

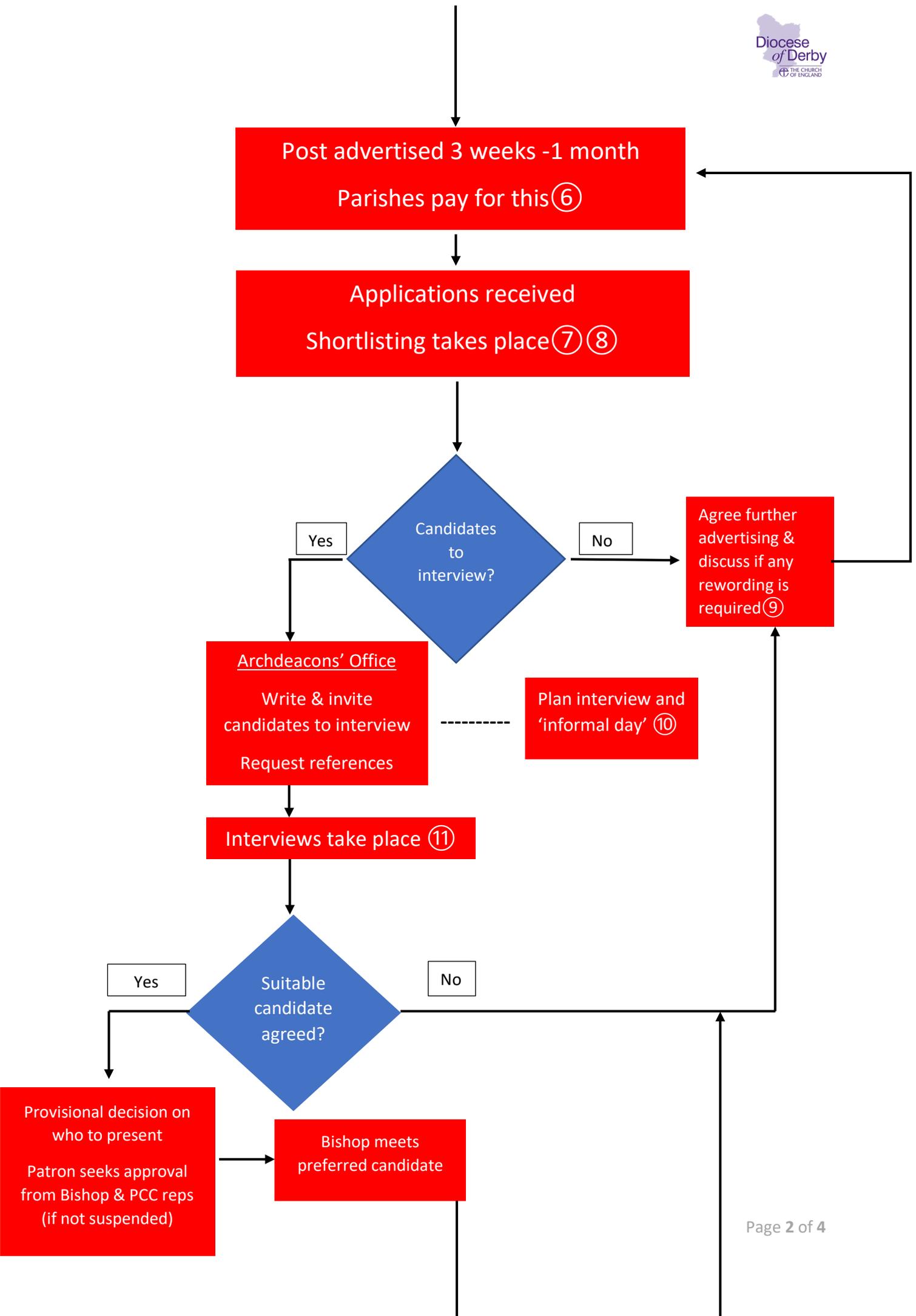
Vacancy Process

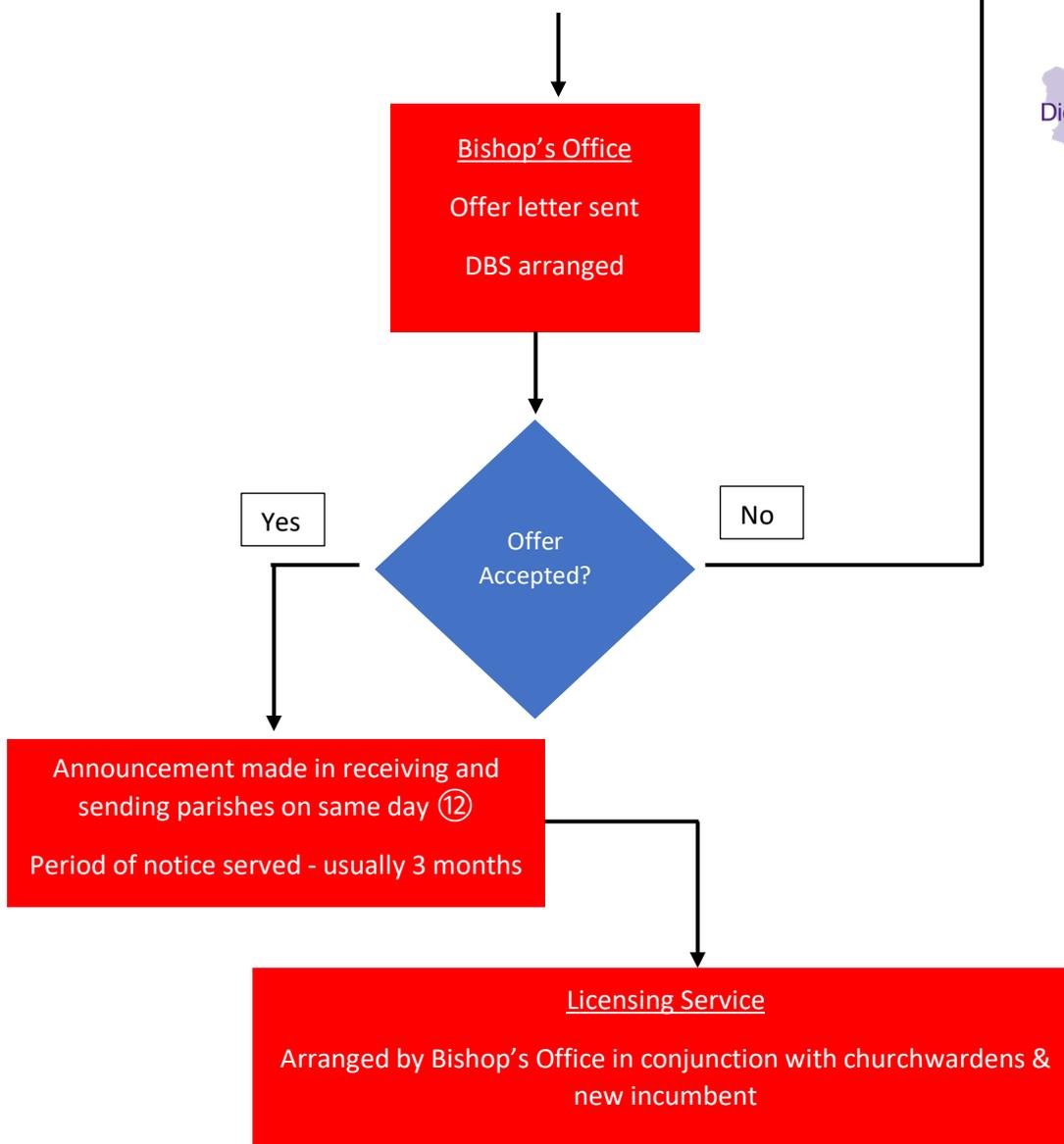
Archdeacon & area dean meet with PCC ① ② ③
Ideally as soon as possible after vicar has left

PCC: Forms working group to prepare Mission Action Toolkits (MAP's) parish profile & advert, person spec & job description. Patrons may be involved in this process ④

Further meeting and/or email exchanges between working group, area dean & archdeacon to finalise advertising documents and agree interview panel ⑤

Information pack produced
Interview panel must be finalised by this point





Vacancy Process - additional information

(Please be aware that the whole process is likely to take at least 12 months)

1. Any interested parties can attend including church patrons
2. **Purpose of meeting is to:** Discuss any immediate thoughts; Answer any practical questions or concerns; Have an honest discussion as to how vacancy fits within the diocesan deployment plan
3. Archdeacon takes thoughts from PCC back to the monthly Bishop's Leadership Team (BLT) meeting. At BLT plans are discussed, approved or modified.
4. If parishes are not suspended, then the election of parish representatives for the interview panel may need to be agreed in a formal process involving the Registrar
5. Further meeting to hone docs & update PCC with any thoughts from BLT
Parish reps chosen so smaller working group carries process forward
NB: If 4 or more parishes 1 rep from each
3 parishes – 2 reps from biggest 1 from the others
2 parishes – 2 from each
Decision made about how & where to advertise.

6. Advertising Costs:
 - Church Times (on an 'until filled' basis) - £1000
 - Pathways (C of E recruitment website) - £80
 - Patronage website e.g. CPAS - Donation
7. Interview panel - archdeacon, area dean, parish reps, possibly patron, discusses applications. Bishop also has a view.
8. References may be taken up at this point: CCSL by Bishop's Office; Others by Archdeacons' Office.
9. Church Times requires a 6-week break before readvertising
10. Parishes pay candidates' travel & accommodation expenses
11. Interview: Lasts about 1 hour; Includes 10-minute presentation. Informal element: (N.B. may not take place on same day as interview) - Opportunity for candidates to meet wider community – could include parish lunch; tour of parish; visit to vicarage. It is customary for the parishes to pay reasonable expenses incurred for travel and overnight accommodation.
12. Announcement made - usually a month or two after offer has been received and accepted.