

The Revd Canon John Williams, Team Rector  
The Revd Austin Janes, Team Vicar  
The Revd Matt Renyard, Team Vicar  
The Revd Pete Stevenson, Team Vicar  
Mr D Capon, PCC Secretary, Adeyfield  
Mrs R Edwards, PCC Secretary, Grovehill & Woodhall Farm  
Mrs A Dilley, PCC Secretary, Warners End & Gadebridge  
PCC Secretary, St Mary & St Paul (Vacant)  
c/o Churchwardens  
The Reverend Mike Macey, Rural Dean  
Mrs Carolyn Andrews, Deanery Synod Lay Chair  
HM The King, c/o Ecclesiastical Secretary, Patron  
The Ven Charles Hudson, Archdeacon of St Albans

**Emma Critchley**  
**DMPC Secretary**  
Tel: 01727 818138  
Email: [pastoral@stalbans.anglican.org](mailto:pastoral@stalbans.anglican.org)

Friday 5 July 2024

Dear All

**Mission and Pastoral Measure 2011**  
**Diocese of St Albans**  
**Benefice of Hemel Hempstead Team Ministry**

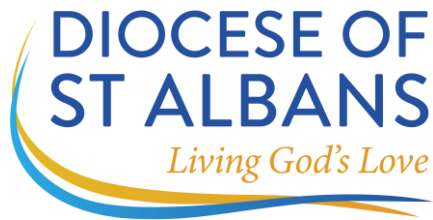
The Bishop of St Albans has asked us to prepare a draft Pastoral Scheme in respect of pastoral proposals affecting this benefice.

I attach 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.

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 **Monday 12 August 2024**.

Matthew Crowe  
Church Commissioners  
Church House  
Great Smith Street  
London SW1P 3AZ  
Email: [matthew.crowe@churchofengland.org](mailto:matthew.crowe@churchofengland.org) Tel: 020 7898 1784

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 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 during the current circumstances they may need to 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.

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 and local planning authorities should refer to the relevant notes below for important additional information concerning them.**

Yours sincerely

Emma Critchley  
DMPC Secretary

## 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 e-mail 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 shielding or self-isolating (in accordance with the general advice to parishes this should be by the postal service and not hand delivered);
- 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 and email/postal address.

## **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.

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

*This draft Scheme provides for the number of team vicars in the team ministry established for the benefice of Hemel Hempstead in the diocese of St Albans to be reduced from four to two, and will result in the dispossession of one of the current team vicars.*

**DRAFT**

**PASTORAL SCHEME**

This Scheme is made by the Church Commissioners ("the Commissioners") this day of 20 in pursuance of the Mission and Pastoral Measure 2011 ("the 2011 Measure"), the Right Reverend Alan, Bishop of Saint Albans, having consented thereto.

**WHEREAS**

1. by virtue of a Scheme made by the Commissioners in pursuance of the Pastoral Measure 1968 on the 21<sup>st</sup> day of July 1971 ("the 1971 Scheme") a team ministry was established for the area of the benefice of Hemel Hempstead in the diocese of Saint Albans with a team rector and six team vicars;
2. by virtue of a Pastoral Order made by the then Bishop of Saint Albans in pursuance of the Pastoral Measure 1983 on the 25<sup>th</sup> day of June 2003 ("the 2003 Order") the number of team vicars in the said team ministry was reduced from six to four;
3. the said Bishop has approved proposals for further amendments to be made to the said team ministry;

NOW, THEREFORE, it is hereby provided as follows:-

**Amendment of the 1971 Scheme**

1. (1) The 1971 Scheme, as amended by the 2003 Order, shall be further amended as follows:-
  - (a) in clause 1, as amended, the words "and four other ministers, each of whom shall have the title of vicar" shall be deleted and shall be replaced by the words "and two other ministers, each of whom shall have the title of vicar"; and the two offices of team vicars which shall be terminated by virtue of this provision will be those held by the Reverend Peter John Stevenson ("Mr Stevenson") together with the one that is currently vacant;
  - (b) clause 7 shall be deleted and the following shall be substituted:

"7. Subject to the direction of the Bishop, the vicars in the team ministry shall severally reside in:-

    - (a) the house and premises known as Saint Barnabas House, Everest Way, Hemel Hempstead, HP2 4HY;
    - (b) the house and premises known as 33, Craigavon Road, Hemel Hempstead, HP2 6BA;
    - (c) such other conveniently situated houses as may, with the Bishop's approval, be provided in substitution therefor."

**Coming into operation of this Scheme**

2. If upon the date on which this Scheme is made by the Commissioners (“the making date”) Mr Stevenson holds one of the offices of team vicar in the team ministry established by the 1971 Scheme this Scheme shall come into operation six months thereafter or on such earlier date on which he ceases to do so; but if upon the making date Mr Stevenson does not hold such an office this Scheme shall come into operation upon the first day of the month following the making date.

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

SIGNED by the )  
Right Reverend Alan, )  
Bishop of Saint Albans. )

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

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

The rationale behind the diocesan proposals is as follows:

**The Hemel Hempstead Team Ministry currently comprises four parishes with five church buildings and a population of around 50,000. There are four stipendiary clergy: the Team Rector and three Team Vicars.**

**For a number of years, the parish of Warners End and Gadebridge has shown signs of missional and financial difficulty which has been reflected in low mission statistics and shortfalls in Parish Share contributions when compared to the other parishes in the benefice. Since at least 2005, the parish has been unable to pay the Parish Share requested as an appropriate contribution towards the costs of the stipendiary ministry provided. Over the 10 years to 2020, the Parish Share contributions have averaged 45% of the requested sum, even with support from the Pastoral Aid Support Grants which have totalled over £120,000 in the same period, and with support from the other Team parishes. This can no longer be sustained by subsidy from**

other parishes across the Diocese through the Parish Share system. The current model of ministry in this part of Hemel Hempstead is not financially sustainable. The Diocesan Reorganisation Principles 2018\* provide for consideration to be given to pastoral reorganisation in these circumstances. Local consultation has been carried out, including three open meetings held in the first half of 2022. Two options were discussed to provide sustainable ministry in the Warners End and Gadebridge area of Hemel Hempstead by the affected parishes:

1. To reduce the number of Team Vicar posts in the Team Ministry to two. This would be done by linking the parish of Warners End and Gadebridge with the parish of Grovehill and Woodhall Farm under the special responsibility of one Team Vicar. The Team Vicar post at Adeyfield would remain distinct.
2. To move the parish of Warners End and Gadebridge into an enlarged benefice with neighbouring Boxmoor, a benefice which already has three churches served by one stipendiary incumbent. The Hemel Hempstead Team would continue to serve the three remaining parishes with three stipendiary clergy. The addition of Warners End and Gadebridge to Boxmoor would be supported by the appointment of a 0.5 post of Associate Minister who would work with the Vicar to support ministry in the benefice, including among residents of proposed new housing developments.

There was more local support for option 1 than option 2, which was not considered possible because of existing limitations on ministry and financial resources. The planned first stage consultation with interested parties on option 1 was paused in summer 2022 to allow for (a) the appointment to the vacant Team Vicar post at Adeyfield to be filled, and (b) Warners End and Gadebridge PCC to explore the potential to create an income stream through residential redevelopment of land forming part of the church site. The Adeyfield appointment has been made and the time allowed for the PCC's exploration of redevelopment has expired without a viable proposal having been developed.

To quote from the Adeyfield Parish Profile, each of the five churches within the Hemel Hempstead Team "is different and unique in building, character and congregation – and each has its own challenges." In particular, St Barnabas Adeyfield has a distinctive tradition, having started in the anglo-catholic tradition and going down a "charismatic route for a number of years before adopting a more evangelical approach." The congregation has "significant diversity in age, ethnicity, ability and theological outlook." The other two existing areas of pastoral responsibility for the Team Vicars, i.e. Warners End and Gadebridge, and Grovehill and Woodhall Farm, are adjacent and serve similar neighbourhoods within the town. The two parishes also share similar worship styles although Grovehill and Woodhall Farm works in the context of a Local Ecumenical Partnership and seeks to be inclusive. This, coupled with Adeyfield's higher electoral roll and usual Sunday attendance figures (see below), is the rationale for retaining the existing Team Vicar post at Adeyfield and proposing the link between Grovehill and Woodhall Farm, and Warners End and Gadebridge.

**2022 Electoral Roll / Usual Sunday Attendance:**

<b>Grovehill &amp; Woodhall Farm</b>	<b>44 / 40</b>
<b>Warners End &amp; Gadebridge</b>	<b>37 / 29</b>
<b>Adeyfield</b>	<b>67 / 54</b>

**These draft proposals are intended to provide a sustainable future for the worshipping and wider community in the area of Warners End and Gadebridge and across the four parishes of the Hemel Hempstead Team.**

**The Hemel Hempstead Deanery Synod is giving consideration to parish boundary changes to take account of changing demographics, including new housing development but this will be a longer-term exercise than the current proposals.**

**\*From Diocesan Reorganisation Principles 2018:**

**“Posts are likely to be reduced by pastoral re-organisation in**

**a. benefices and parishes with both a low Deployment Indicator (DI) and a Parish Share shortfall**

**b. benefices and parishes with both a high DI and a significant Parish Share shortfall.”**

**Warners End and Gadebridge has a very similar DI to the other parishes in the Hemel Hempstead Team (124 from a range of 124-139) which would indicate it should be able to sustain a full-time stipendiary minister but its church membership figure of 33 is the lowest in the Team and it has significant Parish Share shortfalls.**

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 Hemel Hempstead Team Ministry: background

The team ministry was established by a Pastoral Scheme in 1971 with a team rector and six team vicars. In 2003, the number of team vicars was reduced by a Pastoral Order from six to four although, in practice, only three were ever occupied in more recent years.

In 2004, three new parishes were created from the parish of Hemel Hempstead, which was reduced and renamed, but the benefice and team ministry were unaffected by this.



### Other clergy provisions

This draft Scheme does not affect the post of any other clergy licensed to the benefice or any of its parishes: Canon John Williams will continue to be the team rector; the Reverend Austin Janes and the Reverend Matthew Renyard will both continue to be team vicars; and the Reverend Luke Geoghegan will continue as a self-supporting minister

### Dispossession of the Reverend Peter Stevenson

As a result of the proposed reduction of the team vicar posts from its current four to two, Mr Stevenson would be dispossessed from his current office of team vicar in the team ministry established by the 1971 Scheme should the proposed Scheme take effect. He would be entitled to 12 months of his current stipend and pension contributions as a lump sum, and to be housed in suitable accommodation for the same 12 month-period (or, by agreement with the diocese, to receive payment in lieu of any such occupation).

## 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**

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

#### SUMMARY OF MAIN PROVISIONS OF DRAFT SCHEME

*This draft Scheme provides for the number of team vicars in the team ministry established for the benefice of Hemel Hempstead in the diocese of St Albans to be reduced from four to two, and will result in the dispossession of one of the current team vicars.*

A copy of the draft Scheme may be inspected at:

St Barnabas, Adeyfield  
The Resurrection, Grovehill and Woodhall Farm  
St Mary, Hemel Hempstead  
St Paul, Highfield  
St Alban, Warners End and Gadebridge

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 12<sup>th</sup> August 2024**. **Please send your representation marked for the attention of Matthew Crowe, Pastoral Division, Church Commissioners, Church House, Great Smith Street, LONDON SW1P 3AZ (e-mail: [matthew.crowe@churchofengland.org](mailto:matthew.crowe@churchofengland.org))**. If they have not acknowledged receipt of your representation before this date, please ring 020 7898 1784 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.

Emma Critchley  
Secretary  
St Albans Diocesan Mission and Pastoral Committee