



*Our mission is to support the Church of England's ministry,
particularly in areas of need and opportunity*

Local Church Reorganisation

YOUR VIEWS COUNT

This leaflet explains how you can submit comments (also known as representations) for or against any published draft Scheme or Order and how these will be considered by the Church Commissioners.

What counts as a representation?

1. Written comments (by letter or email) should be received by the Commissioners before the stated deadline, which will be a minimum of 28 days after the draft Scheme or Order is published. These should be sent to the Church Commissioners at Church House, Great Smith Street, London SW1P 3AZ or to the email address set out in the notice. Any comments received will be regarded as public correspondence, will be copied to other parties and be published on the Commissioners' website.
2. If you state that you are for or against the proposal we will treat this as a formal representation; if not, we will still include your comment in our subsequent paperwork. A petition will be treated as a representation, but we will only communicate with the sender, if known, or the first signatory with an address.
3. Comments received after the deadline will not be considered unless the Commissioners' staff consider there are exceptional circumstances and points made which could help our Committee(s) decide on the case.
4. The Commissioners will need to decide whether or not the proposals should go forward in the light of the representations. If no objections are received, or they are withdrawn, the proposals can proceed immediately. A representor may withdraw their representation at any stage of the process.

What happens next?

5. When the consultation period ends we will invite the Bishop's comments on any representations. A copy of the Bishop's response, or a diocesan response on his or her behalf, together with copies of all representations or letters of comment, will be sent to everybody who wrote to us. (If we receive a high number of representations, we may decide instead to make these available locally for inspection to limit costs and the environmental impact. Representors will be notified if this happens.)



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6. Representors can then, if they wish, send further written comments by a specified date in the light of the Bishop's or diocesan response on the points raised in their original representation.

How do the Commissioners consider the representations?

7. The Commissioners' **Mission and Pastoral Committee** decides if a diocesan reorganisation proposal should go ahead from the pastoral perspective, while the **Church Buildings (Uses and Disposals) Committee** decides if proposals for the future of a closed or closing church building should proceed. These Committees are made up of ordained and lay people drawn from different parts of the Church of England and with a range of expertise. Depending on the points raised, representations might be considered by both Committees.
8. The legislation enables the Commissioners to hold such consultations and interviews and make such inquiries that they think are necessary. They may, but are not obliged to, allow oral representations. Committee members decide on the basis of the initial representations whether a hearing should be held or a case should be considered on the papers alone. Guidance for making such a decision is published on the Commissioners' website. One factor which will be taken into account is whether representors have sought an opportunity to speak to the Committee.
9. We will inform representors whether or not an oral hearing will take place. The Committee will consider the representations in private unless an oral hearing is held. **Your representation will received the fullest consideration whether or not an oral hearing is held, or whether or not you attend such a hearing.**

The Committee paper

10. The Commissioners' staff will prepare a report to which copies of the representations and subsequent correspondence will be attached. This will highlight the issues raised and provide other information to help the Committee reach a decision. The paper will be published on the Commissioners' website.

When an oral hearing is held

11. Oral hearings are open to the public and are usually held in the Commissioners' offices at Church House, Great Smith Street, London SW1P 3AZ (near Westminster Abbey and the Houses of Parliament). If you let us know you are attending, we can send you a copy of the Committee paper in advance or you can download it from our website.

What happens at an oral hearing?

12. Objectors and supporters of the proposals will be able to speak to the Committee. The objectors will speak first, for up to 10 minutes in total, followed by the supporters, including any diocesan representative, also for a maximum of 10 minutes. Speakers should bear in mind that the Committee will



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have read all the circulated documents, so they do not need to repeat word for word the points made in writing.

13. Normally, up to three speakers can be heard within the 10 minute time limit for those objecting or supporting the proposals. These time limits may be varied or more speakers allowed, at the Chair's discretion, to ensure a case is properly understood and considered and a decision can be made fairly.
14. Objectors and supporters may be asked beforehand to nominate three spokespersons and inform the Commissioners' case officer of their choices. At the meeting, if speakers were not chosen in advance or there is any disagreement or concern, the Chair will decide who will speak. Speakers will be chosen so that their views reflect as wide a range of points as possible from the representations. Normally only people who made representations (including petition signatories) may speak.

What issues can I raise at the hearing?

15. You should speak about the points raised in your representation or in response to the diocesan comments on these or, if acting as a spokesperson, the comments of those on whose behalf you speak. The Chair may allow new information to be raised only if it is relevant and was not mentioned before in writing.
16. Committee members may ask you questions but representors or speakers will not be allowed to cross-examine other speakers. Committee members may also ask others attending questions if they believe this will help to confirm any facts mentioned by representors.

What happens next?

17. Following the hearing, members of the public and diocesan representatives will move to a nearby room while the Committee makes a decision. They will be invited back to hear the decision and the Committee's reasons.
18. Representors and interested parties will be sent, normally within 10 working days, a statement of the Committee's decision in writing and explanation of the subsequent process. This will also be published on the website.

Can I be represented by someone else at the hearing?

19. You cannot be legally represented at the meeting. If a friend or associate accompanies you, they may sit with you while you speak, take notes and make quiet suggestions to you, but will not be allowed to speak for you unless you suffer from a condition or a disability that makes speaking difficult. You should inform our case officer about this beforehand. Our building is fully accessible but please let us know if you have any special needs.

Can the case be deferred to a meeting at a later date if I cannot attend?



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20. Once the hearing date has been decided, everyone will be treated equally if they request a deferral. If a deferral is agreed, all representors and any others with a known interest in the matter will be informed.

Can I record the proceedings at the Committee meeting?

21. Video or audio recording of any part of a meeting is prohibited except by the Commissioners' staff for training purposes.

What happens if the case is considered on more than one occasion by the Committee?

22. If for any reason a decision is deferred following a hearing, the subsequent meeting will normally be in private session and representors will not be able to attend or speak again to the Committee.
23. Occasionally, a proposal to close a church building and settle its future is considered by both Committees separately. If each holds a hearing, representors may be allowed to speak to both if the points raised in their original representation are relevant to both Committees.

Can the Commissioners contribute to the cost of travelling to London to attend the Committee?

24. We are sorry but we have no legal powers to contribute to travel or related costs for attending our Committee meetings. Hearings will usually start after 11.30am to enable travel when public transport is cheaper.

What about parsonage and glebe matters?

25. The procedures for contested parsonage and glebe cases are similar to those for draft Schemes or Orders but will be explained by our case officer in correspondence.

If you need further information or help please get in touch. For direct contact details see our correspondence or use the address or switchboard number below.

January 2016



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Pastoral and Closed Churches Department
Church Commissioners, Church House, Great Smith Street, London SW1P 3AZ
Telephone (switchboard) 020 7898 1000

Website: www.ccpastoral.org in particular <http://www.churchofengland.org/clergy-office-holders/pastoralandclosedchurches/pastoral/repes.aspx> and

<http://www.churchofengland.org/clergy-office-holders/pastoralandclosedchurches/closedchurches/repes.aspx>