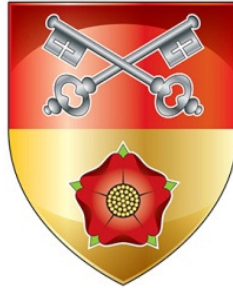


THE
DIOCESE
OF
BLACKBURN



THE CHURCH OF ENGLAND IN LANCASHIRE

A GUIDE TO THE APPOINTMENTS PROCESS BY ROLE

October 2012

Suffragan Bishops' and Suffragan Bishops' secretaries Guide to the Appointments Process

- 1 Receive notice from Bishop's House re move, resignation or retirement
- 2 Ensure Vacant Parish put onto Diocesan Website
- 3 Receive Form 34 and Statement of Needs
- 4 If required, Suffragan Bishop's secretary to organise Section 12 meeting on behalf of the PCC.
- 5 If required, attend section 12 Meeting. If Section 12 not required by other parties, make a decision as to whether to request and arrange a Section 12 meeting on behalf of the Diocesan Bishop. If Presentation suspended, arrange a Bishop' Consultation. Those also attending will be the PCC, Patron(s), Area Dean and Deanery Lay Chair.
- 6 Parish will consult Patron, Suffragan Bishop and Archdeacon on Parish Profile, Role Description and Person Specification
- 7 Sign off Parish Profile including Statement of Needs, and ensure copies received, including electronic copy
- 8 Send template advert, shortlisting and interviewing guides to Patron, Parish and Area Dean
- 9 Prepare advert in consultation with the Patron, PCC(s) reps, Archdeacon and Comms Office
- 10 Place advert on Website cc to Head of Finance (if advertising externally, place advert in publications)
- 11 Send enquirers Statement of Needs, Parish Profile, Role Description, Person Specification, Link to Application Form and Link to Recruitment Monitoring form
- 12 Manage application process (n.b. on first time through process DO NOT ACCEPT any application from non EEA citizens; on subsequent searches, if non-EEA citizens apply, consult immediately with HR!)
- 13 Remove vacant parish from website when closing date expires
- 14 Conduct shortlisting exercise (please use shortlisting guidance and matrix) – if required, in consultation with the Patron, PCC(s) reps with Archdeacon overseeing the process.
- 15 For external candidates, take up CCSL.
- 16 Meet with Area Dean to discuss interview process
- 17 Arrange to invite candidates for interview
- 18 Interview candidates with Patron (if different) and Archdeacon
(see separate guidance on interviewing candidates)
- 19 Inform all candidates as to the outcome of their interview.
- 20 If there is a successful candidate:
 - a. Ask Patron to complete Form 36 and 37.
 - b. Ask Parish representatives to affirm acceptability using Form 37.
 - c. Suffragan Bishop informs Diocesan Bishop of outcome and sends through successful candidates application form and CCSL together with completed Forms 36 and 37, giving his recommendation to the Bishop.
 - d. Suffragan Bishop to take up references for successful candidate.

The interview process

We recommend that the interviews will form a carousel pattern.

Panel 1 will consist of the Area Dean (who will act as a non-voting facilitating chair) with the parish representatives.

Panel 2 will consist of the Diocesan Bishop, which in current practice is delegated to the Suffragan Bishop, the Patron (if different) and the Archdeacon (non voting)

You should allow 45 minutes to one hour for each interview.

At the end of the interviews, panel 1 and panel 2 will convene. The Suffragan Bishop will chair the meeting and the Patron will be invited to present. The parish representatives have the right to veto.

Registry Guide to the Appointments Process

- 1 Vicar decides to move, retire or resign
- 2 Prompted by Bishop's Chaplain, Registry sends a Deed of Resignation
- 3 In the case of a vicar retiring or resigning, the vicar will sign the deed and return it to registry; in the case of a vicar moving, he/she may choose to sign the deed, if so, he/she will return it to Registry.
- 4 Registry receives the deed and sends it to the Diocesan Bishop for countersigning
- 5 Registry receives countersigned deed from the Bishop and sends one copy of the deed to the Incumbent.
- 6 Upon instruction from the Bishop's Chaplain:
 - a. Registry sends notice of vacancy (Form 31,31b & 34) to the PCC copied to the Diocesan Bishop, relevant Archdeacon, Area Dean and Suffragan Bishop.
 - b. Registry sends Patrons Pack (Covering letter including guide to appt process asking whether Patron is content to follow our process (N.B. no right of the Patron has been removed), PBM Form 15/16 and Form 31 & 31b (31b is Summary of powers and duties of presenting patron and PCC))
- 7 Write to resigning Incumbent for return of Licence.

End of process

- 1 Registry receives notice of date of institution from Bishop's House.
- 2 Registry sends Form 38 and letter to the Patron copied to the Area Dean.
- 3 Registry requests Letters of Orders from Incumbent Designate if outwith the Diocese.
- 4 If internal appointment, write to Incumbent designate and ask for existing licence to be returned.
- 5 When date of institution received send Form 17 to Secretary of PCC.
- 6 Prepare deed of institution or collation.

Parish Guide to the Appointments Process

- 1 On receipt of the Notice of Vacancy and the Parish pack (containing template Statement of Needs, parish profile, example MAP & guide to the appointment process), the PCC secretary will arrange a meeting under section 11 of the Patronage (Benefices) Measure 1986. This meeting must be arranged within four weeks of the date of notice and must be minuted. (For section 11 meeting, see footnote 1 below)
- 2 Completed Form 34 and Statement of Needs must be returned within six weeks to Bishop's House, with copies sent to the Patron, Registry, Suffragan Bishop, Archdeacon, Area Dean and Deanery Lay Chair. Please contact Bishop's House if you have concerns over the timescale.
- 3 Archdeacon and /or Area Dean as sequestrator meets with Churchwardens to discuss & understand process including rights of Patron & role of parish representatives, together with explanation of role description and person specification. Property Issues should also be discussed(which should be communicated to Property Team)
- 4 If either PCC(s), Bishop or Patron request a meeting under section 12 of the Patronage Measure, this should be arranged, and invitations sent to the Patron, Area Dean, Deanery Lay Chair and Suffragan Bishop (representing the Diocesan Bishop). The Archdeacon may also attend. This PCC meeting is usually organised by the Suffragan Bishop's secretary on behalf of the PCC. (see footnote 2 below)
- 5 PCC(s) (or a small working group) create the Parish Profile. Role Description and Person Specification is created in consultation with the Patron, Suffragan Bishop and Archdeacon
- 6 The parish profile (with the Statement of Needs attached) should be signed off by the Suffragan Bishop. The role description and person specification should be signed off by the Archdeacon. Electronic copies of all the documents should be sent to Bishop's House, the Patron, and the Suffragan Bishop.
- 7 The Suffragan Bishop will send an electronic pack with details of the advert template, shortlisting and interviewing matrixes.
- 8 The Suffragan Bishop will consult on the advert. If the Diocesan appointment process is followed, the cost of any agreed advertising will be borne by the Diocese.
- 9 Parish Representatives work with the Patron, Suffragan Bishop and the Archdeacon in shortlisting candidates. At the shortlisting, interview arrangements should be agreed, including interview questions and suggested model answers.
- 10 Parish Representatives take part in the interviewing process (see separate guide to Interview Process) – under the Measure, the Representatives have a right of veto for any unsuitable candidate. If this veto is exercised, the Suffragan Bishop will want to know in writing the reason the candidate is unsuitable
- 11 Parish Representatives complete Form 37 to show acceptability of the preferred candidate
- 12 Parish Representatives liaise with the Suffragan Bishop regarding the timing of the announcement to the Parish
- 13 The PCC(s) works with the Property Department to prepare any property for the new incumbent

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Panel 2 will consist of the Diocesan Bishop, which in current practice is delegated to the Suffragan Bishop, the patron (if different) and the Archdeacon (non voting)

You should allow 45 minutes to one hour for each interview.

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Footnote 1 Section 11 Requirements as to meetings of parochial church council.

Before the expiration of the period of four weeks beginning with the date on which the notice under section 7(4) of this Measure is sent to the secretary of the parochial church council, one or more meetings of that council shall be held for the purposes of—

- (a) preparing a statement describing the conditions, needs and traditions of the parish;
- (b) appointing two lay members of the council to act as representatives of the council in connection with the selection of an incumbent;
- (c) deciding whether to request the registered patron to consider advertising the vacancy;
- (d) deciding whether to request a meeting under section 12 of this Measure;
- (e) deciding whether 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
- (f) deciding whether to pass a resolution under section 3(1) or (2) of the Priests (Ordination of Women) Measure 1993.

The outgoing incumbent and the spouse of the outgoing incumbent, the registered Patron or the representative of the registered Patron shall not be entitled to attend a meeting held under this section.

Footnote 2 Section 12 meeting

- 1) The Bishop shall present either orally or if a request for a statement in writing has been made by the registered patron or the parochial church council, in writing, a statement describing in relation to the benefice the needs of the diocese and the wider interests of the Church.
- 2) The outgoing incumbent and the spouse of the outgoing incumbent shall not be entitled to attend a meeting held under this section.
- 3) A meeting requested under this section shall be held before the expiration of the period of six weeks beginning with the date in which the request for the meeting was first made.
- 4) If either the registered patron or the Bishop is unable to attend a meeting they shall appoint some other person to attend on their behalf.
- 5) The chairman of any meeting held under this section shall be such persons who are entitled to attend and are present at the meeting may determine.
- 6) The meeting is quorate with the presence of the Bishop, the Registered Patron or their appointed persons and one third of the members of the PCC who are entitled to attend.

Archdeacons' Guide to the Appointments Process

- 1 Following receipt by the PCC of the Statement of Needs and Notice of Vacancy, the Archdeacon will meet with the Churchwardens to discuss with them and help them to understand the process including the rights of the Patron and the role of the Parish Representatives, the role description and person specification. Any property issues would be addressed at this point.
- 2 PCC consults the Archdeacon regarding the Parish Profile, Role Description and Person Specification. Following consultation the Archdeacon signs off the Role Description and Person Specification.
- 3 Archdeacon may attend the Section 12 meeting.
- 4 Archdeacon is consulted by the Suffragan Bishop on the preparation of the advert.
- 5 Archdeacon oversees shortlisting process (if required).
- 6 Archdeacon attends interview in a non-voting capacity with Suffragan Bishop and Patron.

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Panel 2 will consist of the Diocesan Bishop, which in current practice is delegated to the Suffragan Bishop, the patron (if different) and the Archdeacon (non voting)

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At the end of the interviews, panel 1 and panel 2 will convene. The Suffragan Bishop will chair the meeting and the Patron will be invited to present. The parish representatives have the right to veto.

Patrons' Guide to the Appointments Process

The appointment process outlined does not take away the right of the Patron. The Patron still has the right to present in accordance with the Patronage Measure just as the parish representatives have the right to veto and the Bishop has the right to refuse to institute.

- 1 Patron receives Patron Pack from the Registry and completes Form 15/15a/16.
- 2 Patron decides if s/he requires a Section 12 Meeting.
- 3 If Patron or Bishop or PCC require a Section 12 Meeting, Patron should attend.
- 4 Patron is consulted on Parish profile, role description and person specification
- 5 Patron decides whether s/he wishes to/agrees to advertise. If the Diocesan appointment process is followed, the cost of any agreed advertising will be borne by the Diocese.
- 6 If Patron decides not to advertise, Patron nominates candidate to Parish Reps and Bishop.
- 7 If Patron decides to advertise, s/he approves advert in consultation with the Suffragan Bishop
- 8 Patron interviews with Suffragan Bishop and Archdeacon.
- 9 Patron nominates successful candidate to Diocesan Bishop and Parish Representatives using Forms 36 and 37.
- 10 Patron formally presents by completing Form 38 and returns to Registry.

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Bishop's House Guide to the Appointments Process

- 1 In case of movement, Bishops' House asks outgoing incumbent if s/he is willing to sign a Deed of Resignation. In case of resignation or retirement, a Deed will be mandatory.
- 2 On receipt of Deed of Resignation, or on institution of priest to another parish Bishop's House issues Notice of Move/New Appointment, and instructs Registry to Issue Vacancy Notice.
- 3 Bishop's House sends Incumbent Questionnaire to outgoing Incumbent, and Parish Pack (template Statement of Needs and guide to the appointment process to the parish.
- 4 Following interview, Suffragan Bishop informs Diocesan Bishop of outcome and sends through successful candidates application form and CCSL together with completed Forms 36 and 37, giving his recommendation to the Bishop.
- 5 If required, the Bishop will meet with him/her to decide whether he is prepared to Institute.
- 6 Bishop's House issue the Offer Letter to the successful candidate, and follow the Safeguarding Procedures, complete UKBA checks and process medical.
- 7 Once the candidate has accepted the post, Bishop's House liaises with the successful candidate and Churchwardens regarding timing of announcement.
- 8 Bishop's House issues the Notice of New Appointment and the Licensing process starts.

Area Deans' Guide to the Appointments Process

- 1 Area Dean receives Notice of Vacancy
- 2 Area Dean receives the Statement of Needs
- 3 Area Dean and / or Archdeacon meets with the Churchwardens to discuss and understand the process including the rights of the patron and the role of the parish representatives, together with an explanation of the role description and person specification. Property issues should also be discussed and communicated to the property team.
- 3 Area Dean attends any Section 12 Meeting or Bishop's Consultation
- 4 Interview arrangements are agreed with the Suffragan Bishop
- 5 Area Dean facilitates fact finding visit for candidates
- 6 Area Dean acts as a facilitating chair (in a non-voting capacity) for the Parish Representatives when interviewing candidates.

N.B If the Area Dean is the Patron then the Patronage supersedes the role of Area Dean and the Area Dean role is delegated.

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