutions regarding the ministry of on www.commontenure.org. avoid difficulty if the appointed minister's women. wife is also ordained. Or **Prayer** 'Section 12 Meeting" - if required. This is a meeting between the PCC. Patron and Bishop either to discuss or iron out matters relating to the Parish Profile. It will likewise be an opportunity to clarify the For further information go to Person Specification and Job Description. www.churchsocietytrust.org.uk Interview day. Normally several candidates will be shown round The Patron (for Incumbents) or Bishop (for Priest-in-Charge) decide whether to the parish and then interviewed. It is likely that A Priest-inadvertise and which process to follow. Advertising here means in the Church press. the Parish Reps, Bishop, Patron and possibly the Charge is Patrons often advertise via websites or mailings to prospective candidates. Archdeacon and Area Dean will all be involved. licensed (though There may be multiple interviews. the service may A decision is made but it is important to Within 1 month of be done like an Competitive remember that for an incumbent the Patron(s) Advertising. beginning in post institution). interview day. and Reps must both agree. Shortlisting. The parish will the minister must Incumbent or usually be asked to The Patron or Bishop receive a Priest-in-Charge. may shortlist on their pay. Statement of An Incumbent is The Patron and Patrons send one own. Particulars. PCC notify the instituted and candidate to look around Or a shortlisting panel Bishop who has 5 inducted the parish and meet the consisting of the Headhunting. Interview one at a parish reps. A formal weeks in which to (incumbents are Bishop, Patron, Reps The Patron uses time. interview may be held or agree or find not licensed and possibly others existing lists and After 6 months the Normally only for it may be more informal. justifiable reason clergy). may meet. contacts and may Job Description is Incumbent. The Reps decide. to decline. interview. reviewed.