**Important information**

Dear All

**Mission and Pastoral Measure 2011**

**Proposed Pastoral Scheme**

**[Name of Scheme]**

Please see the attached letter, draft Scheme, glossary and Notice.

Anyone may make representations **for** or **against** all or any part or parts of the draft Scheme to the Commissioners (pleaseinclude the reasons for your views) by post or, preferably, by email to reach them no later than midnight on Monday [Tuesday if Bank Holiday] xxxxxxxxxxxxxxx.

**Please send your representation to**

**(e-mail: name of** **case.officer@churchofengland.org****) or letter marked for the attention of [Case Officer], Pastoral Division, Church Commissioners, Church House, Great Smith Street, LONDON SW1P 3AZ.**

[NAME OF DMPC Secretary]

**Action required by PCC secretaries**

Please carry out the actions detailed in the attached letter. When you have done so - fill in the details below and email back to me.

I confirm that:

1. the Notice was affixed to or near the main door of every parish church, chapel of ease or licensed place of worship in my parish on (insert date) ; and
2. I have made arrangements, as far as is practicable, for the Announcement to be made at as many services as possible at every parish church, chapel of ease or licensed place of worship in my parish where a service is held during the notice period (including any that are “streamed”).

Name .................................................

Secretary to the Parochial Church Council of xxxxxxx

Ref: NBxxxxxxx