

Parish Vacancy Process Checklist

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	
2. 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.
3. Hold the special meeting at which the following actions will take place:	Appoint 2 lay members to act as parish representatives.	PCC Multi-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.
4. Complete the Form 34	Copies of the completed Form 34 should be sent electronically (by email) to the Diocesan Director of Human Resources, the Bishop of Chester, Suffragan Bishop, Archdeacon, Rural Dean, Deanery Lay Chair & PCC representatives. A copy should also be sent to the patron.	PCC Secretary	Within 10 days of the meeting, even if the parish profile is not yet available.

5. Finalise the Parish Profile	Once the PCC has agreed the Parish profile, 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 needs 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.
6. 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 Secretary If 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)	

7. 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
8. Selection of incumbent	Patron gives notice of their choice of incumbent to Bishop and PCC representatives	Patron	
	Approval of choice given	PCC Representatives and Bishop	
	OR Approval not given	Bishop PCC representatives	Must give notice within 4 weeks Must give notice within 2 weeks
	OR Refusal – may refer to Archbishop	Patron	
9. 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