MISSION AND PASTORAL MEASURE 2011

**Form P2B**

Progress and Action sheet to accompany all draft Schemes and Orders sent to the

Church Commissioners (CC) at the end of the statutory notice period.

Letters etc to interested parties together with the publication of all statutory notices should preferably be done electronically.

**Please remember to always use our latest versions of our standard letters etc which can be found on our website.**

|  |  |
| --- | --- |
| **Case name:**  | Date |
| 1 | **Draft Scheme/Order approval before Publication stage** |  |
| a | Approved by the CC |  |
| b | Approved draft Scheme/Order received by diocese. *Seek approvals 2-4 as applicable before Publication stage at 5; any requests for amendments must be approved first by the CC..* |  |
| **NB** | **Steps 2, 3 and 4 to be undertaken at the same time by the diocese** |  |
|  |  | Date |  |  |
| 2 | **Send draft for approval by Bishop** (P60) |  | **Approval received** |  |
| 3 | **Send draft for approval by Crown – where applicable** (P24) |  | **Approval received** |  |
| 4 | **Send draft for approval by Parsonages colleague** (where any house/PB Fund is affected) (P61DPB) |  | **Approval received** |  |
|  | *If amendments are required to the draft Scheme or Order as a result of 2-4 above, the* CC *need to approve them prior to the Publication stage at 5 below.* |  |
| 5 | **Publication stage (preferably by email)** |  |
| a | Standard emailed publication letters and Notices (please download the most recent versions from the CC’ website): To all the interested parties send: * covering email **(P77)** whichincludes request for confirmation that Notices have been displayed and Announcements made;

 and attach:* P1000 for draft Schemes; or P1001 for draft Orders;
* letter to all office holders in receipt of remuneration whose office will be abolished were the Scheme to take effect (sample letter can be found on our website): <https://www.churchofengland.org/sites/default/files/2018-12/P29Disp%20-%20Dispossession%20letter%20for%20all%20s6%20or%20s21%20post%201%20July%202018.docx>

Please also treat any other persons on Common Tenure in such instances as interested parties;* a copy of the draft Scheme/Order including any map(s)/plan(s)
* the glossary **(P74)**;
* the Notice (**P76**) for displaying at every parish church, chapel of ease and licensed place of worship in the affected parishes (using the same details of churches etc you listed on Form P2 to the CC).

(check if any additional IPs as a result of s.6(4) of the 2011 Measure – i.e. those on common tenure receiving a remuneration whose office will be abolished should the draft Scheme be made):*Fill in the details under ‘Parish name’ on 6c below now.* | *(Tick)* |
| b | Churchyard matters only (s44 Schemes)Where the removal of the legal effects of consecration to a churchyard/burial ground is being proposed, the newspaper notice will need to be actioned using P75 and P76c ahead of your preparing the P1000 letter to help ascertain when your notice period should expire. Also include the following in your email to the other interested parties:* Commonwealth War Graves Commission (email: cerys.brouwer@cwgc.org)
* Ministry of Justice (email: coroners@justice.gov.uk;
* Society of Genealogists (email: ceo@sog.org.uk)
* War Memorial (email: conservation@warmemorials.org)
 | *(Tick)* |
| c | Date P1000/P1001 email (see 5a above) issued to:* all the statutory interested parties;
* anyone else consulted by the diocese; and
* the CC’ case officer (who mustalso be sent as a single pdf document: the P1000/P1001 letter, the draft Scheme/Order, the glossary (P74) and the Notice (P76) at the same time that this email is sent).

*Please ensure that the published draft Scheme/Order is the same as that approved by the CC.*  |  |
| d | Date Notices expire **at least 35 days** to ensure sufficient time for the Commissioners to place it on their website – also see 6b. Where possible, have the notice period expire on a Monday (ensuring that this day is not a public holiday) to get a possibly ‘crucial’ Sunday in to save having to extend the statutory notice period where a PCC secretary has failed to display their Notices in time. *Where the notice period expires towards the very end of the month, it cannot be guaranteed that the Scheme will take effect on the first date of the month following as there may be insufficient time for the CC to check everything then seal the Scheme engrossments and return one to the diocese for circulation to all the interested parties.*  |  |
| 6 | **Church door Notice (CDN) checklist - (for both Schemes AND Orders)**Every church, chapel of ease and licensed place of worship in all the parishes affected by the draft Scheme or Order must have displayed the CDN (Notice – P76). |  |
|  a | Last date for chasing CDN acknowledgements in time for replacement CDN(s) to be sent and displayed for at least 3 consecutive Sundays (prior to the original end date of the statutory notice period). |  |
| b | Latest date by which Notices must have been displayed to fulfil our “three consecutive Sundays” rule (if the first day of display of any of these notices is after this date ●●●then you will need to extend the notice period, but **only** after taking account of 8 below. |  |
| c | **P77 confirmation (Notices and Announcements) received from:** |  |
|  | Parish name | List every church, chapel of ease and licensed place of worship in the parish | Reminder sent(diary one week) | Date displayed | Comment |
| (i) |  |  |  |  |  |
| (ii) |  |  |  |  |  |
|  (iii) |  |  |  |  |  |
| (iv) |  |  |  |  |  |
| (v) |  |  |  |  |  |
| (vi) |  |  |  |  |  |
|  | *Insert additional rows as necessary.*  |  |
| 7 | **Date newspaper notice published (ONLY necessary in a s44 Scheme – see 5b above also)** – at least 28 days prior to end of statutory notice period  |  |
| 8 | **Statutory Notice period extended? New expiry date.** The CC approval must be given prior to any extension of the statutory notice period. Please indicate the date the CC gave their approval to an extension: |  |
| 9 | **Pre-making stage** |  |
| a | Confirmation, based on the completed P77s, that all the CDNs were displayed in time for them to have been up for at least three consecutive Sundays at every church, chapel of ease and licensed place of worship in all the parishes affected by the draft Scheme or Order (and, where practicable, that Announcements have been made). **Please email completed Form P2B to your contact at the Commissioners as soon as you are satisfied that the last P77 confirmation email has been returned, rather than wait for the notice period to expire**. |  |
| b | In all s44 Schemes confirmation that the newspaper notice was published (with the same date for receipt of representations as the original CDNs). Please include a copy of the actual newspaper notice as we need evidence of its publication. |  |
| c | In all S44 Schemes, please include a copy of the response from the Commonwealth War Graves Commission. |  |
| d | Complete the declaration below and email this form to your case officer. |  |
| e | Please check if any additional persons on Common Tenure who are in receipt of a stipend and/or accommodation have been recently licensed to any the affected benefices/parishes who would trigger the “six-month” delay clause and advise the CC accordingly. |  |
| * **I confirm that all of the information given on this form is accurate.**

Signature ........................................................................ Print name: Date: (Secretary to the Diocesan Mission and Pastoral Committee)**Where a Scheme provides for a dispossession, please liaise with your diocesan colleagues, diocesan registrar and the Commissioners’ Clergy Pay team to ensure any compensation payment is dealt with ahead of any Scheme taking effect. *(similar principle applies to any local ‘settlement’ arrangement, but that is not a matter for the 2011 Measure process)*****Making stage**CC will arrange for the Scheme to be sent to the Bishop to sign electronically and upon its return will make it. **Scheme** - a copy of the completed Scheme (which now includes a front page) will be emailed to the diocese in order for you to circulate it to all the interested parties (and any representors) and to your diocesan registrar. The completed Scheme will be deposited at the Church of England Record Centre. A similar process also applies to Instruments bringing Schemes into effect and completed by the CC – i.e. you will also need to send copies to the interested parties (and any representors) and to your diocesan registrar.**Order** – the certification by the CC together with the (as yet unsigned and unsealed) Order will be sent to the diocese for you to obtain the Bishop’s seal and signature and the witness’ signature. You then send a copy of the made Order to all the interested parties (and any representors), your diocesan registrar **and the CC.** |

***For CC’ use only:***

- Check that all fields on the Pastoral database have been correctly filled.

- In the case of a s44 Scheme that the Commonwealth War Graves Commission have commented on the published draft Scheme.

- For representation cases remember to complete the extra screen.

Date: