



THE CHURCH  
OF ENGLAND

Diocese of St Edmundsbury  
and Ipswich

## Preparing for a Study Leave – a brief checklist of things to do or think about for parish clergy!

*Remember: you are 'away' – so you should not be expecting or expected to deal with the usual parish emails/phone/post etc or any parish 'business'!*

### For study leave itself:

- Book visits/retreats
- Apply for grants – CMD from Lesley Steed, other organisations
- Confirm and arrange to meet with supervisor

### Absence from benefice:

- Sunday cover – who will take services? Who will take responsibility for liaising/being present for any visiting clergy? What else depends on you on a Sunday morning – opening up/locking church? Heating? Changing altar frontals...). Do you need to give keys to anyone?
- Mid-week cover – regular services, home communions
- Hospital visiting – regular, emergency? Who?
- Occasional offices:
  - Who is taking funerals? Who is receiving requests? Have funeral directors been told?
  - Wedding bookings – who is doing them? Any weddings need covering – who will do them? Anything else you normally do – registers? Rehearsal booking?
  - Baptisms – preparation? Bookings?
- Open churchyards – who will cover headstone requests - Rural Dean?
- PCC meetings – who will chair? Have you briefed chair - agreed what decisions should/shouldn't be taken? (Suggest they treat it as a 'vacancy' – i.e. no major changes). Any APCM prep? New electoral roll?
- Pastoral care – what provision is there?
- Schools – does anything need to be done to cover for you – assemblies, services in church, absence on governors' meetings – apologies given etc?
- Admin – who will check incoming emails? Does any 'secretary' know what to do with enquiries? Who will produce and check pew sheet? Church mag vicar's article?
- Updating website/social media pages – weekly info? Who will do it?
- Finance – is there anything related to finance – signing off cheques, paying bills etc that you need to think about?
- Communication – how will people know you are not available – what will go in pew sheet/church newsletter/mag/website/social media? What will wider community know? What message will you put on your phone and your email? (especially if you have only one phonenumber) – you need to make it clear you are not around – but who should the caller/emailer contact? (Probably the same as for holidays.) You need normally not to be available – are there any circumstances when you want to be told (e/g death of someone in parish?)?

Any other thoughts to add to this list – please let me know: Jeanette Gosney, Bishops' Ministry Officer [Jeanette.Gosney@cofesuffolk.org](mailto:Jeanette.Gosney@cofesuffolk.org) . Thank you!