

Vacancy Support

Supporting you throughout the process



THE CHURCH
OF ENGLAND
Diocese of Chester

Vacancy Support

Vacancies can be a time of challenge, but at best a time of great growth, development and hope. Vacancies are a time when people in the church can work together, and new people take on responsibilities in mission, ministry and administration.

As far as the day-to-day support for the running of the Parish during a vacancy is concerned, especially for the churchwardens, your Rural Dean is often the first port of call. However, we are aware that Parishes may need additional input from the different departments in Church House, therefore the Vacancy Resource Group has been set up with the main aim of helping you feel supported and enabled throughout the whole process.

We are aware each Parish is unique and individual, and the support offered will be tailored to reflect this. The Vacancy Resource Group consists of the following departments as mentioned below. Each Parish is encouraged to look at what is on offer and get in touch, using the specified email address when required.

Further support and advice can be found in the Running a Parish in Vacancy guidance document, which can be found on the Diocese of Chester website.

The Archdeacons' Office is also a useful source of support in a vacancy. The Archdeacons will take the lead in helping the Parish through the process of finding a new minister, which is separate from the ground covered in this leaflet.

Thank you for your ongoing support and commitment.



Ministry

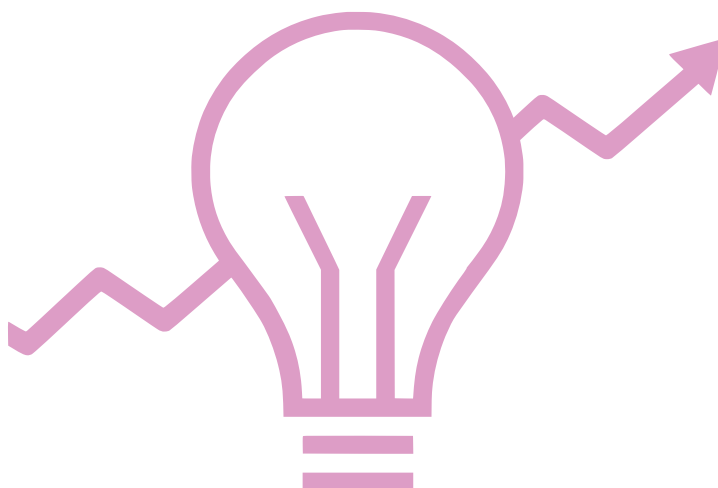
- † Training package with Safeguarding around healthy culture, PCC codes of conduct etc
- † Training package for PCCs and other church officers on clergy wellbeing – How to look after your new Vicar
- † Support for licensed lay ministers, assistant clergy and curates in training who are ministering in vacant Parishes
- † Training for Occasional Worship Leaders – lay people who might lead worship on an occasional basis, to cover a vacancy
- † Support for the new incumbent as they arrive and settle in, including an induction email and activities and a package of support (pastoral supervision, spiritual accompaniment, etc)

To discuss further, please contact: ministry@chester.anglican.org

Finance

- † Support PCC's in understanding finance team duties
- † Guide the Parish leadership team in selecting and encouraging suitable candidates for financial roles
- † Review financial systems and policies to ensure they are current and fit for purpose
- † Signpost the finance team members to training opportunities for Treasurers and Gift Aid Officers
- † Support new incumbents in understanding Parish financial procedures
- † Support the implementation and use of *MyFundAccounting* and *MyGivingOnline*, church-ready accounting and gift aid management tools
- † Provide ongoing guidance to the finance team until they are equipped to operate independently

To discuss further, please contact: finance@chester.anglican.org



Safeguarding

- † Meet with the Parish leadership team to review safeguarding practices and support with any identified needs moving forward
- † Advice and guidance on all safeguarding matters
- † Support in achieving the National Safeguarding Standards through the Parish safeguarding development plan
- † Support and guide through the use of The Safeguarding Dashboard
- † Support in accessing training and safer recruitment requirements
- † Meet with new incumbent as they arrive to share information and ensure good safeguarding practices continue to be embedded within the culture of the Church

To discuss further, please contact: safeguarding@chester.anglican.org

Outreach

- † Help for Parishes as they think through their purpose, values and vision, as part of developing a Parish profile
- † Help for PCCs, and Parish Reps in particular, in running a fair appointment process, including Unconscious Bias Training
- † Help to grow your outreach, especially through developing your discipleship and evangelism programmes

To discuss further, please contact:
rebecca.hathaway@chester.anglican.org

Education

- † Support PCC secretaries through the governor appointment process for church schools when vacancies occur
- † Identify clergy to support the Church school for worship etc. if required
- † Liaise with the PCC to fill ex-officio post if the vacancy is longstanding
- † Encourage schools to offer support to the Parish
- † Offer advice and guidance for Site Trustees if required
- † Information pack sent to the new incumbent followed by a visit from a DBE team member to talk through role and the link with church school

Visit <https://chesterdbe.co.uk/> for advice

To discuss further, please contact: hello@chesterdbe.co.uk



DAC

- † Advice on matters relating to church buildings and churchyards
- † Advice and support regarding quinquennial inspections
- † Advice regards levels of permission needed for works to church buildings and churchyards (including memorials, boundary walls and church halls)

To discuss further, please contact:
caroline.hilton@chester.anglican.org or
david.bayley@chester.anglican.org

Property

- † The Property Manager will contact the Churchwardens to arrange an inspection of the parsonage house once it is empty and discuss any works required in the vacancy
- † Please advise the Property Department as soon as you know the date the property will be vacated

Further information and actions to be taken in relation to the vacant house are on the Diocesan Web site – see link:
<https://www.chesterdiocese.org/content/houses-in-a-vacancy>

To discuss further, please contact: surveyors@chester.anglican.org



Human Resources

- † Provide information and advice regarding PCC employees – appointing, contractual matters, redundancy.
- † Provide template documents for employees and volunteers, including contract templates, letter templates and policy templates. For more information see:

For further information see:

<https://www.chesterdiocese.org/content/employment-guidance>

- † Provide advice regarding parochial fees, including who can cover services in the absence of an incumbent and payments to retired clerics
- † Provide advice and support regarding the vacancy process and paperwork and the provision of documentation declaring a vacancy and filling the vacancy. For further information, please see the document “Filling a Parish vacancy”:
See <https://www.chesterdiocese.org/content/vacant-parishes>
- † Provide advice and support regarding DBS processes, including the appointment of DBS “recruiters” for the Thirtyone:Eight system.
For more information see:
<https://www.chesterdiocese.org/content/dbs-disclosures>

To discuss further, please contact: julie.watts@chester.anglican.org

