



**NOTES FOR  
CHURCHWARDENS  
DURING A VACANCY**

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## NOTES FOR CHURCHWARDENS DURING A VACANCY

### I. INTRODUCTION

The news of an impending vacancy in a parish can come out of the blue. This booklet is designed to help churchwardens grasp an overall practical view of their responsibilities at this time of change.

### 2. BEFORE THE VACANCY BEGINS

Churchwardens will often have a few weeks' or months' notice that their incumbent is about to leave, and this will give them a breathing space to make some preparations beforehand.

- Incumbent handover to churchwardens. Churchwardens will find it invaluable to discuss with the departing incumbent the running of the parish during the vacancy. In particular, it will be helpful to know the contact details of clergy, organists and Readers who can be asked to help with services. Every church does things differently but churchwardens or someone else will need to know how various organizational things have been done, e.g. choosing hymns and lessons for services, where communion wine and wafers are bought from, how registers are filled in, what procedures can be set up for administering weddings, baptisms and the churchyard. Every incumbent during the course of their ministry acquires a great deal of invaluable administrative information specific to the parish and it is worth churchwardens tapping into as much of this as they can before he or she leaves. There is value in asking the incumbent if he or she has been operating any particular policy about baptism or the marriage of people who have a spouse from a previous marriage still living, but the Rural Dean or Archdeacon will always be ready to advise in such cases.
- Planning Pastoral Work. If the parish has a curate, other clergy, a Reader or a pastoral or parish visitors team, churchwardens will need to liaise with them on their continuing pastoral work and ensure that they have the support they need, including names of the sick and bereaved to visit.
- Planning Communication. Vacancies need a lot of communication. The congregation should be made aware that the churchwardens with the Rural Dean will be responsible for the parish during the vacancy. Phone-calls and emails will increase for churchwardens. Up-to-date communication via parish website, news-sheet and magazine to regular churchgoers and parishioners hopefully can continue throughout the vacancy.

Where parishes are linked together in a larger benefice, the churchwardens of the different parishes will need to communicate regularly to agree and coordinate services and various other matters.

- Farewell Service and Party. A leaving service is a way of recognising and celebrating the contribution the incumbent has made, as well as marking a significant moment in the life of the parish. Obviously this will depend on what the departing incumbent would like, and some may prefer to leave quietly. Most parishes would want the opportunity of a party of some kind to say farewell to the departing incumbent.

### **3. THE LENGTH OF A VACANCY**

A vacancy is often about 9 months, but it can be longer and occasionally shorter. The process is not deliberately slow. Members of PCCs and congregations may sometimes become anxious and think that nothing is being done. In fact there are many reasons why the process takes time and bishops cannot communicate all the steps that are being taken. Confidentiality is important at every stage. Great care is taken over every appointment and all vacancies are regularly reviewed at Bishop's Senior Staff meetings. Very careful consideration is given to each candidate for the vacancy, and as in most cases the selected candidate is likely to be working in another parish, finding a replacement and moving them and their family to a new parish clearly takes time. When one or more candidates decline the offer of appointment, that too extends the length of the vacancy.

### **4. APPOINTMENT OF SEQUESTRATORS**

Once the vacancy officially begins, much of the legal responsibility which normally lies with the incumbent lies jointly with the Rural Dean and the churchwardens. To this end, and in accordance with the Church of England (Miscellaneous Provisions) Measure 2000, they are appointed as 'sequestrators'. The Bishop may appoint one additional sequestrator should he or she wish. Sequestrators are the Bishop's officers in the parish while there is no incumbent or presentation has been suspended. Where a benefice consists of more than one parish, both churchwardens from each parish are appointed. Sequestration begins when an incumbent ceases to hold the benefice. Usually this is the date of his or her institution or licensing in a new post or official retirement date. Sequestrators remain in place should the Bishop choose to appoint a priest in charge, although the Bishop sometimes invites the priest in charge of a suspended living to become a sequestrator of the parish in which he or she serves.

### **5. DUTIES AND RESPONSIBILITIES OF SEQUESTRATORS**

Sequestrators are legally responsible for the parish during a vacancy. The main duties of sequestrators are:

- To provide for the services and other ministrations of the church;
- To ensure that visiting clergy and readers claim fees and expenses;
- To account for and pass over to the diocese fees for weddings, funerals, etc and other income which would normally or previously be payable to the incumbent;
- To take care (subject to the control of the bishop) of the parsonage house and any other property belonging to the benefice;
- To safeguard confidential documents relating to the parish;
- To be aware of the special provisions where the right of presentation has been suspended under the Mission and Pastoral Measure 2011.

### **Costs**

The churchwardens should keep a careful record of any expenses incurred in fulfilling the responsibilities of the vacancy. These are normally met by the PCC, which will be saving on the incumbent's working expenses. If however the PCC is unable to meet the costs of the vacancy in full, application can be made to the Archdeacon who may be able to help through the DBF.

The agreed parish share should still be paid in full during the vacancy. It is calculated to take account of savings through the typical number of vacancies across the diocese.

### **Taxation**

During sequestration, sequestrators are not liable for income tax on any income normally belonging to either the incumbent or the benefice which they might receive.

### **Trusteeships**

Where an incumbent is a trustee ex-officio of a local charity the sequestrators cannot act as trustee in place of the incumbent, nor do they assume ex-officio school governorships. However, a priest-in-charge does take the place of the incumbent for charities established for ecclesiastical purposes of the Church of England under section 90 of the Mission and Pastoral Measure 2011. This does not apply to educational charities.

### **PCC**

The PCC and the APCM are normally chaired by the incumbent. The Church Representation Rules say that each year a lay member of the PCC shall be elected as vice-chair. Often this

will be one of the churchwardens. During a vacancy the chair is occupied by the vice-chair. He or she will have the powers normally vested in the chair.

## **6. SERVICES AND OTHER MINISTRATIONS**

The incumbent remains in office until he/she is admitted to his/her new appointment or until the official date of his/her resignation or retirement. He/she is responsible for making arrangements for all services while still in office, and many departing incumbents get ahead with the planning of the services for several weeks into the vacancy. Churchwardens should establish with their incumbent exactly what will be their last official date and what will be their last Sunday in practice. A rota for services, preachers etc. should be in place from after the incumbent's last service to their official date of resignation (i.e. the day they officially retire or are licensed to their next post) and then into the vacancy.

It is good to be in contact with the Rural Dean as soon as it is known that there will be a vacancy. The Rural Dean and the churchwardens are together responsible for the maintenance of services and the ministry of the parish during the vacancy. The Rural Dean will be available if you need help in planning for services during the vacancy, perhaps with suggestions of existing parish clergy and Readers and/or visiting, retired or neighbouring clergy and Readers who might help. If there is a local ministry or music team used to helping lead services, churchwardens will need to include them in consultations about the services for which they will be playing a part. If visiting clergy stand in during the vacancy, they will need to know which part of the service members of the local ministry team will be taking.

It is the duty of the sequestrators to ensure that the normal spiritual and pastoral activities within the parish continue during a vacancy.

Sequestrators have particular responsibility for:

- The continuance of public services. If possible forms of service and the times when held should not be changed, but flexibility and understanding are important in the sense that it is not always possible to maintain the full regular weekday services that took place before the vacancy.
- Arranging for baptisms, marriages, funerals and pastoral visits as required. Someone should check church diaries to see when there are weddings and baptisms planned, and be briefed about receiving requests for baptisms, weddings and funerals. Pastoral preparation and help is essential for the bereaved and those seeking baptism and marriage. If there is a priest who is in a position to help the parish with weddings in particular, that will be a great help. Funeral directors will find clergy to take funerals if necessary. If legal problems arise, do not hesitate to contact the Diocesan Registrar.

- Ensuring that **all** clergy and Readers invited to take services hold the Bishop's licence or permission to officiate in this diocese. The names of clergy and readers willing to take occasional services will be found in the diocesan website (search the diocesan directory under Who's who), or may be obtained from the Rural Dean.

Those taking services, including funerals at crematoria, **must** be authorised by the Bishop to do so. Authorised clergy are: clergy who are licensed or have Permission To Officiate (PTO) in the diocese, Readers and Licensed Lay Workers. The Eucharist/Holy Communion service **must always** be taken by a priest. In the unusual event of no one arriving to take a service, a churchwarden may conduct Morning or Evening Prayer, or the Ministry of the Word from the Eucharist/Holy Communion, but is not to preach unless he/she is licensed to do so.

## 7. PAYING FEES TO VISITING CLERGY AND READERS

All visiting ministers should be offered travelling expenses. During a vacancy these are paid by the DBF. In addition, where services are conducted during the vacancy by visiting clergy who are retired from stipendiary ministry or by a Reader from another parish, a fee is due to the retired priest or the Readers Board, and will be paid directly by the DBF when the appropriate sequestration forms are completed. Forms for this will be sent to you from Church House in Hove, and should be completed by the claimant, authorised by a sequestrator and sent to Church House for payment. They may also be found at <http://www.chichester.anglican.org/documents/forms/occ-sequestration-duty-form-2015/>.

The vacancy is reckoned to begin on the date that the previous incumbent officially ceases to hold the benefice. Often a priest leaves the parish before this date. During the period between his or her leaving and sequestration starting, payment of occasional duty fees is the responsibility of the parish.

Payments are paid by the diocese only for these services of public worship. Expenses for other parish work are a matter for the discretion of the parish.

The fees payable as at 1 July 2016 are:

- Full Sunday duty - for full duty at all Sunday services (at least 2) customary in the church or churches concerned - £ 60.00
- Main Sunday service or a major weekday festival service - £37.00
- Weekday service, short Sunday service or baptism service which is not part of the main service - £20.00

The DBF periodically revises the level of fees and travelling expenses. Claims are amended for the current rates when processed at Church House.

All the statutory fees (for Weddings, Funerals, Banns, Certificates, memorials etc.) which are normally payable to the PCC, should continue to be paid to the PCC. The fees payable to the DBF should continue to be paid to the DBF. An exception is made when a retired clergyperson takes a wedding or funeral; in that case 80% of the DBF's fee is payable to the retired clergyperson – a discretionary payment allowed by the DBF – with the remaining 20% being paid to the DBF. Self-Supporting Ministers (SSMs, also known as NSMs) are not eligible for payment of statutory fees, unless they have reached state pension age and are fully retired from secular employment or self-employment. In that case they can receive fees if their statement of particulars has been amended to say so. If there are any queries then contact the Archdeacon. It is the duty of the sequestrators to pass over this money to the diocese. These fees form part of the diocesan stipends fund.

If visiting clergy or Readers incur necessary expenses in excess of those payable by the diocese (meals or travelling in excess of the diocesan maximum travelling allowance, etc.) the sequestrators should ensure that these are met by the PCC or from other parish funds.

### **Other fees**

In addition to the fees payable to the DBF, fees are also due in certain circumstances to the parochial church council, clerk, sexton or vergers. Although these fees are not strictly their responsibility, the sequestrators may think it advisable to check with the PCC treasurer and others concerned that suitable arrangements have been made for accounting for these fees.

### **Other income**

Although becoming increasingly unusual, there may also be income from other sources, such as rents, wayleaves, local trusts, all of which form part of the stipend of the incumbent of the benefice. If this income relates to the period before the benefice became vacant, it should be divided according to the number of days and the appropriate proportion paid to the outgoing incumbent. A similar division should be made at the end of the sequestration, part being paid to the new incumbent and the remainder retained by the sequestrators and then passed to the DBF.

## **8. CARE OF PARSONAGE HOUSE**

During a vacancy, general responsibilities for vacant houses fall upon the sequestrators, with support from the property department. Further guidance is available in the Property Handbook, which can be obtained from Church House or at <http://www.chichester.anglican.org/documents/diocesan-booklets/property-handbook/>.

The role of the sequestrators, in terms of the house, include two main areas:

- care for the house and garden during the vacancy;

- preparation of the house for the arrival of the new incumbent.

This includes basic heating, garden upkeep, telephone charges, and, where feasible, keeping the gutters and rainwater goods clear. If any repairs are required during the sequestration period then please contact the Property Department. Please check with the diocesan finance department for details of what can and cannot be paid from the sequestration account.

### **When the incumbent leaves**

The outgoing family has a duty and is responsible for leaving the property clean and tidy, including the gardens, and removing all personal possessions. If, upon inspection, it appears that this has not been the case, Section 14(1)(d) of the Ecclesiastical Offices (Terms of Service) Regulations 2009 (usually known as 'Common Tenure') allows the diocese to reclaim from the priest part or all of the reasonable costs in putting matters right.

You will receive all keys for the house from the outgoing incumbent, two sets of which should be labelled. One set should be retained by the sequestrators. One set of keys should be handed to the property department for use by contractors/agents. Please ensure that keys are not handed out indiscriminately.

Any items left in the property will become the responsibility of the sequestrators for removal and disposal. Items left in unoccupied houses may affect the terms of the insurance and may also lead to water rates being charged.

Arrangements should be made locally for the upkeep of the garden. If there is someone with an interest in gardening, ask them to maintain the garden.

### **Gas, electric, water, oil, telephone, and council tax**

The sequestrators should ensure that all services are maintained in the name of the PCC during a vacancy. This applies to gas, electric, water, oil and telephone and will include all costs and standing charges.

**Gas:** obtain details of supplier from outgoing incumbent and ensure final meter reading is taken.

**Electricity:** obtain details of supplier from outgoing incumbent and ensure final meter reading is taken. It is important to maintain the electricity supply to ensure that security alarms/lighting etc. remain in working condition.

**Water:** water rates will not usually apply during vacancy if the house is empty of all furniture and equipment except carpets and curtains. Sequestrators should liaise with the



water company to ensure this occurs (the water company may require that it attends the property and turns the water off before disapplying water rates).

**Telephone:** The PCC needs to decide whether to maintain the vicarage telephone line (paying the line rental) or not (risking 'losing' the phone number and potentially being subject to a reconnection fee). The diocese advises that the best course of action is to retain the line. Calls should be diverted through to a number specified by the PCC, to either the parish office or a member of the PCC, ensuring continuity of the 'business' side of the church both during and after the vacancy.

The procedure to be followed is:

1. Contact BT on 0800 800 150 to make arrangements for its "caller redirect" service
2. Caller redirect will allow calls to a diocesan property to be redirected to someone in the parish, e.g. churchwarden or parish office
3. On reoccupation by an incumbent, the PCC will need to cancel "caller redirect"
4. Costs for this will be met by the PCC. The PCC should ensure that all bills are in the name of the PCC responsible for the payment.

**Central Heating:** It is diocesan policy to drain down wet systems where parsonages are to be unoccupied for any length of time. Insurers require that vacant properties are drained during the months October to March. The property department will arrange this where appropriate.

**Council tax:** In most local authority areas, clergy housing which is vacant pending the appointment of a new priest benefits from an exemption from Council Tax during the vacancy under Class H. Please contact your local authority to inform them that the parish is in vacancy and you wish to claim the exemption.

If the house is tenanted (see below), responsibility for the payment of council tax and utility bills, including water rates, will pass to the tenant from the date when the tenancy commences. Responsibility for payment will revert back to the PCC when the tenancy terminates.

## **Lettings**

The Diocese makes every effort to keep parish contributions down by maximising income from other sources, including renting out vacant parsonages. However, this will only be done where it will not increase the length of the vacancy. Lettings have the further advantage that the sequestrators are relieved of their responsibilities during the period of the letting, since the tenant takes on some responsibilities and the property department at Church House takes on the rest. In addition, security is improved if the parsonage is occupied and the house will be properly heated during the winter. The property department will contact the churchwardens if the parsonage is suitable for letting.

## **Widows, widowers and surviving civil partners**

Following the death in office of a licensed ordained or lay minister, the care of the bereaved dependents is one of our primary concerns. It is the practice in this diocese to allow widows, widowers and surviving civil partners to remain in the house for longer than the statutory period<sup>1</sup> after the death of their spouse or partner, where the house is a parsonage or belongs to the DBF. We would always seek to respond to the pastoral need of the bereaved. PCCs are expected to continue to cover the outgoings while the bereaved person remains in the property. Churchwardens should contact the archdeacon for advice in all cases.

If the house belongs to someone else, for example the PCC or a trust, the owner is encouraged to follow the DBF's example.

## **9. CONFIDENTIAL DOCUMENTS**

The Rural Dean will normally take into his or her custody any confidential documents relating to the parish or the parishioners held previously by the outgoing incumbent. If these documents can be easily transported they should be retained by the Rural Dean; otherwise they should be locked in a secure place in the parsonage house and only the Rural Dean should hold a key.

## **10. HOW THE VACANCY IS FILLED**

The Bishop has to provide ministry for every parish, and every cleric is licensed or admitted to office by the Bishop or the Bishop's commissary. In practice, all appointments are made by the Bishop or patron in collaboration with the parish. If a clergyperson approaches the churchwardens about the vacancy, they should encourage him or her to signify their interest to the Bishop. Processes for appointing vary considerably in the various circumstances that parishes find themselves in. The following paragraphs attempt to give a rough practical guide for churchwardens. Details of legal procedures and requirements will be supplied to you by the Diocesan Registrar or from your archdeacon.

### **The Parish Profile**

The Parish Profile, or 'Statement of Needs', is the first thing that churchwardens will have to give their attention to in the process of finding a new incumbent or priest-in-charge. The Profile is intended for the Bishop (and in some case the patron, a person or body which has the right to present or nominate a candidate for the post to the Bishop – although he or she is often the patron and is entitled to decline any nomination from another patron) and for candidates considering whether to apply for the post.

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<sup>1</sup> three months if the deceased was on common tenure or two months if he or she was a freeholder

The Profile has two main purposes. The first is to say what the PCC is looking for in the person to be appointed to the parish. This is the opportunity for the PCC to describe to the Bishop the needs and traditions of the parish and its aims and plans for the future. Secondly, the Profile acts as a sort of brochure describing the parish. It will present an overall picture of the parish and its surrounding area, and summarize church life, both its Sunday services and weekday life, accurate and detailed information on the parish, such as other clergy or lay leaders, the forms of services and weekday activities, their attendances, the number of baptisms, weddings and funerals, the schools of the parish, other churches, annual highlights, the parish's financial situation (briefly) and the vicarage. It needs to be well presented. Churchwardens will want to find a group who will work to produce the profile. Consulting widely with members of the PCC and others is recommended. Eventually it will need to be approved by the PCC, or each of the PCCs if there is more than one parish in the benefice and they agree to prepare a joint statement. Nothing will be done to find a new incumbent until the profile is received from the parish.

### **Incumbent or priest-in-charge?**

The priest appointed will be either a vicar/rector (an 'incumbent') or a priest-in-charge where the patron's right to present a candidate to the Bishop has been suspended. Very occasionally a deacon is appointed. For practical purposes there is very little difference for a parish between having an incumbent or a priest-in-charge, but it does affect how the appointment will be made. The archdeacon will explain to the churchwardens what the procedure will be for a particular parish about to go into vacancy.

Under the 2011 Mission and Pastoral Measure suspension of presentation may happen in two ways:

- Under section 85, at any time within three months before the benefice is due to become vacant, or at any time during the vacancy, the Bishop has power, subject to the consent of the Diocesan Mission and Pastoral Committee, and after consultation with the patron of the benefice and with the Parochial Church Council of the parish or each of the parishes concerned and both chairs of the Deanery Synod of the deanery concerned, to postpone the filling of the vacancy for periods not exceeding in the case of any one period five years.
- Under section 87, the Bishop may upon a vacancy or impending vacancy, and after notifying the patron, the Parochial Church Council, and both chairmen of the Deanery Synod of the deanery concerned, postpone the filling of the vacancy for a period not exceeding one year.

## **Appointment of an incumbent**

Where an incumbent (rector or vicar) is to be appointed, the process of appointment is governed by detailed legal procedures as set out in the Patronage (Benefices) Measure 1986. It could vary from parish to parish but would be something as follows:

When the parish profile is ready for final PCC approval, a Notice of Impending Vacancy will be sent out from the diocesan registry, requiring the PCC to meet within 28 days for what is called a Section 11 Meeting. If there is more than one parish in the benefice, there must be a joint meeting of all the PCCs. At this meeting the PCC is required to take the following actions:

- To approve the Statement of Needs (Parish Profile). If there is more than one parish in the benefice, the PCCs will need to decide whether they will prepare a joint statement or whether each PCC will prepare a statement in relation to their own parish.
- To elect two members of the PCC to act as Representatives of the PCC in the selection of the new incumbent. These need not be churchwardens but often are. It is these two people from the parish who will liaise with the Bishop/patron or their representative and are invited to collaborate in and approve the appointment on behalf of the PCC. If there is more than one parish in the benefice, at least four representatives must be appointed. Each PCC must have at least one representative but not more than two.
- To decide whether to ask the Bishop/patron to advertise the post. Some posts are filled by advertising, short-listing and competitive interviews, some by bishops or patrons 'headhunting' someone they think suitable. Both methods have advantages and disadvantages. A Bishop/patron is not bound by a PCC's request to advertise.
- To decide whether to ask for a meeting with the Bishop or his or her representative and patron if applicable to discuss the parish profile and the Bishop's statement (next paragraph). This is called a Section 12 Meeting.
- To decide whether to ask the Bishop for a statement describing in relation to the parish or benefice the needs of the diocese and the wider interests of the church.

The PCC Secretary will send the PCC's responses on these five matters back to the Registry along with copies of the Profile.

The Bishop and patron can then proceed to seek a new incumbent. The elected parish representatives will be invited to meet candidates and show them round the parish and consider whether they agree with the choice. The parish representatives then tell the Bishop/patron their response. If the post has been advertised then the parish representatives will be consulted in that process and involved in the interviews.

Once the post has been offered to a candidate by the Bishop and been accepted, the candidate has to apply for DBS enhanced disclosure clearance and the Bishop will make an inter-diocesan check if the candidate is coming from outside the diocese.

### **Appointment of a priest in charge**

Where a priest-in-charge is to be appointed (perhaps because consideration is being given to reorganisation of parish boundaries or other legalities in the future) the procedure is simpler and possibly quicker. The PCC is not legally required to take the bullet-point steps above but it may be good practice for a PCC to cover much of the same ground in discussion. The Profile will in any case be required. The churchwardens will be the representatives the Bishop/patron will deal with.

After receiving the parish profile, the Bishop may simply give it to a clergyperson he or she thinks would be suitable and ask him/her to meet with churchwardens, before making the appointment. If the parish has a patron distinct from the Bishop, the Bishop would probably invite the patron also to meet the candidate. The patron's right of presentation is suspended for the appointment of a priest-in-charge. In that case the Bishop would consult with the patron out of courtesy, though it would not be mandatory. The same checks are undertaken as with the appointment of an incumbent.

### **Discretion and confidentiality**

Churchwardens and parish representatives should remember the need for discretion and confidentiality at all times during the process, particularly over the names of candidates for the post. Before the appointment is announced, the identity of the new priest should be carefully safeguarded, for a variety of reasons. The Bishop's and patron's communications with the churchwardens or parish representatives need to be private and confidential, not even to be shared with the PCC. The PCC and congregation need to be patient and trusting. Parish representatives will need to resist giving a blow-by-blow account of how the search for a new vicar is going.

### **The announcement**

After the appointment has been made and DBS clearance has been received, the announcement of the appointment will be made. This will normally be done after consultation with the candidate, the Archdeacon, and the Bishop's chaplain. It is important that the announcement is made in the candidate's old parish on the same day as the new one. Then the date of the Licensing and Institution/Collation/Induction of the new priest will be decided by the Bishop in consultation with the candidate, the Rural Dean, the Archdeacon and the churchwardens. It may be provisionally arranged in advance.

## **The licensing/installation/collation/induction service**

The Bishop's Chaplain will be in touch with the churchwardens after the appointment has been made public about arranging the licensing service for the new incumbent/priest-in-charge. The name of the service will depend on the circumstances of the particular parish or benefice. There is much to be arranged and the Bishop's Liturgical Chaplain will be happy to advise. Such matters will include:

- Producing the service sheet
- Sending out invitations e.g. to the patron, clergy of the deanery, the deanery lay chair, clergy who have helped with services in the vacancy, head teacher and chair of governors of the school, MP, mayor, chair of parish council and other civic leaders, leaders of other denomination churches in the parish, etc.
- Music (the new priest chooses the hymns)
- Sidespeople and arrangements for Holy Communion
- Refreshments afterwards

There will be a rehearsal a few days beforehand organised by the Bishop's Liturgical Chaplain.

Meanwhile churchwardens should be arranging for the vicarage to be decorated (for which a grant towards the cost is available – speak to the Property Department for further details) and then helping the new incumbent and family with their move and settling into the vicarage. The new incumbent may be glad of advice on schooling or other local matters.

## **11. UNDER GOD**

It is important that the parish, the patron (if applicable) and the bishop are prayed for regularly during the vacancy in order to discern God's will. Here is a prayer that could be used during the vacancy:

God our Father,  
you have welcomed each one of us in Jesus and called us to be his body in this place.  
Send us your Holy Spirit at this time of uncertainty and change to fill us with vision, energy and faithfulness in prayer  
that we may be true to our calling to bring new life to our community;  
and guide with your heavenly wisdom those who are to choose a new priest for this parish,  
so that the one whom we receive  
may be a wise and gentle shepherd of your people:  
ready to serve us with joy, to build us up in faith and to lead us by example  
in loving obedience to your Son, our Saviour, Jesus Christ. Amen.

## **12. CONCLUSION**

Sequestrators should always remember that they are the officers of the Bishop. They can ask for help and clarification when it is needed. In any case of doubt or difficulty or if there is a question about particular responsibilities they should contact:

### **For legal matters, the Diocesan Registry Clerk:**

Winckworth Sherwood  
Minerva House  
5 Montague Close  
London, SE1 9BB  
Telephone 020 7593 5015  
Email: [ChichesterRegistry@wslaw.co.uk](mailto:ChichesterRegistry@wslaw.co.uk)

### **For financial and general matters, the Diocesan Secretary:**

Diocesan Church House  
211 New Church Road  
Hove  
BN3 4ED  
Telephone 01273 421021  
Email: [diocesan.secretary@chichester.anglican.org](mailto:diocesan.secretary@chichester.anglican.org)

### **For problems concerning the parsonage house, the Property Department:**

Diocesan Church House  
211 New Church Road  
Hove  
BN3 4ED  
Telephone: 01243 425683  
Email: [property@chichester.anglican.org](mailto:property@chichester.anglican.org)

### **If there is a concern about process, contact your archdeacon.**

### **If there are concerns or questions regarding the suspension of presentation then contact the Secretary to the Diocesan Mission and Pastoral Committee:**

Diocesan Church House  
211 New Church Road  
Hove  
BN3 4ED  
Telephone 01273 421021  
Email: [dmpc@chichester.anglican.org](mailto:dmpc@chichester.anglican.org)