

**Lichfield Diocesan Mission and Pastoral  
Committee**

*Chairman: The Bishop of Lichfield*



**Diocesan Pastoral Officer and  
Secretary to the Lichfield Diocesan  
Mission and Pastoral Committee**

3 May 2024

**To: All Interested Parties**

Bishop of Stafford  
Archdeacon of Stoke-upon-Trent  
Associate Archdeacon of Stoke-upon-Trent  
Lay Chair of Tutbury Deanery  
Rural Dean of Tutbury Deanery and Trustee  
of the Patronage Trust for Saint John, Horninglow  
PCC Secretary of Saint Aidan and Saint Paul Burton  
Joint Patron of Saint Aidan and Saint Paul,  
Trustee of the Patronage Trust for Saint John, Horninglow  
Joint Patron of Saint Aidan and Saint Paul  
  
PCC Secretary of Saint John, Horninglow  
Trustee of the Patronage Trust for Saint John, Horninglow  
Trustee of the Patronage Trust for Saint John, Horninglow  
Vicar of Horninglow and Priest in Charge of Saint  
Aidan and Saint Paul Burton  
Church Commissioners

The Rt Revd Matthew Parker  
The Ven Dr Megan Smith  
The Revd Preb Terry Bloor  
Dr Douglas Brown

The Revd Dr Robin Trotter  
Mrs Maureen Woolley

The Bishop of Lichfield in his corporate  
capacity  
The personal representatives of the Rt Hon  
Michael Evan Victor, Baron Burton  
Mrs Susan Noakes  
Ms Debra Wood  
Mr Neville Fowler  
  
The Revd Simon Archer  
Joanna Chandler-Clarke

**Mission and Pastoral Measure 2011  
Diocese of Lichfield  
Benefices of Saint Aidan and Saint Paul Burton;  
and Saint John, Horninglow**

The Bishop of Lichfield has asked us to prepare a draft Pastoral Scheme in respect of pastoral proposals affecting these benefices.

I enclose a copy of the draft Scheme and a glossary of terms used together with the Notice. 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.



**Mrs Clare Beavon**, St Mary's House, The Close, Lichfield, WS13 7LD  
Tel: 01543 306094, Email: [clare.beavon@lichfield.anglican.org](mailto:clare.beavon@lichfield.anglican.org)  
Web: [www.lichfield.anglican.org](http://www.lichfield.anglican.org)

Anyone may make representations **for** or **against** all or any part or parts of the draft Scheme (please include the reasons for your views) by post or, preferably, by email to the Church Commissioners at the following address no later than midnight on **Monday 17 June 2024**

Joanna Chandler-Clarke  
Church Commissioners, Church House, Great Smith Street, London, SW1P 3AZ  
[joanna.chandler-clarke@churchofengland.org](mailto:joanna.chandler-clarke@churchofengland.org)  
Telephone: 020 7898 1732

If they have not acknowledged receipt of your representation before this date, please ring or email 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 for whom they can identify an address – “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 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 normally 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. Their meetings are normally held at Church House, Westminster, but may be held virtually via ‘Zoom’. If a hearing is held, they will let you know the arrangements for attending (in person or virtually) and details will also appear on their website. 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 they consider all the representations on the basis of a paper prepared by their staff and any points raised at the meeting. If the Commissioners do so decide, any representor or petitioner against the draft Scheme may seek leave from the Privy Council to appeal against the decision.



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

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

**PCC Secretaries, Incumbents/Priests-in-Charge/Rural Deans, persons taking services during the Notice Period should refer to the relevant notes below for important additional information concerning them.**

Yours sincerely



Mrs Clare Beavon

Diocesan Pastoral Officer and Secretary to the Lichfield Diocesan Mission and Pastoral Committee



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Lichfield Diocesan Board of Finance Inc. is a charitable company limited by guarantee and registered in England (Company No. 239561).  
Registered Address: St Mary's House, The Close, Lichfield, Staffs. WS13 7LD. The Board is a Registered Charity (No. 1107827).

## Notes

### 1. PCC Secretaries

The draft Scheme is sent to you as PCC Secretary. Please ensure that it is drawn to the attention of the other members so the PCC as a body is able to make any comments on the draft if it wishes.

#### **You are required as soon as possible to:**

- i) print and display the Notice(s) (***please display single-sided where possible***) at or near the main door of **every** parish church, chapel of ease or licensed place of worship in your parish; (whether or not they are currently open for individual prayer or services); if you are unable to print the Notice(s) please get in touch with me and I will make arrangements for copies to be sent to you for display;
- ii) make arrangements for the Announcement (see 2. below) 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 (including any that are 'streamed').

**Please email or telephone me confirmation 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 confirming this.**

Although the following are not legal requirements, to ensure that as many of those who habitually attend public worship, as is practicable, are aware of the contents of the Notice, you are also encouraged to take (or make arrangements for), where possible, such of the following steps as is appropriate in your parish:

- i) arrange for copies of the Notice and draft Scheme to be posted to members of the worshipping community who are unable to attend regular public worship;
- ii) insert the Notice in the parish magazine or newsletter;
- iii) display the draft Scheme with the Notice at every parish church, chapel of ease or licensed place of worship in your parish;
- iv) use Facebook/social media posts;
- v) send emails; and
- vi) spread by word of mouth, including pastoral telephone calls.

**Please make a note of what you have been able to do regarding steps i) to vi) above in case the consultation process is queried.**

If you are no longer the PCC Secretary, please pass this communication to the current Secretary and let me have a note of his or her name, postal address, telephone number and email address (if applicable).



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## 2. The Announcement

Anybody taking services (including those that are 'streamed') during the Notice Period should ensure that the following announcement is made.

***"A Notice giving the objects 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."***

**PCC Secretaries** – please note that it is essential that:

- i) Notices are displayed; and
- ii) arrangements are made for Announcements.

## 3. Incumbents/Priests-in-Charge/Rural Deans

Please ensure that the required Notices are displayed and Announcements made.

If a PCC Secretary is not able to carry out these requirements, please could you arrange for these matters to be dealt with as soon as possible. Please also let me know if there has been a recent change of Secretary in any of the parishes.



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

*This draft Scheme provides for:*

- *the union of the benefice of Saint Aidan and Saint Paul Burton and the benefice of Saint John, Horninglow (their constituent parishes to remain distinct);*
- *the appointment of the first incumbent of the new benefice and for his parsonage house to be that of the benefice of Saint Aidan and Saint Paul Burton;*
- *the transfer of the parsonage house of the benefice of Saint John, Horninglow to the Lichfield Diocesan Board of Finance for diocesan purposes; and*
- *the future patronage arrangements for the new benefice all in the diocese of Lichfield.*

**DRAFT**

**PASTORAL SCHEME**

This Scheme is made by the Church Commissioners this    day of 202    in pursuance of the Mission and Pastoral Measure 2011, the Right Reverend Michael, Bishop of Lichfield, having consented thereto.

**Union of benefices**

1. The benefice of Saint Aidan and Saint Paul Burton and the benefice of Saint John, Horninglow in the diocese of Lichfield shall be united to create a new benefice which shall be named "The Benefice of Burton Saint Aidan and Saint Paul, with Horninglow Saint John", and the area of the new benefice shall comprise the parish of Saint Aidan and Saint Paul Burton (the name of which shall be altered to "The parish of Burton Saint Aidan and Saint Paul") and the parish of Saint John, Horninglow (the name of which shall be altered to "The parish of Horninglow Saint John"), which parishes shall continue distinct.

**Archdeaconry and deanery**

2. The new benefice and its constituent parishes shall belong to the archdeaconry of Stoke-upon-Trent and the deanery of Tutbury.

**Designation of first incumbent**

3. If immediately before this Scheme comes into operation the Reverend Simon Antony Archer holds an ecclesiastical office in either of the benefices referred to in clause 1 hereof he shall be the first incumbent of the new benefice.

**Assistant curates: consequential provision**

4. If immediately before this Scheme comes into operation any person holds an office of assistant curate (however described) in either of the benefices referred to in clause 1 hereof he, she or they shall as consequence of the union of benefices effected

by the Scheme hold such office or offices subject to the same terms of service in the new benefice of Burton Saint Aidan and Saint Paul, with Horninglow Saint John.

**Place of residence**

5. The parsonage house of the benefice of Saint Aidan with Saint Paul Burton (known as The Vicarage, Rangemore Street, Burton-on-Trent, DE14 2ED) shall be the place of residence of the incumbent of the new benefice.

**Transfer of parsonage house**

6. The parsonage house of the benefice of Saint John, Horninglow (known as Saint Johns Vicarage, 14 Rolleston Road, Burton-on-Trent, DE13 0JZ), together with the site and appurtenances thereof and the grounds usually occupied and enjoyed therewith, shall without any conveyance or other assurance be transferred to the Lichfield Diocesan Board of Finance for diocesan purposes.

**Patronage**

7. The patronage of the new benefice shall be vested in the Bishop of Lichfield in his corporate capacity.

**Coming into operation of this Scheme**

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

In witness of which this Scheme has been duly executed as a deed by the Church Commissioners.

SIGNED by the )  
 )  
Right Reverend Michael, )  
 )  
Bishop of Lichfield. )

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:

**As part of the Diocesan Shaping for Mission process the best pattern of ministry across the centre of Burton has been considered and a plan developed for the structuring of benefices which it believed will allow all parishes to have a sustainable future, both missionally and financially. The benefice of Saint Aidan and Saint Paul Burton was held in plurality with the benefice of Saint Modwen's, but this plurality has now been dissolved to allow Saint Modwen's to focus on town centre mission. The parishes of Saint Aidan and Saint Paul Burton and Saint John, Horninglow share a similar ecclesiastical tradition and a parochial border. For both, sharing ministry allocation will allow the parishes to be more comfortably financially sustainable. Combining as a benefice will give a structure for joint engagement in mission across both parishes, sharing resources and expertise, whilst enabling both parishes to retain their individual identities.**

- a) *Housing* – the parsonage house of the benefice of Saint Aidan and Saint Paul Burton will become the parsonage house of Burton Saint Aidan and Saint Paul, with Horninglow Saint John.**

**It is the diocesan intention that the parsonage house of the benefice of Saint John, Horninglow will be transferred to Lichfield DBF for diocesan purposes, in the immediate future to be rented i.e. financing the mission and ministry in the Diocese to advance the aims of the Church of England.**

- b) *Patronage* – the joint patrons of the benefice of Saint Aidan and Saint Paul Burton is the Bishop of Lichfield in his corporate capacity, and the personal representatives of the late Rt Hon Michael Evan Victor, Baron Burton. The patron of the benefice of Saint John, Horninglow are the trustees of the patronage trust for the benefice of Saint John, Horninglow. NB Trustees hold trusteeship in right of their various offices - the Bishop of Lichfield; the incumbent of St Paul, Burton on Trent; the Rural Dean of Tutbury; the churchwardens of Saint John, Horninglow. *It is proposed that the Bishop of Lichfield (in his corporate capacity) will become the sole patron of the newly formed benefice of Burton Saint Aidan and Saint Paul, with Horninglow Saint John.***

- c) *Churches* – the church of Horninglow Saint John the Divine is the parish church of the parish of Saint John, Horninglow. The church of Burton Saint Paul is a parish church of the parish of Saint Aidan and Saint Paul Burton. *The effect of these proposals means that these will remain the same.* The church of Shobnall Saint Aidan, Burton is a parish church of the parish of Saint Aidan and Saint Paul Burton however there are currently draft proposals out for consultation to provide for the closure of this church.**



**If, by the time this Scheme is capable of being made, the Scheme seeking to close the church of Saint Aidan's has not yet been made that church will remain a parish church of the parish of Saint Aidan and Saint Paul Burton.**

- d) *Deployment of clergy* – as a result of the proposed reorganisation the deployment will remain at 1.0, with the incumbent's time split between the parishes remaining as follows:**
- i. Saint Aidan and Saint Paul Burton - 0.4**
  - ii. Saint John, Horninglow- 0.6**

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.

#### Clause 1 (alteration of parish names)

Clause 1 provides for the alteration of parish names to match the proposed new benefice name.

#### The Reverend Simon Archer

Since the interested parties were consulted by the diocese as part of its section 6 consultations under the 2011 Measure process, Mr Archer has been appointed as incumbent (vicar) of the Horninglow benefice and priest-in-charge of Saint Aidan and Saint Paul Burton. Clause 3 therefore provides for him to be named as the first incumbent of the proposed new benefice.

#### Clause 4

The above clause has been included to ensure that any person holding an office of assistant curate (however described) shall as consequence of the union of the benefices effected by the Scheme hold such office or offices subject to the same terms of service in the new benefice. Although there is currently no such unnamed office holder in post, this clause is included in case any such office holder is appointed before this Scheme comes into operation.

## 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/more/parish-reorganisation-and-closed-church-buildings/mission-and-pastoral-measure-2011-and-code#na>

Archbishop	Senior bishop with authority over a Province - of Canterbury and of York.
Archdeacon	An office held by a senior clergy person appointed by the bishop with an administrative responsibility over an archdeaconry. Some of his/her duties are laid down by law but in other respects his/her duties 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 (s)he is appointed and may comprise one or more parishes. A benefice may be a rectory or vicarage from which the incumbent is called rector or vicar.
Bishop	In the Church of England the bishop is the central focus of organisation and ministry within his/her diocese. He/She is the chief pastor and authority and shares the cure of souls with all the incumbents of that diocese. He/She is also, in his/her own person, the chief representative of the diocese in the work of the wider church. He/She may be assisted by suffragan or assistant bishops.
Bishop's Pastoral Order	An amendment made in 2018 to the Mission and Pastoral Measure 2011 to enable fairly minor matters to be dealt with by the Bishop at the local/diocesan level and for which there are no rights of objection. e.g. changing the name of a benefice or parish.
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. (not going to mention here about continuing to retain freehold on e.g. a union, but not when named 1st TR or TV of a new TM – as likely to be unnecessarily confusing for a 'glossary' – which just 'glosses' on certain matters)
Chapel of Ease	A consecrated church that it is not a parish church but is within a parish that (normally) does have a parish church. Originally 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 augment the Diocesan Stipends Fund or provides housing for those involved in the cure of souls.
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

## Glossary of words commonly used in Pastoral Reorganisation

	rector or a vicar - with responsibility for the cure of souls. May be assisted by curate, deacon, licensed lay worker, retired priest etc.
Joint Council	A provision brought about by the Church Representation and Ministers Measure 2019, which may only be established under the Church Representation Rules, and deals with matters that may be delegated to it by the PCCs concerned. Please note that it is now no longer possible for any new group councils, team councils or joint PCCs to be established under the CRRs (or for a time-limited permissive option under the Mission and Pastoral Measure 2011 process).
Leave to Appeal	Any person who makes a representation to the Commissioners against a pastoral scheme 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 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.
Mission, Pastoral and Church Property Committee	A Committee of the Commissioners' Board of Governors which makes decisions on representations on pastoral, church buildings, houses and glebe matters. It is chaired by the Third Church Estates Commissioner.
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 unless there are other churches in the benefice where this can happen and/or certain other dispensations have been provided for under the Canons. 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 new church or existing 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 incumbent.
Parsonage House	The official place of residence of an incumbent of a benefice. The house belongs to the incumbent in right of his or her 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 changes in pastoral reorganisation made under the Mission and Pastoral Measure 2011. A Pastoral Church Buildings Scheme is required where a closure of church building is being proposed – or a Pastoral (Church Buildings Disposal) Scheme if it deals with an already closed (former) church building
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 separate benefices by one incumbent. This can only be authorised by a scheme or order or Bishop's Pastoral Order under the Mission and Pastoral Measure 2011.
Priest in Charge	A priest given charge of a suspended benefice by licence of the bishop. (S)he has not been presented and is not the incumbent but holds office under common tenure.
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.
Restriction/Suspension of presentation	Where a patron's right of presentation is restricted (where consultation about pastoral reorganisation has begun or the bishop has asked the DMPC to consider it) or suspended (where pastoral reorganisation or replacement of parsonage house may be considered).
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. (S)he shares

## Glossary of words commonly used in Pastoral Reorganisation

the cure of souls with the team vicars.

Team Vicar

A priest of incumbent status in a team ministry, other than the team rector. (S)he shares the cure of souls with the team rector and other team vicars.

## **NOTICE**

### **Mission and Pastoral Measure 2011: Draft Pastoral Scheme Benefices of Saint Aidan and Saint Paul Burton; and Saint John, Horninglow**

3 May 2024

The Lichfield Diocesan Mission and Pastoral Committee has prepared a draft Pastoral Scheme for:

- *the union of the benefice of Saint Aidan and Saint Paul Burton and the benefice of Saint John, Horninglow (their constituent parishes to remain distinct);*
- *the appointment of the first incumbent of the new benefice and for his parsonage house to be that of the benefice of Saint Aidan and Saint Paul Burton;*
- *the transfer of the parsonage house of the benefice of Saint John, Horninglow to the Lichfield Diocesan Board of Finance for diocesan purposes; and*
- *the future patronage arrangements for the new benefice*  
*all in the diocese of Lichfield.*

A copy of the draft Scheme may be inspected at:

- **Burton Saint Paul**
- **Shobnall Saint Aidan, Burton**
- **Horninglow Saint John the Divine**

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 **Monday 17 June 2024**. **Please send your representation marked for the attention of Joanna Chandler-Clarke, Pastoral Division, Church Commissioners, Church House, Great Smith Street, LONDON SW1P 3AZ. (email: [joanna.chandler-clarke@churchofengland.org](mailto:joanna.chandler-clarke@churchofengland.org)).** If they have not acknowledged receipt of your representation before this date, please ring 020 7898 1732 or email 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.

Yours sincerely



Mrs Clare Beavon

Diocesan Pastoral Officer and Secretary to the Lichfield Diocesan Mission and Pastoral Committee



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