

Our Ref: K010-P/SR

✉ [suzanne.rogers@rochester.anglican.org](mailto:suzanne.rogers@rochester.anglican.org)

18 September 2017

The Rev J R Oakley  
Sunnybank Cottage  
West End  
Kemsing  
SEVENOAKS  
TN15 6PX

Dear James,

**Mission and Pastoral Measure 2011: Diocese of Rochester –  
Benefice of Kemsing with Woodlands; Parish of Kemsing and Parish of Woodlands**

The Bishop of Rochester has asked me to prepare a draft Pastoral Scheme in respect of pastoral proposals affecting this benefice and its constituent parishes.

I enclose a copy of the draft Scheme. 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 Scheme (please include the reasons for your views) in writing or by email to reach the Church Commissioners at the following address no later than **Monday 6 November 2017**.

Mr R Andrew  
Church Commissioners  
Church House  
Great Smith Street  
London SW1P 3AZ

Email: [rex.andrew@churchofengland.org](mailto:rex.andrew@churchofengland.org)  
Tel: 020 7898 1743

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 – “the primary petitioner”.

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



INVESTOR IN PEOPLE

Diocesan Office, St. Nicholas Church, Boley Hill, Rochester, Kent, ME1 1SL  
tel 01634 560000 email [enquiries@rochester.anglican.org](mailto:enquiries@rochester.anglican.org)

The Rochester Diocesan Society and Board of Finance is a company limited by guarantee. Registered in England No. 140656  
Registered Office: St. Nicholas Church, Boley Hill, Rochester, Kent ME1 1SL - Registered Charity No. 249339



THE CHURCH  
OF ENGLAND

If the Commissioners receive any representations against the draft Scheme, they will send them, and any representations supporting the draft Scheme, 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) and will be told whether a hearing is to be held. They and individual petitioners may comment further. Copies of all of the representations received and associated correspondence will be published on the Commissioners' website if the matter needs to be considered by the Commissioners.

Those making representations should indicate whether they would like an opportunity to speak to the Committee regarding their representations in the event the Commissioners decide a hearing should be held regarding the case. If a hearing is held, anyone may attend the meeting of the Mission and Pastoral Committee that considers the case and representors may have an opportunity to speak to the Committee. 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 the Committee's meetings. They will confirm the actual date of any hearing nearer the time. The Mission and Pastoral Committee will decide if the draft Scheme should proceed when it considers all the representations on the basis of a paper prepared by the Commissioners' staff and any points raised at the meeting. If it does so decide, any representor or petitioner against the draft Scheme may seek leave from the Privy Council to appeal against the decision. You will be informed of the Commissioners' decision and the reasons for it.

For further information about the procedure, please see:

**<http://churchofengland.org/clergy-office-holders/pastoralandclosedchurches/pastoral/rep.aspx>**

**PCC Secretaries and incumbents/priests-in-charge/rural deans should refer to the relevant notes below for important additional information concerning them.**

Yours sincerely,

Suzanne Rogers (Mrs)  
Pastoral & Synodical Administrator

## **NOTES**

### **PCC Secretaries**

The draft scheme is sent to you as PCC Secretary and you should ensure that the PCC as a body is able to make any comments on the draft if it wishes.

I enclose:

- (1) a yellow advice note
- (2) a blue copy (or copies) of a Notice to be displayed locally about the Scheme
- (3) an additional copy (or copies) of the draft Scheme, together with a glossary of words commonly used in pastoral reorganisation Schemes, and
- (4) a green acknowledgement form and a reply-paid envelope.

You are required to display details of the draft Scheme as explained in the yellow advice note. The Commissioners are not able to complete the Scheme until all the legal requirements of the Measure are met. **It is therefore important that the public notices are displayed as soon as possible to avoid any unnecessary delay in the progress of the Scheme.**

If you are no longer the PCC Secretary, please pass these papers to the current Secretary who should let me have a note of his or her name and address.

### **Incumbents/Priests-in-Charge/Area Deans**

It would be helpful if you would ensure that these notices and the draft Scheme are drawn to the attention of each congregation in the announcements at services during the consultation period.

If the PCC Secretary of any parish is not available to carry out these requirements, please could you arrange for these matters to be dealt with by someone else as soon as possible. I can send you the relevant forms on request. Please also let me know if there has been a recent change of Secretary in any of the parishes.



Executed as a Deed by the affixing of )  
 )  
the Common Seal of the Church )  
 )  
Commissioners in the presence of:- )

AUTHENTICATING OFFICER

---

**Notes by the Diocesan office (not forming part of the draft Scheme)**

The rationale behind the diocesan proposals is as follows:

**The two PCCs have been discussing for some time the possibility of becoming a single parish, with two parish churches. The reasons behind it are many but, in essence, Woodlands has been struggling to fill all of its posts for officers (churchwardens, secretary, treasurer, and so on). It is also financially at risk because its smaller size leaves it very vulnerable to any sudden downturn in income, or any unexpected large-ticket expenditure.**

**At the same time there is a strong commitment to serving the Woodlands community, and the PCC members would rather invest their time in that than in sustaining the organisational overheads of being separate parishes. Under the pastoral leadership of the current priest-in-charge, the two churches have grown much closer, building on the work done during his predecessor's time. As a result, there is a strong sense of partnership, built on mutual trust.**

Publication of this draft Scheme has been approved by the Church Commissioners but does not mean that they have taken a view on the merits of the diocesan case.

If they receive representations against the draft Scheme, the Commissioners will send all representations, both for and against, to the Bishop whose views will be sought. Individual representors will then receive copies of the Commissioners' correspondence with the Bishop (including copies of all the representations) and they may comment further in writing to the Commissioners in light of the diocesan response if they so wish.

If there are no representations against the draft Scheme, the Commissioners will make the Scheme and arrange for it to be brought into effect.

### Coming into effect clause

Under the provision of s39(3) of the Mission and Pastoral Measure 2011 it is mandatory for a Pastoral Scheme which would have the effect of causing any ecclesiastical office held under Common Tenure the holder of which is in receipt of a stipend and/or accommodation to cease to exist to include the provision in clause 4 delaying the coming into effect of the Scheme for up to six months after it is made. This is to give such an office holder who would be dispossessed an opportunity to find another post before the Scheme takes effect, and if not appointed to another office he or she may become eligible for compensation. For the avoidance of doubt this provision is included in all cases where the possibility of such dispossession could arise but the six month delay provision will only become operative if someone in receipt of a stipend and/or accommodation is actually in post on the day the Scheme is made. Generally any such persons will agree to resign and be relicensed to the new parish in order to bring the Scheme into effect without delay.

## Glossary of words commonly used in Pastoral Reorganisation

A fuller version is available in the Code of Recommended Practice to the Mission and Pastoral Measure 2011

(<https://www.churchofengland.org/clergy-office-holders/pastoralandclosedchurches/mprm2011code.aspx>)

Archbishop	Senior bishop with authority over a Province. In England, either Canterbury or York.
Archdeacon	An office held by a senior member of clergy appointed by the bishop with an administrative responsibility over an archdeaconry. Some of their duties are laid down by law but in other respects vary according to diocesan practice: they include care for church property.
Archdeaconry	Sub-division of the diocese over which an archdeacon has administrative responsibility.
Benefice	An ecclesiastical office carrying certain duties. An incumbent's benefice is therefore not a geographical area (see parish) but the office to which the holder is appointed and may comprise one or more parishes. A benefice may be a rectory or vicarage and an incumbent is therefore either rector or vicar.
Bishop	In the Church of England the diocesan bishop is the central focus of organisation and ministry within a diocese. The Bishop is the chief pastor and authority and shares the cure of souls with all the incumbents of that diocese and is also the chief representative of the diocese in the work of the wider church. May be assisted by suffragan or assistant bishops.
Common Tenure	The basis on which all Church of England offices will eventually be held under the Ecclesiastical Offices (Terms of Service) Measure 2009. Existing holders of freehold offices may decide not to opt-in to Common Tenure but new office holders will be on Common Tenure.
Chapel of Ease	A consecrated church that it is not a parish church. Originally within a parish that had a parish church, for the ease of parishioners who could not attend the parish church.
Church Representation Rules	Schedule 3 to the Synodical Government Measure 1969 but updated as a separate booklet. They contain the mechanism for the setting up of representative bodies in the Church of England from parochial church councils to the House of Laity of the General Synod.
Cure of Souls	'Cure' means 'care'. The bishop has the universal cure of souls in a diocese but, subject to this, the incumbent of a benefice (or team rector and team vicar(s) in a team ministry) has the exclusive cure of souls within his or her parish or parishes. The expression should not be confused with the more general phrase 'pastoral care'.
Deanery	A sub-division of an archdeaconry usually comprising between 10 and 20 parishes.
Declaration of closure for regular public worship	The act of closing a church for public worship under the Mission and Pastoral Measure 2011.
Diocesan Board of Finance	A company constituted by the diocesan synod and regulated by the Companies Acts. A board of finance holds property for Church of England purposes, transacts business in that connection and acts as a committee of the diocesan synod. It normally also acts as the diocesan trust.
Diocesan Mission and Pastoral Committee	Statutory Committee established by the Mission and Pastoral Measure 2011. Its duty is to review the arrangement for pastoral supervision in the diocese and, as appropriate, to make recommendations to the bishop.
Diocese	One of 41 main territorial units of the Church of England over which a bishop has responsibility. Divided into archdeaconries, deaneries and parishes.
District Church Council	If a parish comprises two or more places of worship or churches then individual councils can be set up for the districts in which each place of worship or church is situated to exercise such functions as may be delegated by the parochial church council.
Glebe	Land or buildings vested in the Diocesan Board of Finance that either provides a rental income to help pay for stipends and clergy housing or provides housing for those involved in the cure of souls.
Group Council	Where a group ministry is established the parochial church councils of the individual parishes can form a group council to act in the area as a whole in such matters as the individual PCCs together decide.
Group Ministry	An arrangement, authorised by the Mission and Pastoral Measure 2011 whereby the clergy of two or more separate benefices can assist each other to make the best possible provision for the cure of souls in the area as a whole.
Incumbent	Holder of a benefice (which can be either a freehold or a Common Tenure office) – and can be either a rector or a vicar - with responsibility for the cure of souls. May be assisted by a curate, deacon, licensed lay worker, retired priest etc.
Interested Party	One of the statutory persons or bodies that the Diocesan Mission and Pastoral Committee is required to consult in accordance with s.6 / 21 of the Mission and Pastoral Measure 2011.

## Glossary of words commonly used in Pastoral Reorganisation

Joint Parochial Church Council	Where a benefice comprises two or more parishes the parochial church councils of the individual parishes can form a joint parochial church council to act in the benefice as a whole in such matters as the individual PCCs together decide.
Leave to Appeal	Any person who makes a representation to the Commissioners against a pastoral scheme (but not a pastoral order) has a right to apply for leave to appeal to the Judicial Committee of the Privy Council against a decision of the Commissioners to proceed notwithstanding that representation.
Members ('Other') of a Team Ministry	May be clerical or lay (see s.34 of Mission and Pastoral Measure 2011). They share the pastoral care of the area with the team rector and team vicars, but NOT the cure of souls.
Mission and Pastoral Committee	A Committee of the Commissioners' Board of Governors which makes decisions on representations on pastoral, houses and glebe matters. It is chaired by the Third Church Estates Commissioner.
Mission and Pastoral Measure 2011	The Measure of the General Synod which authorises changes in pastoral reorganisation. Designed to "make better provision for the cure of souls". Part of the law of the land and equivalent to an Act of Parliament.
Parish	The basic geographical unit over which an incumbent has cure of souls. There may be several parishes within the area of one benefice.
Parish Centre of Worship	An unconsecrated Place of Worship designated by the bishop under s.43 of the Mission and Pastoral Measure 2011 whereupon for most purposes (other than marriage) it is regarded as a parish church.
Parish Church	A consecrated building in a parish in which, subject to canon law, the statutory services must be held. Parishioners have a right to be married, baptised etc. in the parish church. S.41(2) of the Mission and Pastoral Measure 2011 requires that any building which is to become a parish church must be approved by the bishop, subject to the bishop having consulted both the Diocesan Pastoral Committee and the Diocesan Advisory Committee.
Parochial Church Council	Representative body of parishioners elected from those on the electoral roll in accordance with the Church Representation Rules. Usually chaired by the incumbent.
Parsonage House	The official place of residence of an incumbent of a benefice. The house belongs to the incumbent in right of their office.
Pastoral Order	A document which effects changes in pastoral reorganisation made under the Mission and Pastoral Measure 2011. Differs from a pastoral scheme mainly in that it deals with lesser matters.
Pastoral Scheme	A document which effects more complex or significant changes in pastoral reorganisation made under the Mission and Pastoral Measure 2011.
Patron	The person or body owning an advowson (i.e. right to present a priest to a benefice) who may be a private individual or a corporation (ecclesiastical or lay).
Plurality	The holding of two or more benefices by one incumbent who then has the freehold of all the benefices. This can only be authorised by a scheme or order under the Mission and Pastoral Measure 2011.
Priest in Charge	A priest (who has not been presented by the patrons and does not become the incumbent) given charge of a benefice to which the right of presentation has been suspended.
Representations	The Mission and Pastoral Measure 2011 requires that any draft scheme or order be published and made available to the public. Any person can make written representations to the Commissioners either for or against what is proposed.
Team Council	In a team ministry a team council can be established, either under the authority of a scheme or under the Church Representation Rules. Such a council is similar to a joint parochial church council and provides a formal structure for all the parishes in the team to discuss matters of mutual concern.
Team Ministry	A special form of ministry whereby a team of clergy and possibly lay people share the pastoral care of the area of a benefice. Can only be established by a pastoral scheme.
Team Rector	The priest in a team ministry who heads the team and owns the property of the benefice but shares the cure of souls with the team vicars.
Team Vicar	A priest of incumbent status in a team ministry, other than the team rector, who shares the cure of souls with the team rector and other team vicars.