Oxford Archdeaconry
Vacancy guidelines
2022 update

Contents

Introduction

These guidelines have been written to help churchwardens, PCC members and others who will be investing their time and skills during your vacancy. Each church is different, and although some details may change if you are in a single parish rather than a multi-parish benefice, most of this guidance will apply to all. Vacancies are a time of challenge and, at their best, a time of great growth and development. This is particularly true of your lay ministry which can lay great foundations for the next chapter. Wardens, PCC members, parish representatives and your church benefits from a spirit of co-operation and collaboration between and within congregations, parishes, the deanery and archdeaconry.

Your vicar is leaving…

Your vicar, rector or priest-in-charge (referred to in shorthand here as "vicar") has announced that she or he is moving on, and you are left facing a period of vacancy: an exciting yet uncertain time.

You are not alone! There are several people who will be walking alongside you during the vacancy and supporting you through the appointment process. In particular your Area Dean, the Bishop's representative (usually the Archdeacon or Assistant Archdeacon) and your Parish Development Adviser, will join you on this journey. You'll also find that a wider group right across the diocese are supporting you and praying for you.

Prayer

Speaking of which, do be encouraged to keep this central during this time: for your outgoing vicar's future, for growth during the vacancy and for wisdom and discernment as a new leader is sought. Many parishes write a Parish Prayer for use during this time in services, homes and

What to do before your vicar leaves

Arrange for some time for churchwardens to sit down with your outgoing vicar. Items for discussion should include:

1. **Information**. The vicar is often at the centre of the information network of a parish. They will usually have a good overview, so it is important that information relating to the running of the parish is recorded. It is a good idea to keep this information centrally, perhaps in a ring binder or secure electronic equivalent, in which it can be noted who normally orders the communion wine, who has the spare set of boiler room keys, who normally plays the organ for Remembrance Sunday and so on! This will be enormously useful both to the parish during the vacancy and to the new incumbent.
2. **Safeguarding** Particularly important here is any safeguarding information. Make sure that all safeguarding concerns are documented and have been followed up with the diocesan safeguarding team when appropriate.
3. **Unfinished work**. The vicar may have been involved in pieces of work which they will not be able to complete before their departure. These may include large projects, such as repairs/re-ordering or other smaller things. It is important for everyone to be clear what stage each piece of work has reached and whether any further action needs to be taken

during the vacancy.

4.**Pastoral care**. If the vicar has been working with a pastoral care team, then any ongoing concerns can be shared with them. If the vicar has been doing much of the pastoral care by personally, then it is a good idea for any special concerns to be shared with a designated person so that the new incumbent can be properly briefed. If there are safeguarding concerns, these should be shared with the benefice safeguarding officer. Confidential matters can be discussed with the area dean.

5. **Finance**. The treasurer should ensure that all expenses owing to the vicar are paid up to date. If the vicar has been doing the fees administration for the parish, this is a good opportunity to appoint a Fees Treasurer.

Before leaving, the vicar should…

1. Hand over keys, parish records, confidential files etc.
2. Ensure the vicarage is empty, as the parish pays to remove anything left.
3. Make sure that all utility meters are read and the wardens, as well as the utility companies, are given the readings.
4. Ensure the wardens know the location of parish registers and baptism and wedding certificates, all of which should be kept in the church safe.
5. Hand over any Safeguarding Children and Vulnerable Adults paperwork/forms to be held securely during the vacancy.

Who is responsible for what during the Vacancy?

Sequestration
A word you may not have encountered before! During a vacancy, the wardens and Area Dean become ‘sequestrators’, which means that they are responsible for the maintenance of services, care for the vicarage and preparation for the arrival of the new vicar. The sequestrators are also responsible for the money – see Fees and Finance below.

As well as holding joint legal responsibility with the wardens, the Area Dean is a valuable resource, and will be available to answer questions or help solve practical issues.

Management
It is often a good idea for a small management group to help the churchwardens with day to day care of the parish (arranging rotas, pastoral care, worship provision etc.). This team could be the standing committee, or could be drawn from other members of the PCC. If there is a curate or associate minister (SSM, LLM) in the parish they should be included in this group. But note that the group is responsible to the churchwardens and the PCC.

In a multi-parish benefice, it is very useful for the wardens of the different parishes to meet regularly to share information and encouragement and to work co-operatively. For instance, it may be sensible to rationalise the service pattern for the duration of the vacancy if it is proving hard to get cover). This may take the form of regular Benefice Council meetings.

In a Team Ministry, the Team Rector holds legal responsibility during a vacancy and will normally organise the day to day running of the parish(es). If it is the Team Rector's post which is vacant, then the Team Vicar(s) will normally organise the day to day running of the parish(es), although legal responsibility is held by the churchwardens and Area Dean.

Parish life goes on!
Some useful practical points

The life of the parish will go on: the PCC will continue to meet, services will take place, there will be enquiries about weddings, baptisms and funerals and pastoral needs, and the church's mission will still be the top priority!

PCC

During a vacancy the Vice-Chair takes the chair at the PCC. If, in practice, your PCC is normally chaired by a lay person, they simply continue in this role.

Your meeting pattern is probably well established, but there may well be a need for extra meetings during the vacancy so that everyone stays well informed and the parish's part in the process of making the new appointment can stay on track. It is therefore not a bad idea for the PCC or standing committee to meet monthly during a vacancy. In a multi-parish benefice, regular contact between the different PCCs is important, and this may take the form of regular wardens' meetings or more frequent Benefice Council meetings.

Sunday services

As far as possible, your regular service pattern should be maintained: this is not the time to make radical changes, although you may need some flexibility. Non-eucharistic services may be led by a Licensed Lay Minister, but you will need a priest to take Communion services. It is possible that you may have to drop, temporarily, any weekday service which you normally have, depending on how difficult it is to find cover. If you are part of a multi-parish benefice, this may be a time when you increase the number of benefice services and come together more frequently as congregations.

The task of finding someone to take each service may seem onerous, but you may have access to retired clergy or associate ministers from other parishes. Do consult the Area Dean, who shares this responsibility with you and who will have the overview of what assistance is available from within the Deanery, and may also be available to help out him/herself. Vacancies vary in length, but they are rarely less than 6 months, so forward planning is very much advised.

Parish policies

There should be policies in place in relation to issues such as baptism and marriage of divorced persons. The Churchwardens and PCC should be aware of these and they have a responsibility to maintain them as far as possible. If there is doubt, consult with the Area Dean.

Occasional offices

This generally means baptisms, weddings and funerals. You may have a well-oiled parish or benefice office which deals with these enquiries, or it may have been an area of ministry which has been handled solely by the vicar. In any event, it is important to have a clear system in place for dealing with enquiries and arrangements.

If you have a parish/benefice administrator, so much the better. If not, it is sensible to designate one member of the management group to be the contact person and ensure that arrangements are in place. It may be useful to discuss this with the vicar so that you have a clear understanding of what is needed.

Baptisms

There is no statutory fee for baptisms.

As a minimum, you need to ensure that all Godparents have been baptised and make sure that a certificate is given to parents and the register is filled in.

Weddings

You need to be clear about your parish fee structure for weddings, including 'extras' such as organists, choir, flowers, bells. Weddings which have already been booked will need to be handed over to an ordained person to conduct. Because weddings involve legalities, (banns, registration) it would be sensible to involve the Area Dean or to seek advice from the Registrar.

Funerals

You should contact the local funeral directors so that they know that the parish is in a vacancy. If you have no assistant clergy, they will normally ask someone from outside the parish to take the funeral, either at the crematorium or in church. If a funeral takes place in church, it is normal for the parish to provide an organist, and there is a fee payable for this.

Fees

The wardens and Area Dean are responsible for receiving fees and making payments during the vacancy. These should be recorded as usual and remitted to the Diocese in the normal way (if you are uncertain about what this is, ask your vicar before s/he goes).

Funerals and weddings involve the collection of fees. If you do not have a fees administrator, someone will need to be responsible for collecting them and for making sure that those providing elements of these services such as music, bells, flowers etc. are paid, as well as visiting clergy, where appropriate (see below). Up to date information about the fees due for occasional offices and fees payable to visiting clergy during a vacancy is available from the diocesan website (www.oxford.anglican.org/support-services/finance/parochial-fees/)

In a vacancy, the parish can claim payment of casual duty fees and expenses from the Diocese, direct to visiting clergy, for taking Sunday services. The relevant forms, and general advice, may be obtained from the Payroll Officer, Nicole Hayes, at Church House on 01865 208204 or Nicole.hayes@oxford.anglican.org

If clergy are asked to do other pastoral work, such as sick visits etc, the parish is expected to be responsible for expenses. In the case of a team ministry where several members of the team are absent at the same time, the Archdeacon may give special permission to claim from the Diocese. The Area Dean or the Archdeacon can help with further advice on particular cases.

Where a minister from outside the parish takes a wedding or funeral service, the minister's fee received should be sent to the Oxford Diocesan Board of Finance, which stands in the place of the incumbent during sequestration.

Only retired priests who have Permission to Officiate may receive payment which is set at two-thirds of the minister's fee: clergy who hold a licence, whether paid or unpaid, may not receive a part of the fee. However, all may receive travelling expenses, which are normally paid by the funeral director, in the case of funerals, and by the PCC in the case of weddings.

Parish Share

Parish share is to be paid as normal during a vacancy, as it is a contribution towards the whole diocesan stipends budget, but there are obviously savings on incumbent's expenses.

The Parish Website

Now is a good time to make sure that this is completely up to date - prospective candidates are likely to look at it and it gives a poor impression if there is out of date information there.

The Appointment Process

Shortly before or when the benefice becomes vacant, you will receive a legal notice ('Vacancy Notice') from the Diocesan

Registrar. This is part of the formal process of appointing a new incumbent, as set out in the Patronage (Benefices) Measure 1986 - the framework within which the whole process takes place. In the case of a retirement this legal notice will come when the incumbent formally retires, which is often about a month after their final services. If they have gone to another post, then this notice will normally come after their licensing to the new post. The vacancy notice will refer to a "Start Date" when the vacancy process formally begins. This date is important, as key meetings need to be held within six months of this date (see below). It will be set in consultation with the churchwardens.

Although certain things cannot happen until you have received this legal notice, it is of course possible to begin preparation for the process of appointment e.g. background information for the profile document.

At this early stage, whoever will be taking the lead role for the archdeaconry through the process (usually the Archdeacon or Assistant Archdeacon) will consult the Area Dean with regard to the Deanery Mission Plan to see whether it envisages any change to the current arrangements. If there is a possibility that within the next few years there may be some changes to Parish boundaries, or if pastoral reorganisation is likely, the living for the Parish may be suspended. In practice this means that the appointment process will be slightly different, and that the person appointed will be 'Priest-in-Charge', rather than Rector or Vicar. If there is a possibility that your Parish or Benefice might be suspended, your Area Dean or Archdeacon will explain this to you in more detail and be able to answer any questions.

The Archdeacon will also check to see whether the Parish/ Benefice has been paying its Parish Share in full - if this is not the case, it may not be appropriate to reappoint to the post.

Once these checks have been made, and assuming that the parish is not suspended, the process, from the parish's point of view, then normally unfolds as described in the following pages.

Who will be involved?

A number of people from outside the parish are as keen to work with you to make the best appointment possible. The following notes will give you an idea of 'who's who'.

Some people will have a formal and legal role in the process:

The Bishop

Makes the decision whether to license a new incumbent or not and so has to be happy with the person who is selected. In the Oxford Archdeaconry this is Bishop Steven, and for most appointments he appoints the Archdeacon or Associate Archdeacon as his representative.

The Patrons

For most parishes the sole patron is The Bishop of Oxford, but patrons can be different for each Parish who 'present' the candidate to the Bishop. If you are unsure who your patrons are, you can ask the Area Dean or Parish Development Adviser. In a Multi Parish Benefice, there may be several Patrons who take turns to exercise their patronage.

The Parish Representatives

Normally there are two representatives (or one from each parish in a multi-parish benefice with four or more parishes) who are chosen by the PCC(s) at the 'Section 11' meeting (see below).
Any lay member of the PCC can be a Parish Representative. In practice they are often, but by no means always, the Churchwardens. It is good to think about having two people who are in touch with different areas of the church's life, and it can often be good to have one male and one female representative. In the case of a Multi Parish Benefice with four or more parishes, there is provision for each parish to be represented by one Parish Representative, subject to the agreement of all the PCCs involved.

In addition to those with a legal role, the following will also be involved:

The Archdeacon or Associate Archdeacon
Usually acts as the Bishop's representative through the process, and good people to ask for advice if the Area Dean is not available.

The Parish Development Adviser (PDA)
In Oxford this is Rhodri Bowen, who will walk alongside you as you think through your benefice's mission and vision and as you consider what needs to be included in the Parish/Benefice Profile.

The Area Dean
Shares legal responsibility with the wardens for the parish

during the vacancy, and should be the first port of call for any problems. The Area Dean or Lay Chair will be involved in the shortlisting and interviewing to keep the deanery perspective in view.

Preparation of the Parish Profile

This is a very important document – effectively the "shop window" of your parish/benefice. If well drawn up, it will greatly help potential candidates discern whether or not to apply for the post. A good profile will be descriptive of your church, congregation, community, area, activities, services and so on. It will be analytical of your strengths and weaknesses. Most importantly, however, it will capture your hopes, aspirations, and vision for the future and it will be clear about the qualities and characteristics that will be needed in your new minister.

It will also contain an outline Role Description for the new incumbent, which can be re-examined during the first 6-9 months of their tenure before it is signed off by the Archdeacon. The Area Dean/Lay Chair will also add a short section outlining the deanery perspective, and there may be a foreword or statement from the Archdeacon or Bishop about the Diocesan context.

The process of drawing up the profile, role description and person specification can begin soon after your incumbent announces that they are leaving, and will enable you as a congregation to think really hard about who you are, what God is calling you to be, and who you might need as a new incumbent to help you to move towards this calling. It is helpful to identify a small group who will work on this together, and an individual within that group who can be a key point of contact with the Parish Development Adviser.

There is a document available on the diocesan website called *Guidelines for drawing up your parish profile* which will help you as you think this through. Rhodri, the PDA will also be happy to help you, and you may like to plan PCC meetings or a vision event with them to help you to think through the profile. Using the Parish Planning Tool is a recommended approach for this time.

If you are in a multi-parish benefice, it is very desirable that the PCCs agree to a joint wording of a Benefice Profile, which will include within it some mini Parish Profiles. It is very helpful for a joint drafting group be set up to take responsibility for coming up with a document which is acceptable to all.

Vacancy Notice, Section 11 and 12 Meetings

A vacancy notice is issued usually, but not always, at the point that your previous minister retires or takes up a new post. It will refer to a "start date", and from this date two meetings must both take place within six months:

Section 11 meeting

This is a meeting of the PCC(s) of the Benefice at which the following is covered:

- Appoint two people per parish as Parish Representatives, or one person per parish in a Multi Parish Benefice with four or more parishes (see page 13). These people will represent the interests of the parish at the shortlisting meeting and on the appointment panel;

- Make arrangements for drawing up a Parish Profile;
- Decide whether to request that the presenting Patron should consider advertising the vacancy. The vast majority of vacancies are advertised.
- Request a Vacancy (or "Section 12") Meeting: see below;
- Request a written statement from the Area Bishop describing in relation to the benefice the needs of the Diocese and the wider interests of the church: this will usually often serve as a foreword to the profile.

The Section 11 meeting is usually a fairly short meeting, so could be held on the same evening as a regular PCC meeting, but minuted separately.

If you are part of a multi-parish benefice, the Section 11 will be a joint meeting of the PCCs. There will need to be a quorum from each PCC.

During the Covid-19 lockdown guidance for Section 11 meetings has been updated to make it possible to hold these remotely:

"Benefices can hold a zoom (or similar) meeting at which informal discussions can take place but which should then be followed up by correspondence (which can be by email) under Rule M29 of the Church Representation Rules for each individual parish so that the decisions can be ratified (such as the appointment of parish representatives)."

Section 12 or Vacancy Meeting

This is a formal, and very helpful, meeting of the Bishop or Archdeacon, Patron(s), Area Dean/Lay Chair, and PCC

members, chaired by the Bishop or Archdeacon.
The agenda for the meeting is as follows:

- Prayers
- To consider the Parish Profile
- To consider the procedure under the Patronage (Benefices) Measure 1986

In practice, discussing the Parish Profile often results in minor amendments being made and often helps the PCC(s) to decide on the final version. The Bishop or Archdeacon will use this meeting to gain a better understanding of what is needed, and may begin to discuss the structure of the interview day.

During the Covid-19 lockdown updated guidance has been issued to make it possible to hold the Section 12 meeting remotely:

"In relation to section 12 meetings, these can take place electronically with the bishop (or their representative), patron (or their representative), parish representatives and PCCs attending. Consideration should be given to those who do not have electronic means of communicating and their views should be obtained beforehand so that they can be raised during the meeting."

Timetable for appointment

During the Section 12 meeting, the Bishop or Archdeacon will work out with you a realistic timetable for the appointment process. The normal procedure in our Archdeaconry is to hold a Section 12 meeting, but in the rare occasion that this is not the case, please contact the Archdeacon's office as early as possible to agree dates for advertising, shortlisting and interviews. Normally all vacancies are advertised, so this timetable needs to allow time for adverts to be placed, applications to be returned (these normally go to the Bishop's or Archdeacon's office), shortlisting to take place, interviews to be held, references to be checked, and once the successful candidate has agreed to take the job, for him/her to give notice in their current parish (normally 3 months).

Advertising and profile distribution

In this diocese, it is normal to advertise all vacancies. Online advertising comes at a much reduced cost that the traditional print options, but will of course have a reduced audience. The parish normally pays for this (although patrons may contribute—it's worth asking!). For further guidance on drawing up the advert, please see Appendix A. The Bishop or Archdeacon's office will need to approve the content/size of the advertisement.

When the Parish Profile is in its final form, it should be sent to the Archdeacon's office in electronic form so that it can be linked from the Diocesan website and elsewhere (e.g. Pathways: the national recruitment portal; Church Times; Churchdrum; etc.)

Shortlisting

The Archdeacon normally chairs a meeting of the shortlisting group, which will also be the interview panel and is made up of the parish representatives, the patron(s), and Area Dean and/or Lay Chair. However, occasionally a Patron may want to work in a different way. If you are part of a team ministry, the Pastoral Measure which created the Team may also specify who else is involved at this stage.

Those on the shortlist are invited to interview. The Parish will need to pay reasonable expenses for all those whom it asks to travel to interview. This may include overnight accommodation for those travelling a long distance. (In the case of any candidate who is travelling from overseas, expenses are normally paid from the point of entry into the UK.)

Informal visits

You may wish to invite candidates to make informal visits to the Parish, either on a Sunday or midweek, in advance of the interviews. Such informal visits would normally be at the candidates' own expense.

Interviews

If there is a large number of people on the interview panel, the Bishop or Archdeacon may split them into two or more groups. The Bishop or Archdeacon will discuss with the panel the content of the interviews. Good preparation for interviews is essential, as is prayer.

It will be helpful to design the programme for the time the candidate(s) spend in the parish in such a way that they meet a good number of people other than those interviewing them. This can be achieved in the way that hospitality is offered, transport around the parish/benefice is arranged, social encounters are organised and so on.

It is especially important that all members of the ministry team (curate, associate clergy, LLM, youth worker, administrator etc) get an opportunity to meet the candidates, since, although they do not play a formal part in the process, the Bishop or Archdeacon will consult them for their views and will not license someone with whom they feel they could not work. If there is a church school in the Parish it is also important to involve the Head or other representative in the interview day.

Likewise, the Area Dean and/or Lay Chair, whilst having no legal role, are usually invited to share their wisdom in the appointment process and to ask candidates about their anticipated involvement in the life of the Deanery.

The Parish Representatives have the right individually to veto the appointment of any candidate.

The offer of the post is made by the Bishop or Archdeacon or Patron. If it is accepted, it will be subject to a medical report, references and a DBS check. The Bishop or Archdeacon is responsible for contacting unsuccessful candidates. The identity of the new vicar must be kept confidential until the official announcement is made. This is normally co-ordinated between sending and receiving parishes. When an announcement is made, details of the appointment should be made widely known, and the Diocese will send the information to the Church Times to be included in their Appointments column.

All paperwork connected to the interview process should be regarded as confidential and returned to the Bishop or Archdeacon at the end of the interview process.

Getting ready to welcome your new vicar

Licensing

Arrangements for the licensing service are the responsibility of the Area Dean and Wardens in consultation with the incumbent-designate and the Bishop's office. There is an agreed form of service for the licensing of a new incumbent, and it is customary for the incumbent-designate to choose the hymns. The Bishop's office will send you full details. Invitations should be sent out by the Wardens as early as possible. In the Oxford Archdeaconry these services are usually non-eucharistic to ensure that those invited from the wider community (e.g. Councillors, Headteachers) do not feel excluded from part of the service. There are usually refreshments after the service and some thought may need to be given to looking after people who have travelled a long way to take part in it.

House

Any queries related to the house should be addressed to the Archdeacon. There may well be works to the house during the vacancy, and these will be organised by the Diocesan Buildings Department. The incumbent-designate will probably need access in order to measure up for curtains, carpets etc. Although your new vicar will receive a re-settlement grant to help them pay for decoration and soft furnishings, it is unlikely to cover the full cost. Offers of help with decoration (in cash or in kind) are usually very well received and will make him or her feel welcome.

Prayer

Although you will have been praying your way through the whole process, it is important to remember to pray for your new vicar as they say goodbye to their old parish and prepare to move. It can be a time of uncertainty and stress, and your continuing support through prayer and practical kindness will be appreciated.

Handover

Nearer the time, either the Bishop's office or the Archdeacon's office will send you a checklist of the information which you need to hand over to your new vicar.

And finally…

Please be assured that everyone involved in this process wants the best outcome for the Parish, and they are all there to help and support you. Even if this is the first time that you have experienced a vacancy, don't be overawed by it. And above all, remember that this is God's church not ours, and if we continually and prayerfully seek his will, he will surely direct our paths.

Appendix A -
Some thoughts about advertising

The landscape for advertising vacancies has changed. In the past most have been advertised in the Church Times, but online services, including the Church of England's Pathways service are gaining ground. You may decide to gain the benefit of the cost reduction that online-only advertising brings. Remember that all vacancies will also be advertised on our diocesan website at no cost.

A useful thing to begin with is to look at adverts online and/or in the Church Times. As you look at the different adverts that churches have placed, ask yourself which ones stand out and why.

Once you have done this, you will need to liaise with the Archdeacon or the Bishop about the exact content of the advert, but the following may be helpful starting points:

- As there tends to be a high number of vacancies compared to the number of potential applicants, the aim of the advert that you place is to get people sufficiently interested to request or "click through to" further information. Create interest by including what is special about **your** church and community.
- Think about the key messages that your Parish Profile conveys, both about the nature of your parish or benefice and about the kind of person that you would like to appoint. Make a list - bullet points are probably best - of preferably no more than 3 things in each category that you would like to include in the advert.
- Check with the Bishop's office or Archdeacon's office about practicalities, and agree closing dates and interview dates, so that these can be included. You will also need to tell people who to contact for further information - this is usually the Archdeacon's office.
- Having gathered this information together, write a draft advert which can then be discussed with the Archdeacon or Bishop.

Appendix B - What happens if....?

...the parish has a theological objection to the ministry of ordained women?

In a very small number of cases, a parish may have theological objection to the priestly ministry of women. If your parish wishes only to receive the sacramental ministry of a male priest, the PCC must pass an appropriate resolution, and make a formal request to the Bishop of Oxford that arrangements be made according to the House of Bishops' Declaration on the Ministry of Priests and Bishops'.

Further guidance can be found on the Church of England website at: www.churchofengland.org/about-us/structure/general-synod/about-general-synod/house-of-bishops/declaration-on-the-ministry-of-bishops-and-priests.aspx

...we are a United Benefice?

When a cluster of parishes has become a United Benefice which has formally established a Joint PCC under the Church Representation Rules, the Joint PCC makes the necessary decisions within the procedure outlined on pages 16-17. In any multi-parish benefice there is likely to be an informal Benefice Council, but this should not be confused with a formal council set up under the Church Representation rules, and in this case, each PCC must follow the due process, in consultation with each other.

'*Trust in the Lord with all your heart. Never rely on what you think you know, but remember the Lord in everything you do and he will show you the right way.*'

Proverbs 3:5-6

...if the post is advertised but no appointment is made?

If no suitable appointment is possible after the first round of advertising, then it is likely, after consultation between the Bishop and the parish, that the post will be re-advertised. It may be that the Parish Profile or some other element of the paperwork may need some review before this happens. This is not unusual, and it is better to have this extra stage in the process than to make a hasty but poor appointment the first time round.

If the living has not been suspended, and yet no appointment is made by the patron within 18 months from the vacancy notice start date, the right of presentation actually lapses to the Bishop of Oxford, or, if the PCC resolves, to the Archbishop.

For further reading

'*How to make Great Appointments in the Church'*
Claire Pedrick & Su Blanch - published by SPCK

A very useful book, written for people in your position and taking you through the whole process in more detail. It gives some really helpful 'best practice' about the different stages.

Growing Through a Vacancy - a handbook
15 practical steps to a healthy church vacancy
Bob Jackson - published by CPAS

Another very good publication, based on thorough research of churches in vacancy, helping you to see a vacancy as an opportunity and to think about how it can be a positive time of growth within the life of the church. Copies available from your PDA Rhodri!

See also www.grow-vacancy.org.uk and look under 'Supplementary material'

'Situation Vacant' - Grove Booklet, Pastoral Series P65
available from www.grovebooks.co.uk

Some useful contact details

Bishop's Office (Marian Green)
01865 208222
bishopoxon@oxford.anglican.org

Archdeacon's Office (Claire Barratt)
01865 208732
Claire.barratt@oxford.anglican.org
Archdeacon.oxford@oxford.anglican.org

Fees and Finance queries (Nicole Hayes)
01865 208204
Nicole.hayes@oxford.anglican.org

Diocesan Registrar (Darren Oliver)
- for legal enquiries, including weddings
01865 297214
doliver@wslaw.co.uk

Church Times (for advertisements)
www.churchtimes.co.uk/advertise

Pathways (Church of England online recruitment)
pathways.churchofengland.org