**Notice**

**Mission and Pastoral Measure 2011**

**Draft Pastoral [Scheme] [Order]**

[insert date of sending PD1000/PD1001 letter]

The [] Diocesan Mission and Pastoral Committee has prepared a draft Pastoral [Scheme] [Order] for

Insert draft [Scheme] [Order] summary

The draft [Scheme] [Order] is on the Commissioners’ website

[www.churchofengland.org/consultation](http://www.churchofengland.org/consultation) or you may obtain a copy from me. **Large print and/or audio copies are available on request.**

* Anyone may make representations **for** or **against** all or any part of the draft [Scheme] [Order] (pleaseinclude the reasons for your views) by post or, preferably, by email to reach the Commissioners no later than midnight on Monday [Tuesday of a Bank Holiday] the **xxxxxxx. Please send your representation to (e-mail: name of** **case.officer@churchofengland.org****) or letter marked for the attention of [Case Officer], Pastoral Division, Church Commissioners, Church House, Great Smith Street, LONDON SW1P 3AZ.**
* If they have not acknowledged receipt of your representation before this date, please ring [give Commissioners’ case officer’s telephone number] 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 for whom they can identify an address – “the primary petitioner”.
* When making a representation, please 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 their Committee regarding your representation if the Commissioners decide a hearing should be held regarding the case.
* If they receive representations against the draft [Scheme] [Order], they will send them, and any representations supporting the draft [Scheme] [Order], 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 normally be published on the Commissioners’ website if the matter needs to be considered by them.
* 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 their Committee. Otherwise, if a hearing is not to be held, the case will be considered in private and you will be informed accordingly.
* When they acknowledge representations the Commissioners will let individual representors (and the primary petitioner) know the next few dates of their Committee’s meetings. They will confirm the actual date if a hearing is to be held nearer the time.
* The Commissioners’ will decide if the draft [Scheme] [Order] should proceed when they consider 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.
* [Delete if Order - If they so decide, any representor or petitioner against the draft Scheme may seek leave from the Privy Council to appeal against the decision.]
* Please see the Commissioners’ website [www.churchofengland.org/consultation](http://www.churchofengland.org/consultation) for further information about the procedure.

Secretary

[] Diocesan Mission and Pastoral Committee