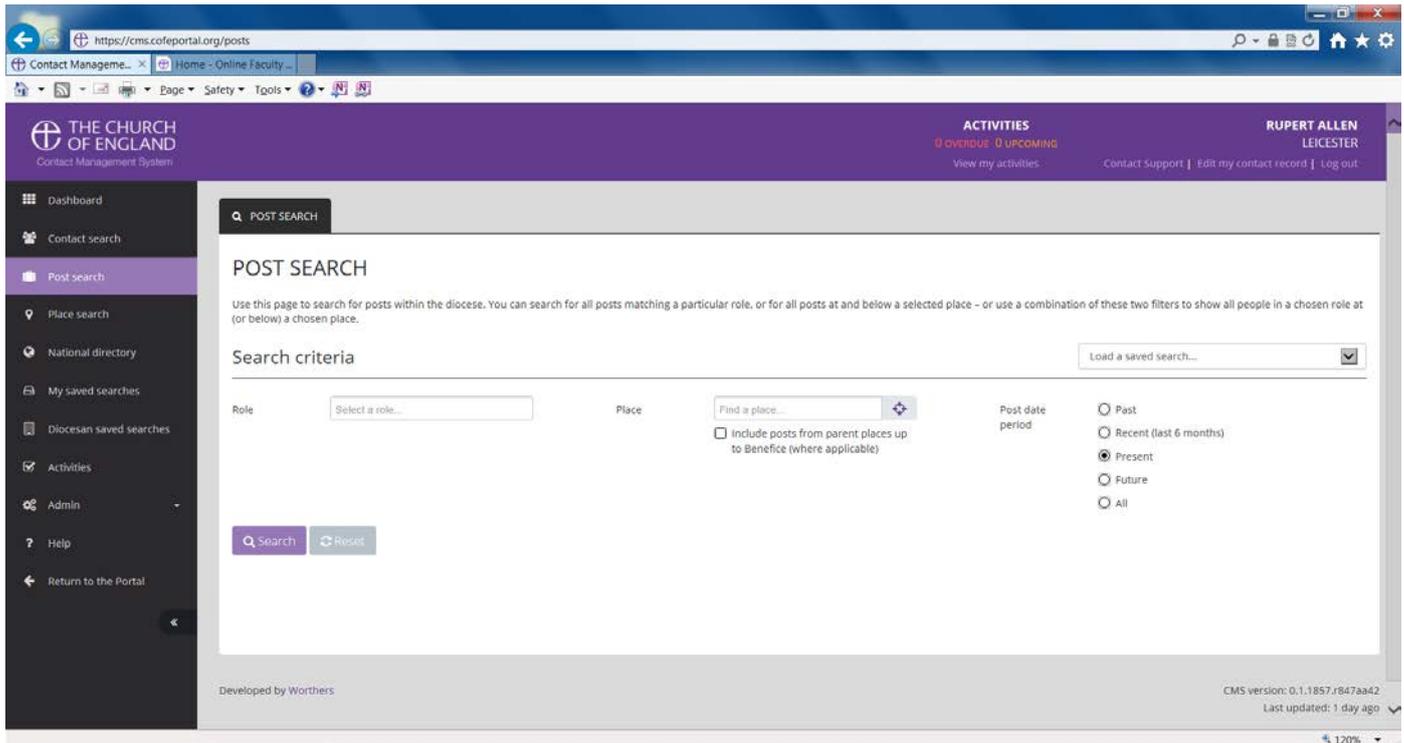
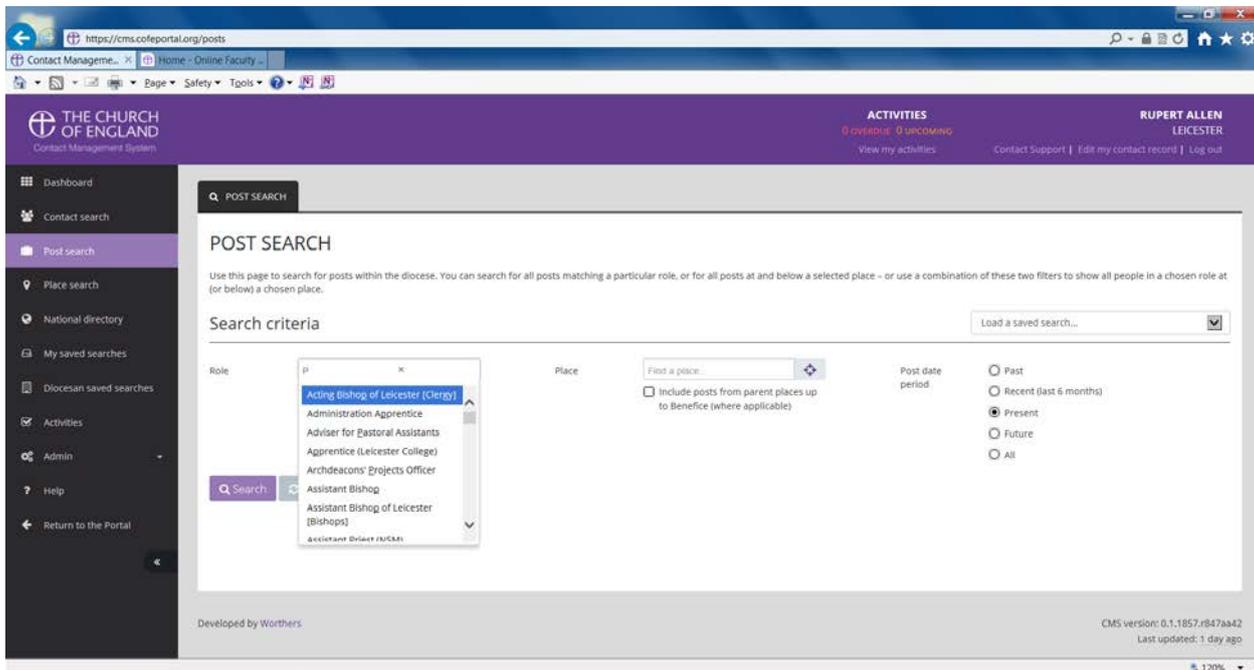


# How to find a post holder

## 1. Go to the **Post Search** tab

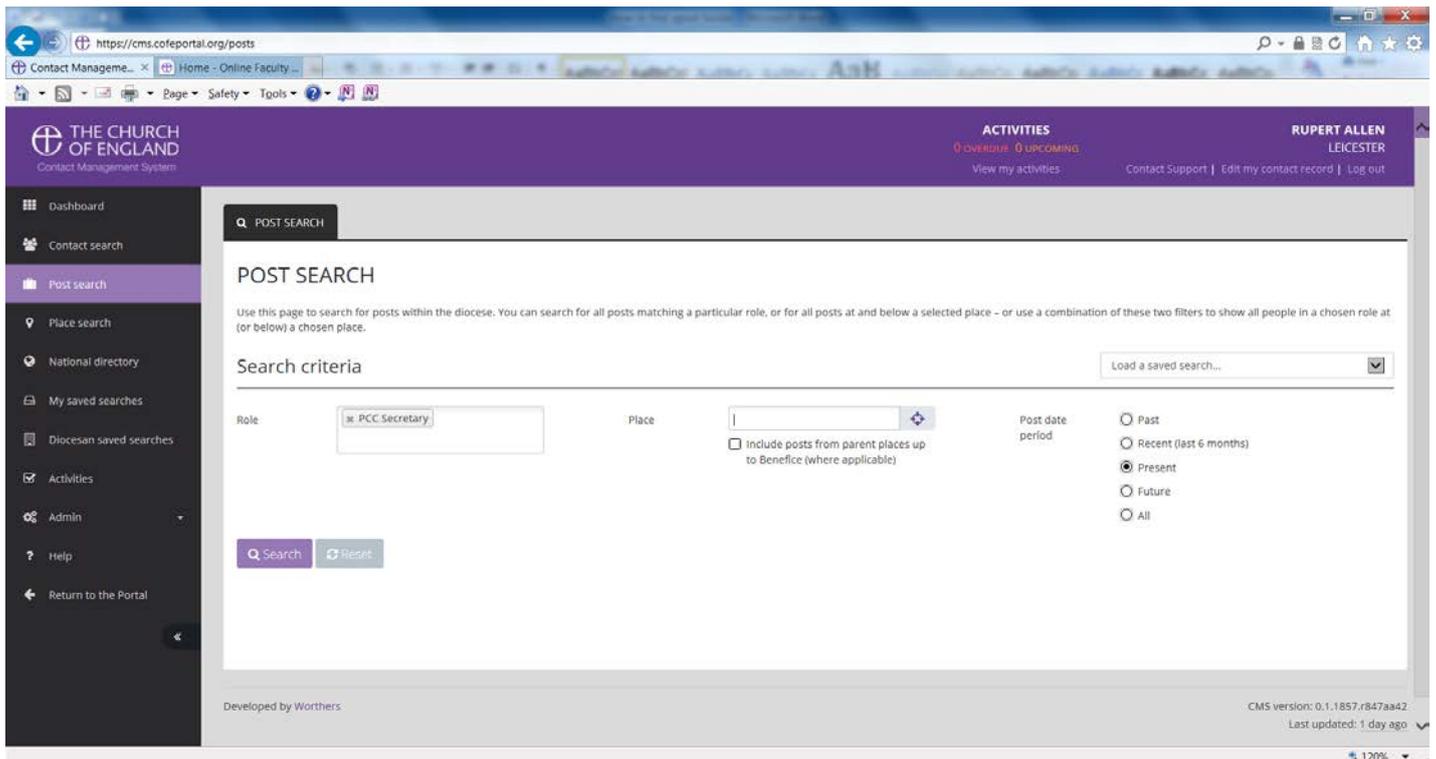


## 2. Start typing into the **Role** box and the options will appear

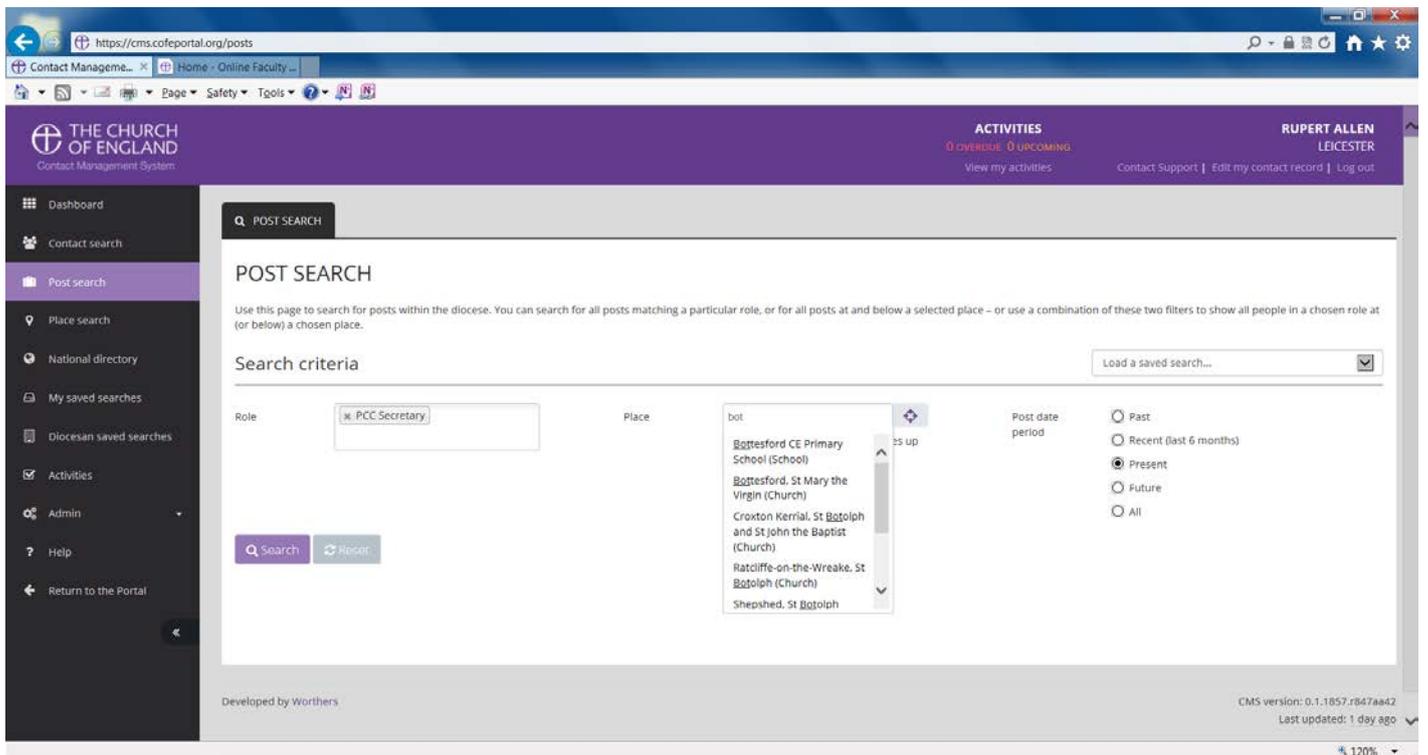


**N.B.** As you type the options will reduce

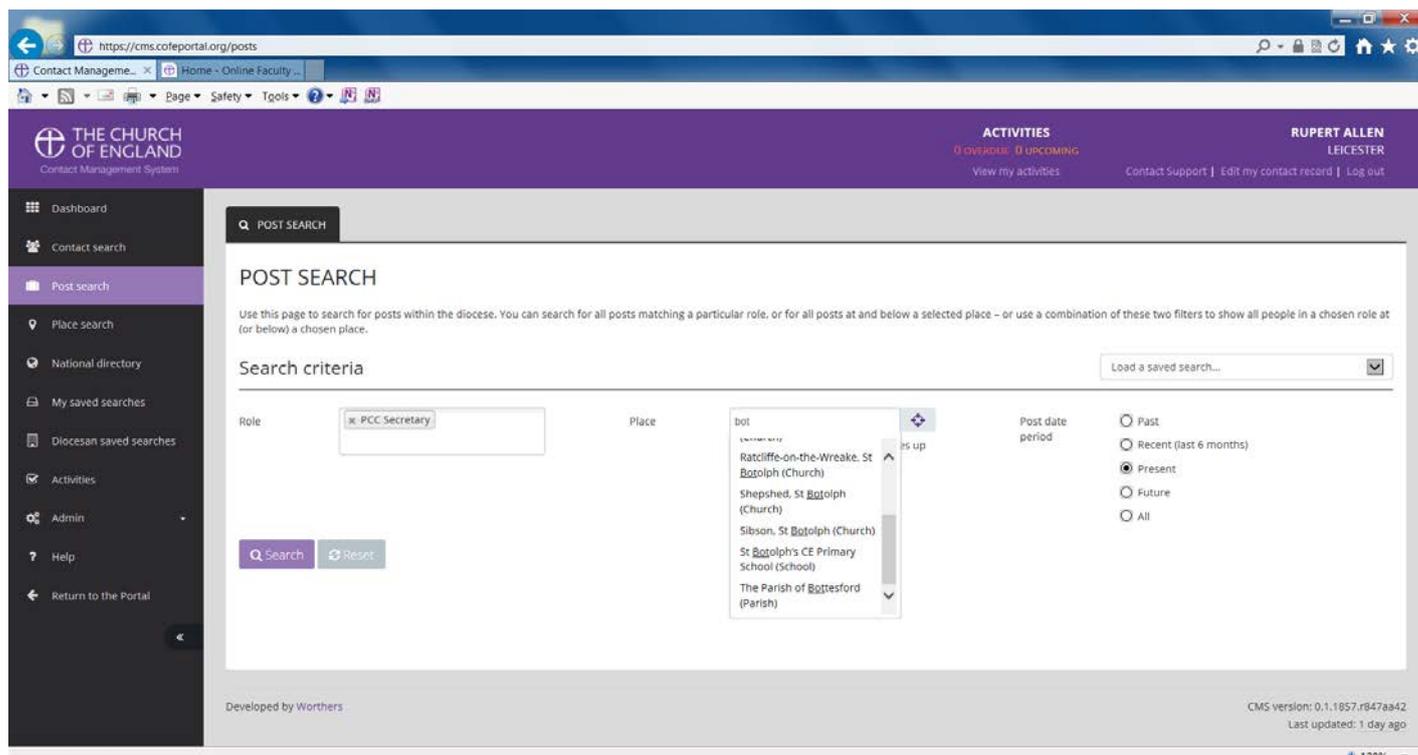
3. If you want the PCC Secretary (for example) for a particular parish, type PCC Secretary into the **Role** box



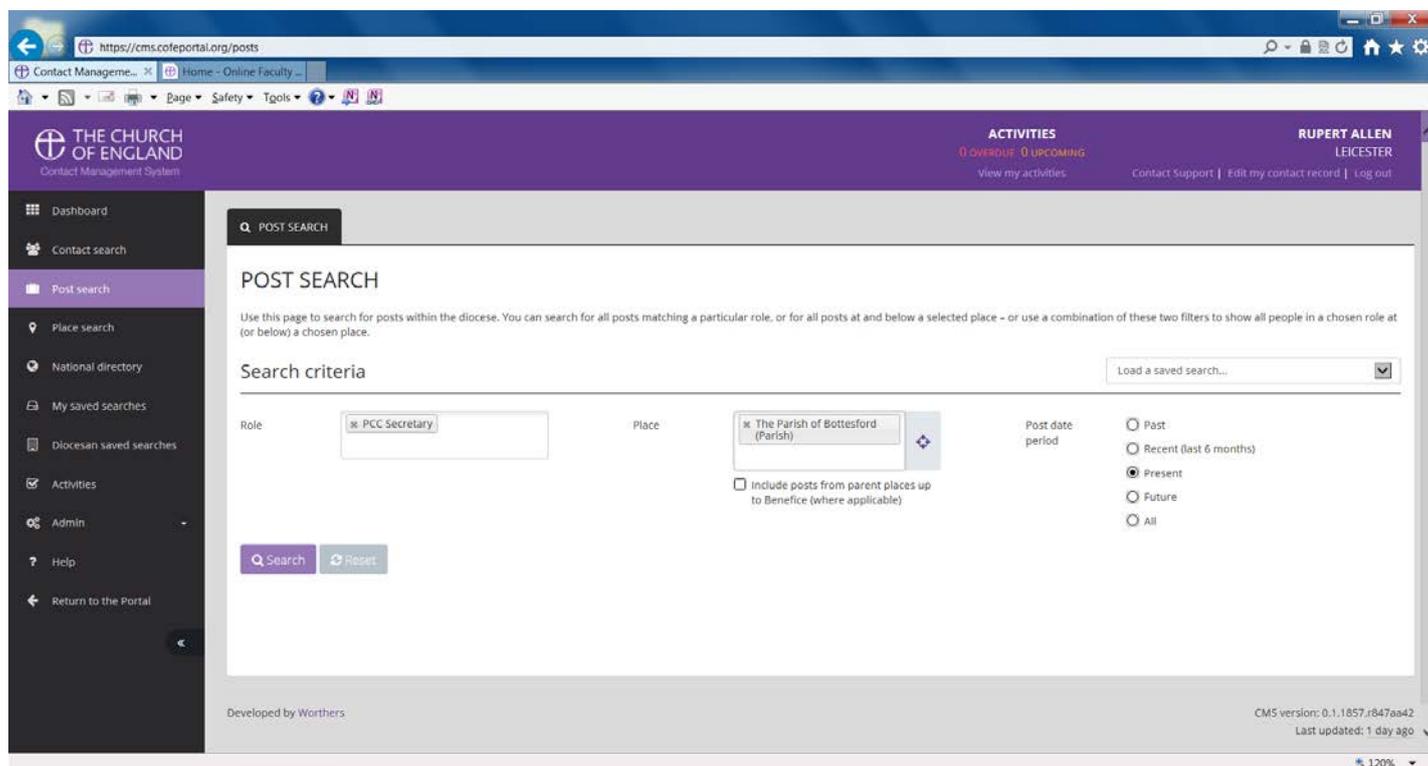
4. In the **Place** box, type the name of the parish you want



5. Either continue typing or scroll down the list to find the one you need



6. Select the one you need



## 7. Press Search

The screenshot shows the 'THE CHURCH OF ENGLAND Contact Management System' interface. The user is logged in as RUPERT ALLEN LEICESTER. The 'ACTIVITIES' section shows 0 OVERDUE and 0 UPCOMING. The search criteria are: Role: PCC Secretary, Place: The Parish of Bottesford (Parish). The search results show one result: PCC Secretary at The Parish of Bottesford (Parish), occupied by Marsh, Mrs Laura. The interface includes a sidebar with navigation options like 'Place search', 'National directory', and 'My saved searches'. The footer indicates the system was developed by Worthers and the CMS version is 0.1.1857.r847aa42, last updated 1 day ago.

**N.B. Area Deans / Assistant Area Deans** are attached to Deaneries  
**Clergy, Readers, Pastoral Assistants etc** are attached to Benefices  
**PCC ... officers** are attached to parishes  
**DCC ... officers** are attached to churches

## 8. Alternatively, just type into the Place box the benefice / parish / church

The screenshot shows the same CMS interface, but with the search criteria changed to: Role: Select a role, Place: Bottesford, St Mary the Virgin (Church). The search results section is currently empty. The interface layout and branding are consistent with the previous screenshot.

## 9. Put a tick into the **Include posts from parent places up to Benefice ...**

The screenshot shows the 'POST SEARCH' interface in the Church of England CMS. The search criteria are set to 'Role: Select a role...', 'Place: Bottesford, St Mary the Virgin (Church)', and 'Post date period: Present'. The checkbox 'Include posts from parent places up to Benefice (where applicable)' is checked. The interface also shows a sidebar with navigation options and a top header with user information for Rupert Allen, Leicester.

## 10. Press **Search**

The screenshot shows the 'RESULTS' page with 15 results found. The search criteria are 'Role: Administrator', 'Place: The Parish of Bottesford (Parish)', and 'Post date period: Present'. The results table lists various roles and their occupiers within the parish.

Role	Place	Occupied by	Actions
Administrator	The Parish of Bottesford (Parish)	Marsh, Mrs Laura	<a href="#">Open post</a> <a href="#">Open place</a> <a href="#">Open contact</a>
Child Protection Co-ordinator	The Parish of Bottesford (Parish)	Gibson, Mrs Glenda	<a href="#">Open post</a> <a href="#">Open place</a> <a href="#">Open contact</a>
Churchwarden	The Parish of Bottesford (Parish)	Topps, Mr John	<a href="#">Open post</a> <a href="#">Open place</a> <a href="#">Open contact</a>
Churchwarden	The Parish of Bottesford (Parish)	Willcock, Mrs Jane	<a href="#">Open post</a> <a href="#">Open place</a> <a href="#">Open contact</a>
Eucharistic Minister	The Parish of Bottesford (Parish)	Berrisford, Mrs Elaine	<a href="#">Open post</a> <a href="#">Open place</a> <a href="#">Open contact</a>
Eucharistic Minister	The Parish of Bottesford (Parish)	Bridge-Collins, Ms Mary	<a href="#">Open post</a> <a href="#">Open place</a> <a href="#">Open contact</a>
Eucharistic Minister	The Parish of Bottesford (Parish)	Galpin, Mr Stephen	<a href="#">Open post</a> <a href="#">Open place</a> <a href="#">Open contact</a>
Eucharistic Minister	The Parish of Bottesford (Parish)	Gibson, Mrs Glenda	<a href="#">Open post</a> <a href="#">Open place</a> <a href="#">Open contact</a>
Eucharistic Minister	The Parish of Bottesford (Parish)	Jones, Mr David	<a href="#">Open post</a> <a href="#">Open place</a> <a href="#">Open contact</a>
Eucharistic Minister	The Parish of Bottesford (Parish)	Marsh, Mrs Laura	<a href="#">Open post</a> <a href="#">Open place</a> <a href="#">Open contact</a>

to see all the post holders within the benefice.