**SUGGESTED BASIS FOR A LETTER TO "INTERESTED PARTIES" UNDER SECTION 6 OR SECTION 21 OF THE MISSION AND PASTORAL MEASURE 2011**

To:

*List of interested parties* *(see note 1)*

MISSION AND PASTORAL MEASURE 2011

BENEFICE(S) OF

The Diocesan Mission and Pastoral Committee (“the Committee”) is considering making recommendations to the Bishop under the Mission and Pastoral Measure 2011. These may affect the benefices named above and their constituent parishes *(see note 2)*. [I enclose a copy of the preliminary draft proposals which the Committee has under discussion.*(see note 3)*]

Before deciding on its recommendations to the Bishop, the Committee is required to ascertain the views of all the interested parties. The Committee will consider the views of all interested parties before coming to a final decision on what, if any, recommendations it should make to the Bishop.

An incumbent [or team vicar] [or priest in charge] affected by these proposals has the right under the Measure to meet representatives of the Committee [or, if (s)he requests, the full Committee *(see note 4)*] to present his or her views.

[Any other office holder on Common Tenure whose office might be abolished as a result of these proposals has the right under the Measure to meet representatives of the Committee to present his or her views.]

A Parochial Church Council or its appointed representative may request to meet the Committee's representatives to discuss its views *(see note 5)*.

[The rural dean and lay chairman should note that the deanery synod is not itself an interested party but they are encouraged to keep the synod, the synod's standing committee or any ad hoc deanery pastoral committee informed about the progress of the proposals.*(see note 6)*].

**Only** use this para where it is proposed that a church building will be affected by closure (or restoration under s70)

[Notice is served on the local planning authority and parish council of the parish in which the affected church building is situated as interested parties under the Mission and Pastoral Measure. Although County and Town Councils are not defined as interested parties under this Measure, please copy this correspondence to these parties as a means of encouraging wider consultation at an early stage. Ward Councillors for the affected parish(es), although not defined as interested parties under this Measure, have also been sent a copy of the draft proposals. The local planning authority is also asked to advise if it is aware of any other local planning authority in the ecclesiastical area affected which has not been included on the list of interested parties. *(see note 7)*.]

I should be grateful if views, together with any requests for a meeting with the [Committee's representatives] [Committee or its representatives], could be forwarded to me in writing as soon as possible and not later than by  *. (see note 8)*

Secretary to Diocesan Mission and Pastoral Committee

*NOTES*:

1. See **2.22**. This letter is intended to give general guidance only, and for use when a formal approach has to be made. In most cases it will have been preceded by informal consultations. In some circumstances it might be more appropriate to write to the interested parties separately.

2. Expand as appropriate to include a brief summary of what is proposed and the motivation behind the proposals.

3. Preliminary draft proposals are normally available at this formal stage of local consultation but it should be noted that there is no legal requirement to produce such proposals and occasionally a less structured approach may be desirable.

4. In certain circumstances *(see s.6(5)or 21(4))* an incumbent or team vicar may, if they wish, elect to meet the full Committee. If none of these circumstances apply the words in square brackets may be deleted.

5. The meeting must be with two or more representatives of the Committee unless the PCC agrees to a meeting with a single representative of the Committee *(see s.6(6) or 21(5))*.

6. Include this paragraph in cases which are likely to be of interest to the deanery synod etc. (see **2.28**).

7. The fourth sentence is designed to help ensure that all relevant local planning authorities are consulted.

8. A minimum period of six weeks should generally be allowed for views to be submitted.