ON DIOCESAN HEADED PAPER

**Mission and Pastoral Measure 2011**

**Diocese of**

**Benefice of**

**The Benefice/Parish/Church of**

The Bishop of xxxxxxxxx has asked us to prepare a draft Pastoral Order in respect of pastoral proposals affecting this[benefice] [parish] [church of ].

I attach [enclose] a copy of the draft Order and a glossary of terms used together with the Notice. I am sending a copy to all the statutory interested parties, as the Mission and Pastoral Measure requires, and any others with an interest in the proposals.

Anyone may make representations **for** or **against** all or any part or parts of the draft Order (pleaseinclude the reasons for your views) by post or, preferably, by email to the Church Commissioners at the following address no later than midnight on **Monday (Tuesday if Bank Holiday) xxxxxx 202 .**

[Name of Case Officer]

 Church Commissioners

 Church House

 Great Smith Street

 London SW1P 3AZ

 ( email [case.officer]@churchofengland.org) (tel 020 7898 [])

If they have not acknowledged receipt of your representation before this date, please ring or e-mail them to ensure it has been received. For administrative purposes, a petition will be classed as a single representation and they will only correspond with the sender of the petition, if known, or otherwise the first signatory for whom they can identify an address – “the primary petitioner”.

If the Commissioners do not receive representations against the draft Order, they will arrange for the Bishop to make the Order and it will come into effect as it provides. A copy of the completed Order will be sent to you together with a note of its effective date.

If the Commissioners receive any representations against the draft Order, they will send them, and any representations supporting the draft Order, to the Bishop whose views will be sought. Individual representors and the primary petitioner will then receive copies of the Commissioners’ correspondence with the Bishop (including copies of all the representations). They and individual petitioners may comment further. Copies of all of the representations received and associated correspondence will normally be published on the Commissioners’ website if the matter needs to be considered by them.

Those making representations should indicate whether they would like an opportunity to speak to the Commissioners regarding their representations in the event the Commissioners decide a hearing should be held. Their meetings are normally held at Church House, Westminster, but during the current circumstances they may need to be held virtually via ‘Zoom’. If a hearing is held, they will let you know the arrangements for attending (in person or virtually) and details will also appear on their website. Otherwise, if a hearing is not to be held, the case will be considered in private and you will be informed accordingly.

When the Commissioners acknowledge representations they will let individual representors (and the primary petitioner) know the next few dates of their Committee’s meetings. They will confirm the actual date of any hearing nearer the time. The Commissioners will decide if the draft Order should proceed when they consider all the representations on the basis of a paper prepared by their staff and any points raised at the meeting.

You will be informed of the Commissioners’ decision and the reasons for it.

Please see [www.churchofengland.org/consultation](http://www.churchofengland.org/consultation) for further information about the procedure.

**PCC Secretaries, incumbents/priests-in-charge/rural deans, persons taking services during the Notice Period and local planning authorities should refer to the relevant notes below for important additional information concerning them.**

[NAME OF DMPC Secretary]

**Notes**

**1. PCC Secretaries**

The draft Order is sent to you as PCC Secretary. Please ensure that it is drawn to the attention of the other members so the PCC as a body is able to make any comments on the draft if it wishes.

**You are required as soon as possible to:**

1. print and display the Notice(s) ***(please display single-sided where possible)*** at or near the main door of **every** parish church, chapel of ease or licensed place of worship in your parish (whether or not they are currently open for individual prayer or services); if you are unable to print the Notice(s) please get in touch with me and I will make arrangements for copies to be sent to you for display;
2. make arrangements for the Announcement (see 2. below) 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 (including any that are ‘streamed’).

**Please e-mail or telephone me confirmation as soon as you have displayed the Notice(s) and made arrangements for the announcements to be made. Do not wait until the end of the notice period before confirming this.**

Although the following are not legal requirements, to ensure that as many of those who habitually attend public worship, as is practicable, are aware of the contents of the Notice, you are also encouraged to take (or make arrangements for), where possible, such of the following steps as is appropriate in your parish:

1. arrange for copies of the Notice and draft Scheme to be posted to members of the worshipping community who are shielding or self-isolating (in accordance with the general advice to parishes this should be by the postal service and not hand delivered);
2. insert the Notice in the parish magazine or newsletter;
3. display the draft Scheme with the Notice at every parish church, chapel of ease or licensed place of worship in your parish;
4. use Facebook/social media posts;
5. send emails; and
6. spread by word of mouth, including pastoral telephone calls.

**Please make a note of what you have been able to do regarding steps i) to vi) above in case the consultation process is queried.**

If you are no longer the PCC Secretary, please pass this communication to the current Secretary and let me have a note of his or her name and email/postal address.

**2. The Announcement**

Anybody taking services (including those that are ‘streamed’) during the Notice Period should ensure that the following announcement is made.

***“A Notice giving the objects 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.”***

**PCC Secretaries –** please note that it is essential that:

i) Notices are displayed; and

ii) arrangements are made for Announcements.

**3. Incumbents/priests-in-charge/rural deans**

Please ensure that the required Notices are displayed and Announcements made.

If a PCC Secretary is not able to carry out these requirements, please could you arrange for these matters to be dealt with as soon as possible. Please also let me know if there has been a recent change of Secretary in any of the parishes.

**4. Circulation List**

Statutory and other interested parties – check Form P2 for additional others

Church Commissioners – please send an electronic copy to your usual contact at the Commissioners at the same time that you publish the notices

*+ other statutory and non-statutory interested parties – please list them by name, and position.*