



Diocese of  
Liverpool

Diocesan Mission & Pastoral Committee

St James' House  
20 St James Road  
Liverpool  
L1 7BY

0151 705 2142

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www.liverpool.anglican.org

5<sup>th</sup> November 2019

Dear Colleague,

**Mission and Pastoral Measure 2011  
Benefice of St Mary and St James West Derby**

Following the draft proposals which were sent to you on the 24<sup>th</sup> July 2019, the Bishop of Liverpool has asked me to publish a draft Pastoral Scheme in respect of pastoral proposals affecting this benefice.

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 the Church Commissioners at the following address no later than Monday 9<sup>th</sup> December 2019.

Katie Lowe  
Church Commissioners  
Church House  
Great Smith Street  
London SW1P 3AZ  
Email: [Katie.lowe@churchofengland.org](mailto:Katie.lowe@churchofengland.org) (tel 020 7898 1737)

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 the Commissioners 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.

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

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THE CHURCH  
OF ENGLAND

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 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 regarding the case. If a hearing is held, anyone may attend the meeting of the Commissioners that considers the case and representors may have an opportunity to speak to the Commissioners' 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 their Committee's meetings. They will confirm the actual date of any hearing nearer the time. The Commissioners 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 they do so decide, any representor or petitioner against the draft Scheme may seek leave from the Privy Council to appeal against the Commissioners' decision.

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

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

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

Yours sincerely,

Sandra Holmes  
Secretary to the Diocesan Mission and Pastoral Committee.

## **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 regarding Notice(s) to be displayed and announcements to be made at services about the proposed reorganisation;
- (2) a blue copy (or copies) of the Notice;
- (3) an additional copy (or copies) of the draft Scheme, together with a glossary;
- (4) a green acknowledgement form including the wording of the announcement and
- (5) a reply-paid envelope.

**You are required to:**

- i) display the Notice(s) at or near the main door of every parish church, chapel of ease or licensed place of worship in your parish; and
- ii) make arrangements for the announcement 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, as detailed 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 essential that:

- (1) the Notices are displayed; and
- (2) arrangements are made for the announcements.

**Please return the green form in the SAE enclosed 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 returning the completed green form.**

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.

**To anybody taking services during the Notice Period**

Please ensure that the following announcement is made.

**"A Notice giving details 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."**

If the Notice has not yet been displayed by the PCC Secretary please print one from the Church of England website at [www.churchofengland.org/consultation](http://www.churchofengland.org/consultation).

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

Please ensure that the Notice(s) are displayed and the announcement(s) made.

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 paperwork on request. Please also let me know if there has been a recent change of Secretary in any of the parishes.

**Circulation List**

Historic England

Ven M J McGurk, Archdeacon of Liverpool

Rev Canon E Williams, Area Dean

Mrs P Ambrose, Deanery Synod Lay Chair

Rev S Boyd, Incumbent

Mr R Goodman, PCC Secretary St Mary

Mrs S E Daikin, PCC Secretary St James

**For Information**

Mr Stephen Borton, Bishop of Liverpool's Registry

**SUMMARY OF MAIN PROVISIONS OF DRAFT SCHEME (NOT PART OF THE DRAFT SCHEME)**

*This draft Scheme provides for:*

- *dissolving the parish of Saint James, West Derby and transferring its area to the parish of Saint Mary, West Derby;*
  - *altering the name of the parish of Saint Mary, West Derby to “The Parish of Saint Mary the Virgin with Saint James, West Derby”;*
  - *altering the name of the benefice of Saint Mary and Saint James West Derby to “The Benefice of Saint Mary the Virgin with Saint James, West Derby;*
- all within the diocese of Liverpool.*

**DRAFT**

**PASTORAL SCHEME**

This Scheme is made by the Church Commissioners this      day of  
20      in pursuance of the Mission and Pastoral Measure 2011, the Right Reverend  
Paul, Bishop of Liverpool, having consented thereto.

**Dissolution of parish of Saint James, West Derby and transfer of its area**

1. (1) The parish of Saint James, West Derby, being one of the constituent parishes of the benefice of Saint Mary and Saint James, West Derby in the diocese of Liverpool shall be dissolved.

(2) The area of the parish of Saint James, West Derby shall be transferred to the parish of Saint Mary, West Derby.

**Alteration of benefice and parish name**

2. (1) The name of the benefice of Saint Mary and Saint James West Derby shall be altered to “The Benefice of Saint Mary the Virgin with Saint James, West Derby”.

(2) The name of the parish of Saint Mary, West Derby shall be altered to “The Parish of Saint Mary the Virgin with Saint James, West Derby”.

**Assistant curates: consequential provision**

3. If immediately before this Scheme comes into operation any person holds an office of assistant curate (however described) in the parish of Saint James, West Derby, he, she or they shall as consequence of the dissolution of parish effected by the Scheme hold such office or offices subject to the same terms of service in the parish of Saint Mary the Virgin with Saint James, West Derby pursuant to clause 2(2) hereof.

**Coming into operation of this Scheme**

4. This Scheme shall come into operation upon the first day of the month following the date of it being made by the Church Commissioners.

SIGNED by the )  
 )  
Right Reverend Paul, )  
 )  
Bishop of Liverpool. )

Executed as a Deed by the Church Commissioners for England  
acting by two authorised signatories:

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Signature of Authorised Signatory

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Signature of Authorised Signatory

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

The rationale behind the diocesan proposals is as follows:

**St James is an inactive parish and the congregation are worshipping elsewhere. The Deanery and Diocesan Mission and Pastoral Committees have recommended that the cure of souls of that parish should be transferred to the active parish of St Mary's within the same benefice.**

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.

### **The Benefice of Saint Mary and Saint James, West Derby**

1. This draft Scheme does not affect the status of the incumbent, the parsonage house nor the patronage arrangements for the benefice. The Reverend Stephen William Boyd remains incumbent of the benefice; the parsonage house remains at 10 Kendal Park, West Derby; and the patronage remains exercised jointly by the Bishop of Liverpool and the Archdeacon of Liverpool.

### **The Church of St James, West Derby**

2. A Pastoral Church Buildings Scheme providing for the closure of St James, West Derby for regular public worship was published separately to these proposals in May 2018. It is the diocesan intention that this Scheme will come into effect shortly. However, if a Scheme prepared in pursuance of these proposals was made before St James' Church has been formerly closed Saint James' would continue as a parish church in the enlarged and renamed parish of Saint Mary the Virgin with Saint James, West Derby.

5th November 2019

### Draft Pastoral Scheme

The Liverpool Diocesan Mission and Pastoral Committee has prepared a draft Pastoral Scheme which provides for:

- **dissolving the parish of Saint James, West Derby and transferring its area to the parish of Saint Mary, West Derby;**
  - **altering the name of the parish of Saint Mary, West Derby to "The Parish of Saint Mary the Virgin with Saint James, West Derby";**
  - **altering the name of the benefice of Saint Mary and Saint James West Derby to "The Benefice of Saint Mary the Virgin with Saint James, West Derby";**
- all in the diocese of Liverpool.**

A copy of the draft Scheme may be inspected at

- **St James West Derby – on the church door**
- **St Mary West Derby – on the porch gates**

You may also access the draft Scheme on the Commissioners' website at [www.ccpastoral.org](http://www.ccpastoral.org) or obtain or inspect a copy during normal office hours by applying to me. **Large print and/or audio copies are available on request.**

- Anyone may make representations to the Church Commissioners 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 them no later than **9<sup>th</sup> December 2019**. Please send your representation marked for the attention of Katie Lowe, Pastoral Division, Church Commissioners, Church House, Great Smith Street, LONDON SW1P 3AZ (e-mail: [Katie.lowe@churchofengland.org](mailto:Katie.lowe@churchofengland.org)). If they have not acknowledged receipt of your representation before this date, please ring 020 7898 1737 or e-mail them to ensure it has been received. For administrative purposes, a petition will be classed as a single representation and the Commissioners will only correspond with the sender of the petition, if known, or otherwise the first signatory – "the primary petitioner".

- When making a representation, please also indicate the nature of your interest in the proposals (e.g. parishioner, member of parochial church council, etc) and whether you would like an opportunity to speak to the Committee regarding your representation if the Commissioners decide a hearing should be held regarding the case.

- If the Commissioners receive 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 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 to the Commissioners. 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.

- 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 the case will be considered in private.

- 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 if a hearing is to be held nearer the time.
- The Commissioners' 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.
- The Commissioners will notify all representors of their decision and give a statement of the reasons for it.
- If they so decide the Scheme should proceed, any representor or petitioner against the draft Scheme may seek leave from the Privy Council to appeal against the decision.
- Please see [www.ccpastoral.org](http://www.ccpastoral.org) for further information about the procedure.

Sandra Holmes  
Secretary  
Liverpool Diocesan Mission and Pastoral Committee



## 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/mpm2011code.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.