**Form of letter requesting Bishop to authorise minister and PCC to dispense, on a regular basis, with the holding of services in a parish church**

Dear Bishop,

Having considered the matter, the parochial church council of [*name of parish*] has decided that it would like the parish church of [*name of* church] to become a festival church. In summary, the PCC’s reasons are as follows.

*Insert reasons why the PCC wishes the church to become a festival church.*

Accordingly, at its meeting on [*date*] the parochial church council of [*name of parish*], passed a resolution to request your authorisation under paragraph 1 of Canon B 14A to dispense, on a regular basis, with the reading of Morning and Evening Prayer and the celebration of the Holy Communion in the parish church of [*name of church*]. A copy of the PCC’s resolution is enclosed with this letter. This request is being made jointly by me as the minister and the PCC, as required by the Canon.

Services are held in other parish churches and places of worship in the benefice as follows:

*Insert details of other parish churches and places of worship in the benefice where Church of England services are held, and the frequency with which those services take place.*

I confirm that the parish church of [*name of parish church in respect of which the dispensation is being requested*] will not cease altogether to be used for public worship. It is intended to hold at least six services in the parish church on [*insert details of the services it is intended to hold in the parish church each year*].

Yours sincerely,

Rector/Vicar/Priest-in-Charge/Team Vicar with special cure of souls