



Rex Andrew
Pastoral

Our ref: 37/66/RA

30 September 2024

Mission and Pastoral Measure 2011

Diocese of Southwark

Benefices of Charlwood; Emmanuel, Sidlow Bridge; Betchworth and Buckland; and Brockham Green and Leigh

The Bishop of Southwark has asked us to prepare a draft Pastoral Scheme in respect of pastoral proposals affecting the above benefices.

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 reach me no later than midnight on **Monday 18 November 2024**. If we have not acknowledged receipt of your representation before this date, please ring or e-mail me to ensure it has been received. For administrative purposes, a petition will be classed as a single representation and we will only correspond with the sender of the petition, if known, or otherwise the first signatory for whom we can identify an address – “the primary petitioner”.

If we do not receive representations against the draft Scheme, we 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 we receive any representations against the draft Scheme, we 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 our 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 us.

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. Meetings are normally held at Church House, Westminster, but they may need to be held virtually via ‘Zoom’. If a hearing is held, we will let you know the

arrangements for attending (in person or virtually) and details will also appear on our website. Otherwise, if a hearing is not to be held, the case will be considered in private and you will be informed accordingly.

When we acknowledge representations we will let individual representors (and the primary petitioner) know the next few dates of our Committee's meetings. We 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 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.

Rex Andrew

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; (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 and draft Scheme, 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:

- (i) terminating the plurality established for the benefice of Charlwood and the benefice of Emmanuel, Sidlow Bridge;*
 - (ii) the union of the benefice of Charlwood and the benefice of Emmanuel, Sidlow Bridge (their constituent parishes to remain distinct), for the appointment of the Reverend Susan Lepp as first incumbent of the new benefice and for her parsonage house to be that of the benefice of Charlwood and for the future patronage arrangements for the new benefice;*
 - (iii) the consequential amendment to the make-up of the benefices comprising the Upper Mole Group Ministry*
- in the diocese of Southwark.*

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 Christopher, Bishop of Southwark, having consented thereto.

Termination of plurality

1. The plurality established for the benefice of Charlwood and the benefice of Emmanuel, Sidlow Bridge by virtue of an Order made by the then Bishop of Southwark in pursuance of the Pastoral Measure 1968 on the 12th day of September 1977 shall hereby be terminated.

Union of benefices

2. The benefice of Charlwood and the benefice of Emmanuel, Sidlow Bridge in the diocese of Southwark shall be united to create a new benefice which shall be named "The Benefice of Charlwood and Sidlow Bridge", and the area of the new benefice shall comprise the parish of Charlwood and the parish of Emmanuel, Sidlow Bridge, which parishes shall continue distinct.

Archdeaconry and deanery

3. The new benefice and its constituent parishes shall belong to the archdeaconry of Reigate and the deanery of Reigate.

Designation of first incumbent

4. If immediately before this Scheme comes into operation the Reverend Susan Elizabeth Lepp holds an ecclesiastical office in either of the benefices referred to in clause 2 hereof she shall be the first incumbent of the new benefice.

Assistant curates: consequential provision

5. 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 2 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 Charlwood and Sidlow Bridge.

Place of residence

6. The parsonage house of the benefice of Charlwood (known as 2, The Forge, The Street, Charlwood, Horley, RH6 0BW) shall be the place of residence of the incumbent of the new benefice.

Patronage

7. The patronage of the new benefice shall be vested in the Southwark Diocesan Board of Patronage.

Amendment to the Upper Mole Group Ministry – please see the last footnote

8. Clause 2(1) of the Scheme providing for the establishment of a group ministry (to be known as “The Upper Mole Group Ministry”) for the benefice of Betchworth, the benefice of Buckland, the benefice of Charlwood and the benefice of Emmanuel, Sidlow Bridge which was made by the Commissioners in pursuance of the Pastoral Measure 1983 (“the 1983 Measure”) on the 17th day of October 1995 (“the 1995 Scheme”), as amended by the Scheme made by the Commissioners in pursuance of the 1983 Measure on the 21st day of June 2007 (“the 2007 Scheme”) as a result of the union of the benefice of Betchworth and the benefice of Buckland, as amended by a further Scheme made by the Commissioners in pursuance of the 2011 Measure on the 6th day of December 2016 (“the 2016 Scheme”) to provide for the new benefice of Brockham Green and Leigh created pursuant to the 2016 Scheme to be included as a benefice in the group ministry established by the 1995 Scheme as amended by the 2007 Scheme, shall be further amended so that the said group ministry shall apply to the new benefice of Charlwood and Sidlow Bridge created pursuant to clause 2 hereof in substitution for the words “the benefice of Charlwood and the benefice of Emmanuel, Sidlow Bridge”.

(2) If pursuant to clause 3 hereof the Reverend Susan Elizabeth Lepp becomes the first incumbent of the new benefice of Charlwood and Sidlow Bridge she shall be the first person to hold that benefice as a benefice in the group.

Coming into operation of this Scheme

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

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

SIGNED by the Right Reverend Christopher,)
)
Bishop of Southwark.)

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

Signature of Authorised Signatory

Signature of Authorised Signatory

Notes (not forming part of the draft Scheme)

The Commissioners have been told by the Bishop on the advice of his Diocesan Mission and Pastoral Committee that the rationale behind the diocesan proposals is as follows:

The benefices of Charlwood and Emmanuel, Sidlow Bridge have been held in plurality since 1977 and share one clergy post. The Reverend Susan Lepp was appointed as non-stipendiary priest-in-charge of the benefices in 2023 and also serves as Lead Chaplain at Gatwick Airport.

The two parishes are contiguous and serve a similar demographic in this part of the Reigate Archdeaconry. The parishes work well together with common purpose in ministry and mission to engage with the wider community. There have been ongoing discussions about uniting the benefices for several years and both PCCs voted unanimously to support these proposals which will formalise what is happening now with the close working relationship between the two churches.

The proposals will amend the Upper Mole Group Ministry to include the new benefice of Charlwood and Sidlow Bridge in the place of their current two distinct benefices.

Publication of this draft Scheme by the Commissioners does not mean that we have taken a view on the merits of the diocesan case. We have a duty to publish draft Schemes based on diocesan proposals.

If we receive representations against the draft Scheme, we will send all representations, both for and against, to the Bishop whose views will be sought. Individual representors will then receive copies of our correspondence with the Bishop (including copies of all the representations) and they may comment further in writing to us in light of the diocesan response if they so wish.

If there are no representations against the draft Scheme, we will make the Scheme and arrange for it to be brought into effect.

Clause 5

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 of Charlwood and Sidlow Bridge. 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.

Churches etc

This Scheme does not alter the existing status of any of the churches, chapels of ease or licensed places of worship in the affected parishes.

Clause 8

This clause is in effect providing for the following three benefices to be part of the Upper Mole Group Ministry:

- (i) Betchworth and Buckland;
- (ii) Brockham Green and Leigh; and
- (iii) the proposed benefice of Charlwood and Sidlow Bridge.

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 clergyman 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. (S)he is the chief pastor and authority and shares the cure of souls with all the incumbents of that diocese. (S)he is also, in his/her own person, the chief representative of the diocese in the work of the wider church. (S)he 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.
Chapel of Ease	A consecrated church that it is not a parish church but is within a parish that 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 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. 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.
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 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 given charge of a 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.
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 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

30 September 2024

The Church Commissioners have prepared a draft Scheme in respect of proposals sent to them by the Bishop of Southwark for: (i) terminating the plurality established for the benefice of Charlwood and the benefice of Emmanuel, Sidlow Bridge; (ii) the union of the benefice of Charlwood and the benefice of Emmanuel, Sidlow Bridge (their constituent parishes to remain distinct), for the appointment of the Reverend Susan Lepp as first incumbent of the new benefice and for her parsonage house to be that of the benefice of Charlwood and for the future patronage arrangements for the new benefice; (iii) the consequential amendment to the make-up of the benefices comprising the Upper Mole Group Ministry.

The draft Scheme is on our website 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 (please include the reasons for your views) by post or, preferably, by email to reach me no later than **Monday 18 November 2024**. If I have not acknowledged its receipt, please ring or e-mail me. For administrative purposes, a petition will be classed as a single representation and we will only correspond with the sender of the petition, if known, or otherwise the first signatory for whom we 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 the Commissioners regarding your representation if they decide a hearing should be held regarding the case. Please ensure we have contact information so that we can be in touch with you regarding later stages of the process.
- If we receive representations against the draft Scheme, we 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 (which will include your name but not your contact details) 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 Commissioners’ Committee that considers the case and representors may have an opportunity to speak to it. Otherwise, if a hearing is not to be held, the case will be considered in private and you will be informed accordingly.
- When we acknowledge representations we will let individual representors (and the primary petitioner) know the next few dates of our Committee’s meetings. We will confirm the actual date if a hearing is to be held nearer the time.
- The 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.
- Please see www.churchofengland.org/consultation for further information about the procedure.

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