

INCUMBENCY VACANCY

Guidelines for Church Schools



Birmingham Diocesan
Board of Education

After an Incumbent leaves the Churchwardens and other associate clergy in the Parish are responsible for the day to day life of the Church and Parish ministry (this includes the Church School). They will be supported by the Area Dean who is a member of the clergy who has responsibility for a number of Parishes in your area.

- Do you know your Churchwardens? Do you have their contact details?
- Do you know any associate clergy in your Parish, and do you have their contact details?
- Find out who your Area Dean is and get their contact details.

Following the resignation of the Incumbent the Bishop will ask the Churchwardens and the PCC to draw up a Parish Profile describing...

- the context of the Parish,
- the ministry of the Church in the Parish
- the church's vision for Parish going forward

Without doubt this Parish Profile should include the partnership with Church School, and it would be good for you to have some input into the drafting process.

Anticipating the involvement of the school in development of the Parish Profile:

- Prepare a paragraph about the school and its context, including number on roll and approximate number of staff.
- Add a paragraph about the relationship the school currently enjoys with the church.
- Include a picture of the school building and any images from inside the school that show something of the relationship with the church, or the church school character.



At the same time the Bishop will ask the Parish to appoint two representatives to represent the local Church on any interview panel for a new Incumbent. These are normally the Churchwarden's or PCC members, but not necessarily so. None of this happens quickly as currently Incumbency Vacancies are a minimum of six months!

An advert will be drawn up and circulated in the Diocese, and possibly nationally although not necessarily. The Archdeacon along with the Area Dean and the two Parish Reps will draw up a shortlist to invite potential candidates for interview.

The first stage of the process is Parish orientation where the candidates get to visit the Parish and meet key members of the team. The Church School and at least the Headteacher should be involved at this stage of the process.

Although this is not the formal interview it is always good to have prepared questions to ask the candidates especially around their experience of working with Schools and with Church Schools particularly. School members may ask themselves the following questions about the visitor:

- Do they demonstrate experience that appears to fit your context?
- Are they aware of the unique and distinctive partnership between the Church and the Church School?
- Do they appear to relate naturally and comfortably with the children they meet in school?

You might prepare specific questions to ask the candidates e.g.

- Tell us about an assembly or act of CW you have led recently?
- Have you served as a School Governor?

Or you might have time to gather a group of children and together with the candidates look through their R.E. books and talk to the children about what they are learning. And what they are enjoying about CW? At the end of this orientation stage of the process, expect to be asked for your opinions on what you have observed of the candidates, and do not be afraid to express a preference if you have one!

The second stage of the process is the formal interview panel which is normally the Archdeacon, the Area Dean, and the Parish Reps. At the end of the interviews someone may be invited to become Incumbent. But be warned the Church of England operates a highly confidential appointment process and you will not be told at this stage! No appointment will be announced until all references and DBS checks are completed satisfactorily.

The newly appointed Incumbent will not take up their post until at least three months after the appointment has been announced. So even at this point in the process it's not quick!

- As a school pray for the church as they wait for the announcement of the new incumbent.

The new Incumbent will formally begin their new post with a Service of Installation and as part of this Service they will be formally welcomed by members of the Church, the Parish, and local community. It is very important that the Church School in its partnership with the Church, is visible in this Service and has a significant role in the welcome.

It would be worth engaging with the Churchwardens and the Area Dean at an early stage following the announcement of the new appointment to secure the School's unique role in the Service of Installation.

The Church School will be expected to participate in the celebration of the new ministry... it is good to invite a few children to represent the school and to present the new Incumbent with a token or symbol that represents the School e.g. an item of School Uniform or the School logo.

Following this Service it would be good for you to invite the new Incumbent into school as soon as possible, and to arrange with them to be welcomed into the School as part of a special act of Collective Worship.



MIND MAPPING

Brainstorm Session

ANALYSIS

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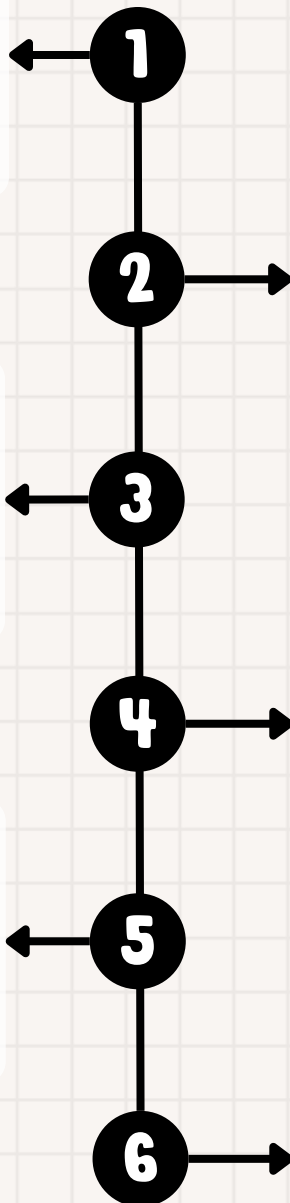
STRATEGY

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REVISION

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OBJECTIVES

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ACTION

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SOLUTION

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