**ACTION FOR THE PCC SECRETARY**

**Procedure for displaying the Notice about the publication of a draft Pastoral Scheme or Order and for making arrangements for announcement(s) to be made**

It is a legal requirement of the Mission and Pastoral Measure for the PCC secretary to:

1. display the Notice(s) at or near the main door of every parish church, chapel of ease or licensed place of worship in their parish; and
2. make arrangements for announcement(s) to be made at as many services as possible at every parish church, chapel of ease or licensed place of worship in your parish where a service is held during the notice period.

The blue Notice gives details of where copies of the draft Scheme or Order may be inspected and the latest date by which representations regarding the Scheme or Order must be received by the Commissioners.

**Enclosed are:**

(1) **Sufficient copies of the blue Notice** for you to carry out this task. Please display each blue Notice (with the draft Scheme or Order) **as soon as possible** and ensure that it remains displayed up to and including the last date indicated for the receipt of representations.

(2) **One or more additional copies of the draft Scheme or Order,** together with a **glossary** for you to display at the place or places in your parish shown on the blue Notice.

(3) **Please also arrange**, as far as is practicable, for the following announcement to be made at as many services as possible at every parish church, chapel of ease or licensed place of worship in your parish where a service is to be held during the notice period.

(4) **A green acknowledgement form and a reply-paid envelope.** Please complete the green form and return it as soon as possible so that we have evidence that the blue Notices have been displayed and arrangements made for the announcement(s) to be read out. Please keep a note of the arrangements you have made for the announcement(s) in case representations are made regarding this requirement.

***“A Notice giving details of proposed pastoral reorganisation affecting this parish has or will be displayed near the main door and on the Church of England website. The Notice includes the last date by which representations regarding the proposed reorganisation may be made to the Church Commissioners.”***

Please **do not wait** until the end of the statutory notice period before returning the green form.