



DIOCESE OF CHICHESTER
Incumbents' Handbook

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NOTES ON USING THIS HANDBOOK

1. **Contacts:** so as to avoid confusion when personnel change, individuals are normally referred to by their posts in this handbook, e.g., Diocesan Secretary, Diocesan Communications Officer. Details of those who currently occupy these positions can be found on the diocesan website, in particular in the *About Us* section under *Our People* and *Diocesan Administration at Church House*.
2. Please note: for detailed guidance on many points covered in this handbook, please also refer to the **Diocesan Clergy Manual** on the diocesan website. This gives information on terms of service, expectations and entitlements and should be read in conjunction with this handbook.
3. The **editor** of this handbook is the Archdeacon of Hastings. Please let him know of any comments, corrections or areas of confusion.

INTRODUCTION FROM BISHOP MARTIN

There was, and poor, the Parson to a town,
Yet he was rich in holy thought and work.
He also was a learned man, a clerk,
Who truly knew Christ's gospel and would preach it
Devoutly to parishioners, and teach it.
Benign and wonderfully diligent,
And patient when adversity was sent...
Wide was his parish, with houses far asunder,
Yet he neglected not in rain or thunder,
In sickness or in grief, to pay a call
On the remotest, whether great or small.

From G. Chaucer, *The Prologue to the Canterbury Tales*, trans. N. Coghill

The fact that Chaucer's words, written in the late fourteenth century, still resonate today indicates that the ministry of a parish priest has a long and noble pedigree, and that some things do not change very much.

Every time I licence a new incumbent or priest-in-charge to their new ministry, I ask the congregation to pray for an increase of vocations to the ordained ministry. Jesus himself directly encourages such prayer, teaching his disciples to 'ask the Lord of the harvest to send out labourers into his harvest' (Matthew 9.38). The fact that you are embarking on a new ministry in the diocese is, I believe, an answer to it.

This handbook has been collated in order to give you the information you will need to settle into your new ministry and, we hope and pray, eventually to thrive in it. Although it is initially daunting, after a while much of it will become second nature. Moreover, there is plenty that will no doubt already been familiar. However, please may I ask you to take time to read through it carefully.

We live in a society, and indeed a church context, in which administrative demands, policies on different matters, regulatory frameworks, etc. often seem more onerous than they may have done in the past. This handbook is offered as a way of steering your way through some of them. In the midst of such demands, the core tasks for the parish priest in the twenty-first century remain the same as those that Chaucer's parson sought diligently to fulfil: to lead God's people in worship and prayer, to teach the Christian faith, and to exercise pastoral care for those entrusted to us.

May I assure you of my prayers, and may God bless you in the ministry that you have accepted.



SECTION A: INTO INCUMBENCY

1. Making a Good Beginning

Although there should be no demands made of you before you are licensed, there are a number of things that you may need to know before you start, or very soon afterwards. The most obvious people to ask about these are the churchwardens and your archdeacon.

Here is a checklist of things about which you might want to ask as you move into your new post:

Key People

- Who is the Parish Safeguarding Officer (PSO)?
- Who are the churchwardens (and ministry team if there is one)?
- Will you have other clergy working with you, either licensed or with Permission to Officiate (PTO)? When will you meet them? What expectations do they have of their ministry in the parish/benefice?
- Are there Readers in the team? What are their expectations of ministry that they will have? Have they got working agreements? How are they supported? Do they receive reviews?
- If you are going to be a training incumbent for a curate already in post, do you know what will be expected of you?
- Who are the other key lay people? Have they got working agreements, role descriptions or contracts if paid?
- What are the key working groups and structures in the benefice?
- Can someone provide you with a list of key contacts such as wardens, verger, PCC members etc.?
- Who is your Rural Dean?
- Is there a list of other local churches, organisations and businesses that you would want to make contact with early on? e.g. ecumenical colleagues, schools, ministers of other faiths, nursing homes, chaplains, funeral director etc.?

Policies and Processes

- If there is a parish/benefice office, who runs it? If not, is there any administrative support?
- What is the benefice's policy on key pastoral issues (baptisms, remarriage of divorcees, etc.) and how do these fit with your own theology and expectations?
- What are the systems for booking baptisms, weddings and funerals?
- Who is the local surrogate for weddings?
- If there are open churchyards what is the process for applications?
- Are there any faculty applications pending? If so, who is overseeing them, and at what stage are they?
- Are policies up to date?
- Where are the confidential safeguarding documents kept and training records and how do you access them?
- Do any of your congregation have an Attendance Agreement in place?
- Is the parish up to date with Simple Quality Protects (SQP)

The Diary

- What is in the diary that you are going to inherit? In particular, are there any weddings, faculties or other legal issues that you will encounter early in your ministry that you will want to check have been carried out correctly.
- Select your day off, make it public and try to stick to it.

2. Annual Leave

Full time entitlement for annual leave is 36 days in each calendar year. This includes any days taken after Christmas and Easter. These days may not be taken on

- more than 5 Sundays a year
- any of the Principal Feasts of the Church of England
- Ash Wednesday
- Holy Week
- Christmas Eve

The pro rata entitlement for part time clergy is stated in the Statement of Particulars.

In addition, clergy in this diocese are also expected to take New Year's Day, Easter Monday, the early May bank holiday, the spring bank holiday, the summer bank holiday and Boxing Day or days in lieu as additional leave, - but not Good Friday or Christmas Day.

3. Retreats

All clergy are encouraged to take an annual retreat. The Elfinsward fund is able to fund 50% of the cost of a retreat, within reasonable limits. (For information about Elfinsward, please contact your archdeacon.) It is also reasonable to ask the PCC to contribute to the cost of a retreat.

4. Spiritual Direction

Spiritual direction is the general term for the ministry of those supporting others in their relationships with God. Everyone is encouraged to make use of this ministry, but licensed ministers are especially recommended to find a spiritual director.

[The London Centre for Spiritual Direction](https://www.lcsd.org.uk/resources/), is an established and well-resourced Centre who have directors from Sussex within their Community of Spiritual Directors and area co-ordinators. All directors meet their training levels, supervision, safeguarding requirements and Code of Practice (<https://www.lcsd.org.uk/resources/>). They also offer a matching service for those seeking a spiritual director.

Your Rural Dean or Archdeacon should be able to offer some guidance about spiritual directors who are not part of a network, but who exercise this charism in your locality.

5. Continuing Ministerial Development

Continuing Ministerial Development (CMD) is concerned to nurture and enable the growth of discipleship, vocation and ministry for all clergy. In the Ministerial Development Review, clergy are asked to give an account of their participation in CMD over the review period and their plans for the coming year.

The CMD programme in Chichester is built around several core elements:

- The [Developing Ministries brochure](#). The programme is regularly updated and includes theological and practical skills training and resources that will appeal to those in every kind of ministry in the Diocese of Chichester. The programme takes account of the training needs identified by clergy in their Ministerial Development Review, and of feedback from Readers and other lay ministers. This is followed up with emails and information in the E bulletin.
- Bishop's training days are arranged from time to time.
- Programmes for clergy at particular stages of ministry. The Galilee Programme is provided for those in a post of first responsibility. Celebrating Wisdom is a ministerial renewal programme for those in the latter stage of licensed ministry
- Individual CMD grants
- Extended Ministerial Development Leave (EMDL), identified through MDR
- Higher Education course support

Clergy can apply for a CMD grant towards a percentage of the costs of a course or conference by completion of the form on the website at <https://www.chichester.anglican.org/cmd/>. The amount given is agreed on a case-by-case basis and the CMD Officer can offer advice about alternative funding sources, particularly for higher education programmes.

Contact: CMD Officer

6. Ministerial Development Review

The review process is led by the Bishop's Staff, assisted by retired bishops licensed in the diocese.

At the heart of the ministerial review processes in the diocese is a desire to see all licensed ministers flourish in their own discipleship as followers of Jesus Christ and grow in the ministries to which God calls them. It enables contact at a deeper level than is sometimes possible between the clergy and members of the Bishop's Staff, so that thoughts and insights can be shared in both directions.

As the time of the review approaches (normally every two years), clergy are contacted, requested to complete a questionnaire (known as MDR 1), and to arrange for feedback to be given from others familiar with their ministry (known as MDR 2). This leads to a meeting, normally lasting around two hours with a member of the Bishop's Staff, who will then complete a summary form (MDR 3) to be sent to the diocesan bishop. At the interview, specific objectives will be set for development in the coming two years, and these are listed on the MDR 3 form.

Contact: MDR and CMD Administrator

7. Mentoring

There can be a lot of pressure on clergy to produce church growth and measurable results. Mentoring is not about personal counselling, spiritual direction or performance management. Mentoring is a form of support which helps clergy looking to fulfil their vocation, grow in grace, and avoid burnout and disillusionment. A mentor works with a mentee to assist them in fulfilling their developmental desires and aims in a trusting relationship built on mutual respect, clear guidelines and agreed expectations.

All training curates are expected to have a mentor (agreed with the Director for Apostolic Life, Rebecca Swyer) via and all new incumbents are allocated a mentor by their bishop or archdeacon, in consultation with the Department for Apostolic Life. Clergy can request a mentor also at other stages of their ministry.

Contact: CMD Officer

8. Cathedral

Chichester Cathedral is the spiritual heartbeat of the Diocese. Open every day to welcome worshippers, visitors, pilgrims and those who seek a quiet place to pray and light a candle it is visited by over 300,000 people each year. We seek to shape our corporate life so that it overflows with the love of Christ. We seek to draw upon that vein of spiritual renewal that so affected St Richard, the charism of St Dominic. This is expressed in the Four Pillars of the Dominican life that we are taking as our framework for renewal: Prayer, Study, Community and Mission.

The Cathedral choir makes regular visits to parishes to sing Choral Evensong, and the Cathedral clergy are happy to accept invitations to visit your church or churches, for example to preach or lead quiet days. Parish groups are particularly welcome to attend Cathedral services and especially on the day that they are prayed for in the Diocesan Cycle of Prayer.

We offer opportunities for theological reflection in person and online, quiet days and retreats. Please see our website or contact us directly if you would like to know more.

We look forward to welcoming you to the Cathedral.

Contact: The Dean of Chichester

SECTION B: WORSHIP AND THE OCCASIONAL OFFICES

(For inquiries about matters covered in 1-4 of this section, please contact your archdeacon or the Director of Apostolic Life.)

1. Christian Initiation

Admission of Children to Communion before Confirmation

The policy of the Diocese of Chichester, which is fully in accord with principles set out by the House of Bishops, may be found on the diocesan website at:

https://cofechichesteryouth.contentfiles.net/media/documents/document/2019/03/Diocese_of_Chichester_Policy_Admission_of_Children_to_Holy_Communion_.pdf

There are three options:

- a. Admission to Holy Communion, later followed by Confirmation. Parishes which wish to develop Confirmation in the direction of a profession of adult faith might adopt this option. Parishes would have the advantage of being able to communicate younger children, thus contributing to their formation and nurture.
- b. Admission to Holy Communion, as part of preparation for Confirmation. This option would be useful to parishes which have a long preparation process for Confirmation and wish to admit baptised persons to Holy Communion at an early stage in this process.
- c. Baptism - Confirmation - Communion. This keeps the traditional Anglican order of rites of initiation.

There is a formal process for an incumbent and PCC to follow, which is set down in the policy.

2. Resources for Christian Initiation

A range of training resources available on the Diocese of Chichester Virtual Learning Environment (VLE) for preparing children for first communion and older children and adults for baptism and confirmation.

3. Holy Communion by extension

The provision for Holy Communion by Extension is not allowed as a regular practice in the Diocese of Chichester. In exceptional circumstances an incumbent should contact their suffragan bishop to discuss the situation and a decision will be made about whether permission for a service of Communion by Extension will be given.

Under such circumstances, the service must be led by a deacon or an appropriately trained lay Minister of Communion.

4. Lay Ministers of Holy Communion (LMC)

Lay Ministers of Holy Communion are people authorised by the Bishop both to help distribute Holy Communion in the Church and to take Holy Communion (which has been consecrated at a Eucharist in church) to members of the parish

who are sick and unable to come to Church. Canon B12 indicates that lay people may only 'distribute the sacrament of the Lord's Supper' if 'authorised to do so by the Bishop'.

The Bishops in our diocese require all lay people who are to be authorised to exercise this ministry to participate in training. Training takes place either in a short diocesan course organized by each deanery according to that deanery's particular need or by the parish priest in the local parish. Those who wish to be considered for ministry as a LMHC should speak to their parish priest who will arrange for them to be nominated by the PCC for this ministry. Clergy wishing to arrange training for LMHC candidates in the deanery should contact the Rural dean in the first instance or arrange a training session themselves in the parish, for their own candidates. All the material needed for training and authorization, together with guidelines are available here:

[Lay Ministers of Holy Communion - Diocese of Chichester \(anglican.org\)](#)

Readers and Licensed Lay Workers are automatically authorised to exercise this ministry under the terms of their licences, so do not need to be authorised separately by the process outlined above.

5. Weddings

The essential guide for every incumbent is 'The Yellow Book', the proper title of which is: 'Anglican Marriage in England and Wales: a Guide to the Law for the Clergy' 2010 published by the Faculty Office of the Archbishop of Canterbury. It contains information about who may marry, the reading of banns, marrying a foreign national, marriage regulations and all the legal information you need. If you wish to purchase a copy, you can request it via the Faculty Office website at <http://www.facultyoffice.org.uk/special-licences/guidance-for-the-clergy/> or apply in writing to: The Faculty Office of the Archbishop of Canterbury, 1 The Sanctuary, Westminster, London, SW1P 3JT. The guide costs £7.50 and your cheque should be made payable to "The Faculty Office".

There are two supplements to the guide, and these can be accessed online here:

<http://www.facultyoffice.org.uk/wp-content/uploads/2013/12/AnglicanMarriageGuide-FirstSupplementJuly2013.pdf>

http://www.facultyoffice.org.uk/wp-content/uploads/2015/04/Anglican_Marriage_in_England_and_Wales-Second_Supplement_April_2015.pdf

The guide must be read in conjunction with these supplements. Clergy should also refer to the Guidebook for The Clergy published by the General Register Office (last updated 2015) which is available online here:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/408375/GuidebookClergyFeb15final.pdf

The general rule is that anyone has a right to be married in a church if they:

- Are resident in the parish
- Are enrolled on the Electoral Roll or
- Have a qualifying connection.

A person has a Qualifying Connection with a parish if that person:

- was baptised in the parish (this does not apply where the baptism formed part of a combined service of baptism or confirmation); or
- had his or her confirmation entered in a church register book of a church or chapel in the parish; or
- has at any time had his or her usual place of residence in the parish for at least six months; or
- has at any time habitually attended public worship in the parish for at least six months;
- in addition, a qualifying Connection is established where a parent of that person has at any time during that person's lifetime:
 - had his or her usual place of residence in the parish for at least six months; or
 - has habitually attended public worship in the parish for at least six months; or
 - a parent or grandparent of that person was married in the parish.

It is essential that incumbents see evidence of each person's nationality as well as evidence of their qualifying connection with the parish. The requirements in relation to identification evidence are set out at paragraph 2.8 of the Guidebook for The Clergy published by the General Register Office. For the purposes of establishing where banns are to be read (or if the couple are seeking to rely on residence in the parish as their qualifying connection), the incumbent should obtain evidence of each person's address (e.g. a recent utility bill or bank statement) and should check to make sure that the address is in fact in the parish in question. This can be done on the A Church Near You website.

There are exceptions to the 'right to marry' that are important for every incumbent to know. See page 11 of the yellow book. **There is a particular process to follow if one or both have been divorced.**

NB: since the Yellow Book was published the government has introduced marriage for couples of the same sex. The Church of England under current legislation does not have the right to marry couples of the same sex.

Registration of Marriages is now done on an online system. In most cases, at the wedding, a **Marriage Document** must be completed which it is then the responsibility of the officiating minister to return to the local Register Office within 21 days.

In cases where one of the couples is not a British citizen or does not have settled or pre-settled status (where a superintendent registrar's certificate is needed), a **Marriage Schedule** must be provided by the couple. This will be issued to them by the local Register Office and signed during the wedding service. It is then the responsibility of the officiating minister to return to the local Register Office within 21 days.

(Please note: There are particular arrangements for the calling of banns and the conduct of weddings in multi-parish benefices. The Bishop may give a general permission for marriage to take place in any of the churches in the benefice provided the couple have a qualifying connection to any one individual parish and in a separate agreement may give permission for banns to be called in any of the parishes. If you are uncertain, it is important to contact the diocesan Registry to ensure that such permissions are in place: *please do not assume they are.*)

Please contact your archdeacon or your local suffragan for marriage if you need further advice on any of these matters.

SECTION C: LIFE AS AN INCUMBENT

1. Terms of Service

All parochial clergy are now appointed under the Ecclesiastical (Terms of Service) Measure 2011. Known as **Common Tenure**, the Measure confers on clergy a range of rights and responsibilities. Many of these will be set out in the Statement of Particulars that you will receive as part of the appointment and moving in process. You can find further information in the Diocesan Clergy Manual which can be found on the website.

2. Sickness

All sickness absence must be accompanied by a relevant medical certificate. For up to one week, a self-certificate is required; for longer than one week, the absence should be authorised through a GP 'fit note' or relevant consultant.

Both should be sent without delay to Sue Atkins at Church House (this is vital as reimbursement can be claimed from the state).

If any member of clergy receives a diagnosis of a critical illness which will mean absence from work for more than a week they should inform their Archdeacon, who will ensure that support is provided.

Please also see the relevant section of the Diocesan Clergy Manual (see above).

3. Wellbeing for Clergy and their Households (WCF)

The Diocese of Chichester is committed to promoting and sustaining the Wellbeing of our clergy and their families.

We provide:

- Reflective Practice Groups (RPGs)
- [Counselling service for clergy, couples and families](#) via a confidential self-referral form
- Informal de-briefing sessions for clergy in the event of trauma
- Psychoeducational groups e.g., anxiety and depression, stress management and wellbeing activities

Contact: Head of Wellbeing for Clergy and their Families (WCF)

4. Guidelines for the Professional Conduct of the Clergy

The guidelines are an invaluable resource and guide. Please make sure you are familiar with them.

[Guidelines for the Professional Conduct of the Clergy | The Church of England](#)

5. Personal Safety

All clergy should be mindful of their safety and that of their family. Working from home and having a very public visibility can bring its own challenges. Ecclesiastical offer advice and guidance for all clergy.

<https://www.ecclesiastical.com/risk-management/working-alone/>

6. Diocesan Housing

Please read the Property Handbook for clergy which you can find on the diocesan website.

Please note in particular:

- The Diocese insures the property but NOT the contents. This is your responsibility.
- The Property Department inspects all properties on behalf of the Diocese on a five yearly (Quinquennial) basis and then undertakes a programme of any necessary repairs, renovations and external redecoration.

If you wish to report an issue with your property then please e-mail property@chichester.anglican.org with details or telephone 01273 425 683. These issues are normally dealt with by the Property Coordinator, who is based at Church House.

SECTION D: LICENSED AND AUTHORISED MINISTRY

Please see the section on 'Types of Ordained Ministry' on the diocesan website: [Types of Ordained Ministry - Diocese of Chichester \(anglican.org\)](#)

1. Self-supporting Ministers

The Bishop's Advisor for Self-Supporting Ministry works to encourage vocations to the diaconate and priesthood of people called to serve in a self-supporting capacity.

The Bishop's Advisor will also facilitate gatherings and learning events for SSMs and act, where appropriate, as an adviser or intermediary where difficulties arise between SSMs and their incumbents.

2. Ministers with Permission to Officiate (PTO)

All clergy wishing to exercise a public ministry, other than in senior appointments or as incumbent, must be granted either permission to officiate or a licence by the diocesan bishop. While the granting of PTO is often associated with the ministry of retired clergy, this is not exclusively the case. Permission to officiate is granted and held at the will of the bishop and may be withdrawn at any time.

For matters concerning PTO, please contact the Palace.

3. Training Curates

The diocese does not have set training parishes or a set group of training incumbents but works out appropriate matches on a case-by-case basis. The process of matching curates to training incumbents starts 18 months before the date of ordination and is overseen by Bishop Martin with the DDO and Director for Apostolic Life.

Prospective training incumbents will then be approached by the DDO and to complete a Training Profile document. Incumbents interested in becoming a training incumbent can also request the document and we will keep the profile on file for future consideration.

Curacy training (IME 2) is overseen by the Director for Apostolic Life. Stipendiary curacies in the Diocese of Chichester last for 3 to 3.5 years and Self-Supporting curacies between 3 and 4 years. During curacy it is essential that they continue to deepen their faith, spiritual life and discipleship to equip and sustain their ongoing ministry as deacons or priests, in addition to setting healthy patterns of ministry and gaining experience and competency across a range of ministerial tasks.

Whilst the parish is the primary training context, curates also participate in the diocesan IME programme. This is designed to be flexible to relate effectively to each training context and the formational needs of each curate. Curates can engage with the programme via a non-validated route but do have the option of following a Common Awards BA or Pg. Dip route (depending on previous qualifications), run in partnership with St. Augustine's College of Theology.

See also the web pages for Curates and Training Incumbents: [Curacy \(IME 2\) - Diocese of Chichester \(anglican.org\)](#)

Contact: Director for Apostolic Life

4. Reader Ministry

Readers in the diocese minister in all kinds of ways, but the heart of their work is to preach and teach, and to conduct worship.

Candidates should first discuss a sense of calling with their incumbent whose support will be needed to be considered as a candidate. The discernment process for Reader ministry begins with an initial conversation with the Officer for Lay Vocation and Ministry. After this, candidates will be asked to meet once or twice with a lay vocations guide who will explore in more depth the sense of calling. The paperwork will then be sent which is needed to register for the annual Reader selection conference which usually takes place in June. The conference is a day of interviews, groupwork and worship which aims to enable the selectors to get to know the candidates and to discern potential for Reader ministry. Please note that all candidates for Reader ministry need to be no older than 67 at the start of training.

Training is with St. Augustine's College of Theology on a University of Durham Common Awards programme.

Contact: Officer for Lay Vocation and Ministry

5. Authorised Lay Ministry (ALM)

Authorised Lay Ministers share in the public ministry of the local church, as they serve their local parishes. ALM ministry takes many different forms depending upon the parish base, but in general ALMs lead, establish or work within a team of people working in an area of ministry and they also work to encourage and develop the gifts of others.

Authorisation lasts for a period of three years and can then be renewed following a review by the incumbent and PCC. There is no upper age-limit for ALM. An ALM does needs to be 18 or over at the time of commissioning, an "adult" in legal terms.

The current choice of ALM electives is: Pastoral Care, Children's, Youth and Family, Mission, Chaplaincy and Worship and Liturgy. Training will consist of a maximum of 12 sessions, depending on the chosen elective.

Candidates will be commissioned at a diocesan service led by a bishop.

Contact: Officer for Lay Vocations and Ministry

6. Great is Thy Faithfulness: Growing the Household of Faith

This is a parish development programme designed to help church congregations to pray about and to reflect more fully on their shared baptismal vocation and also to encourage church congregations to think more intentionally about church growth in all of its many dimensions.

The programme will be rooted in prayer – each member of the teams is prayed for each week in the Cathedral - and the parish participants will also be invited to Choral Evensong in the Cathedral. Parishes will receive visits from your Bishop, Archdeacon and from members of the Department for Apostolic Life. The programme involves a mixture of Zoom

workshops and in person meetings, in addition to providing some opportunities to reflect on shared experience together with members of another church family who will also be accompanying you on this journey.

In signing up for the programme, you and your nominated members commit to attend all the modules, reflective practice groups sessions (as appropriate) and to complete any actions that may arise out of these. There is an expectation that parishes will run a discipleship course at least once a year. At the end of the programme a series of recommendations related to church growth arising from out of the programme will be taken to your PCC.

Participation in the programme is by invitation of the diocesan bishop.

Contact: Parish Development Officer

7. Other Support

Parishes and clergy can access consultancy, bespoke training or help with mission action planning, parish vision days, etc. via the Deputy Director for Apostolic Life/Parish Development Officer.

The diocese also has a team trained in Bridge Builders conflict resolution.

Contact: Deputy Director for Apostolic Life

SECTION E: VOCATIONS

1. Discernment

Seeking to be good disciples is key to our mission and ministry in the church.

Our vocations' team is committed to encouraging all God's people to find their place in the work of the kingdom. To that end our regular Exploration Days allow a prayerful opportunity to consider whether God is calling an individual to any specific ministry – lay or ordained. This work is closely allied to that of discipleship but offers specific reflection on issues of discernment. Ministries covered on the days could be licensed church ministry (Reader, Church Army, Priest or Distinctive Deacon) but will also look at other pastoral, missional and evangelism roles such as Children and Families workers, Pastoral Assistants' and mission partners. The department also offers individual discernment conversations and many books and literature to help in this process.

2. Vocations to Ordained Ministry

Our Vocations team is committed to fostering and discerning calls to Ordained Ministry and the Religious Life. We are particularly seeking to foster vocations from under-represented groups and are praying for those exploring vocation in the Diocese.

The Living Faith course, which helps those exploring vocation in general, has helped prepare and foster some towards ordained ministry. You may wish to refer a candidate to this course as a first step.

If a candidate in your parish is ready to seriously explore ordained ministry, please email our Vocations Officer, the Revd Robert Norbury, setting out the evidence you have seen that the candidate may be called to ordained ministry and any areas for development.

Before referring a candidate, please make sure the candidate has:

- been worshipping in your church for at least six months, long enough to be known by you and other worshippers there;
- been meeting with you regularly to pray and discern their call (in separate meetings you may like to ask them to choose an image to talk about their sense of inner calling, read and discuss The Apostles' Creed, and ask them to choose an object or image that would help them speak about their faith to another person);
- had the opportunity to lead a group in your church and benefit from your feedback.

Any candidate you refer will need to understand that:

- there are a variety of possible outcomes, and they should maintain an openness to all possibilities, not just that of ordination;
- the process of discernment to ordained ministry is very thorough, looking at every aspect of life, including sensitive matters. It seeks to maximise objectivity whilst engaging personally. The aim is to make sure those who embark on training for ordained ministry have a clear call, with sufficient resilience, self-awareness, spiritual maturity and integrity to be good news in their communities;

- the discernment process can take between 1 and 2 years. Ordained people are the church's most visible representatives, and it is crucial to gain assurance of their calling and capability. Details about the discernment process can be found here: <https://www.chichester.anglican.org/ordained-ministry/>
- to be sponsored for stipendiary ministry they must be 50 or under at the start of training and would be nationally deployable;
- to be sponsored for self-supporting ministry they must be no older than 55 at the start of training and would be deployed within the Diocese;
- those called out by a bishop (in rural areas or urban estates with limited clergy) to explore sponsorship as a self-supporting locally deployable Deacon or Priest would normally enter the discernment process by 63, except for someone who has already undergone significant theological or formational training e.g. as a Reader. The expectation would be that someone who is 65 at point of ordination would offer at least 5 years of licensed ministry before retirement.

Please also bear in mind that if a candidate is divorced and has remarried whilst their former spouse is still living, or if a candidate's spouse is divorced and their former spouse is still living, then a candidate will need a Faculty under Canon C4.3. To apply for this, a candidate will need to have been married to their current spouse for at least three years.

There are many books which help people exploring a call to ordained ministry and we can advise on specific resources. You may like to recommend one of the following:

Stephen Cottrell, *On Priesthood* (Hodder, 2020)

Emma Percy, *What Clergy Do* (SPCK, 2014)

Graham Tomlin, *The Widening Circle* (SPCK, 2014)

Robin Ward, *On Christian Priesthood* (Continuum, 2011)

Rosalind Brown, *Being A Deacon Today* (Canterbury Press, 2005)

Christopher Cocksworth & Rosalind Brown, *Being A Priest Today* (Canterbury Press, 2002)

The Diocesan Director of Ordinands has oversight of the selection and training of candidates for ordained ministry.

SECTION F: SAFEGUARDING

All clergy are required to comply with all diocesan guidelines for safeguarding and protecting children and adults at risk of all forms of abuse.

This includes matters of training and awareness raising; safer recruitment; parish policy and practice and including the PCC in parish safeguarding responsibilities.

The Diocese of Chichester has a designated safeguarding website: [Home \(anglican.org\)](https://www.home.anglican.org) (or type 'Diocese of Chichester Safeguarding' into your browser). Please make every effort to familiarise yourself with this.

Items of particular importance about which you will find further detail on the website are:

1. Simple Quality Protects (SQP): this is the framework for parishes to ensure that they comply with the main safeguarding requirements.
2. Training: it is vital to respond to requests to participate in training. It is your personal responsibility to ensure that your training is up to date.
3. Policies: the safeguarding website contains model policies. **The front page of all parish websites should include a link to the policy** and to the Parish Safeguarding Officer.

SECTION G: CHURCHYARDS AND CHURCH BUILDINGS

Many of these matters are covered by the **Chancellor's General Directions**

[Chancellors_General_Directions_Version_5_1_April_2020.pdf](#) (contentfiles.net) which include Churchyard Regulations.

These can be found on the diocesan website and are an essential guide for all incumbents.

1. Churchyards

Please see the Churchyard Regulations, which are Appendix I of the Chancellor's General Directions.

Also highly recommended is *The Churchyards Handbook*, Ed. Thomas Cocke, Church House Publishing, 2001.

Churchyards (where they exist) are an integral part of church life and an important aspect of ministry. However, they can be a cause for concern and incumbents who have the care of churchyards need to know the rules and regulations governing them, including who can be buried there, and what is allowed by way of memorial.

The most common mistakes or problems with churchyards are:

- Failure to consult all family members about a burial or memorial
- Misunderstanding about who owns memorials and headstones and who is liable for damage
- Allowing headstones or memorials that do not comply with diocesan regulations
- The proliferation of items in a churchyard that are not permitted
- The failure to keep a proper record
- The reservation of grave spaces

The monuments, structures and boundaries contained within and enclosing the churchyard are all subject to Faculty Jurisdiction and advice is available to those who are currently maintaining churchyards or looking to make changes and additions.

Faculties for the reservation of grave space and exhumations are not dealt with by the DAC and Church Buildings Team and you will therefore need to contact the [Diocesan Registry Diocesan Registry and Consistory Court - Diocese of Chichester](#) (anglican.org) directly for more information and the necessary forms.

If you have any queries regarding churchyards or memorials please contact your Rural Dean, Archdeacon or the Senior Church Buildings Officer at Church House.

2. Maintenance and Repair

Quinquennial Inspections (QIs) - All consecrated churches are required to be inspected once every 5 years by an approved architect or surveyor to assess their condition. In this diocese parishes need to make the arrangements for this inspection by approaching the architect/surveyor directly, and also pay for this from parish funds. The report which follows the inspection is extremely useful in helping parishes to plan ahead and schedule maintenance work into the future.

For advice on understanding QIs, how to go about appointing architects or surveyors, and general maintenance please contact the Church Buildings team.

Please do be aware that **a large percentage of issues with church buildings are caused by failure to clear out gutters regularly**. It may save enormous amounts of time, money and stress to ensure that this is being done.

3. Reordering

Whether your PCC has grand plans for a complete overhaul or more modest proposals for change, the key for reordering is to ask for the help of your archdeacon and the Church Buildings Team as early as possible. Dependent upon the scope of works they will be able to talk you through the stages of the process and help offer advice on not just the practical aspects such as kitchens and toilets but also fundraising and community consultation.

On the 'Church Buildings' section of the diocesan website (under the main heading 'Parish Support and Resources', you will also find a series of guidance notes which we have written to help make planning projects more manageable. In addition the 'Grants, Fundraising and Money' section of the website has a wealth of advice about funding church building and churchyard related works, as well as a series of links to other funding bodies.

National guidance by both Historic England and the Church Buildings Council can be found at <https://www.churchofengland.org/resources/churchcare>

4. Faculties – when do I need one and how do I apply?

Faculties are needed for a wide range of works which affect church buildings and churchyards. Faculties are issued by the Chancellor of the diocese, normally acting on advice from the Diocesan Advisory Committee, which meets monthly. From reordering to repairs, disposals and introduction of new items as well as some routine renewals such as wiring, faculties are needed before works can be carried out. It is important that you check whether or not a faculty is needed at an early stage by contacting either a member of the Church Buildings Team or your Archdeacon.

In 2015, new Faculty Jurisdiction Rules came into force. These Rules introduced a number of matters which may be undertaken without a faculty. There are two lists: List A – matters which may be undertaken without the need for consultation [List_A_from_1st_April_2020.pdf](#) (contentfiles.net), and List B – matters which may be undertaken without a faculty subject to consultation. List B matters are referred to the relevant Archdeacon who gives notice in writing before the specified work can be carried out [List_B_from_1st_April_2020.pdf](#) (contentfiles.net).

Please check if you have any questions about what may or may not be included.

If you have any queries about completing the forms or what information may be needed to support the application, please contact the Church Buildings Team for advice. Information about making a List B application may be found on the diocesan website: [Archdeacons' Permissions - The List B Process - Diocese of Chichester](#) (anglican.org).

SECTION H: GOVERNANCE

A **parish** is the basic pastoral and missional unit within the Church of England. A parish can contain one or more churches within it. Each parish has one PCC (with its own bank account). Two or more parishes can be grouped together: when this is done in a formal legal arrangement (called a pastoral scheme), it is within a **benefice**. Accordingly, a **multi-parish benefice** is a benefice with one or more parishes within it.

For further information and advice about the structure and governance of your benefice, please contact your Archdeacon in the first instance.

1. The Incumbent's Role

As incumbent of the parish, you are an ex-officio member of the PCC¹ and the chair of the APCM and PCC². If you have more than one PCC in your care you are a member and the chair of each.

The PCC must elect a lay member as vice chair³ who may also chair the APCM⁴. It is possible in multi parish benefices for the incumbent to delegate to the vice chair the day-to-day business of the PCC but the incumbent cannot relinquish oversight of the PCC and even if not attending all meetings should make him or herself familiar with the actions that are being taken.

Clergy who are chairing PCCs should read the relevant parts of:

- The Churchwardens Measure 2001⁵
- The Church Representation Rules ("CRR")⁶
- The Charities Act 2011⁷

You will also find important information about the responsibilities of the PCC in the PCC Accountability Guide at:

<https://www.churchofengland.org/resources/clergy-resources/pcc-accountability-guide>(see the menu at the left-hand side)

2. The Annual Parochial Church Meeting (APCM)

The APCM is governed by Part 9 of the CRR, which include rules detailing the constitution and arrangements for the election of members to the PCC, and for additional General Meetings should such be necessary.

Note the need for proper notices and the time frame within which this is set.

¹ CRR M15(1)(a) – see also 84(1)(a)

² CRR M4(1)(a) and M19(1)

³ CRR M19(2)

⁴ CRR M4(1)(b)

⁵ <https://www.legislation.gov.uk/ukcm/2001/1/contents>

⁶ <https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/contents>

⁷ <https://www.legislation.gov.uk/ukpga/2011/25/contents>

The APCM receives the Annual Report –templates of which can be found on these pages:

<https://www.chichester.anglican.org/Information%20for%20PCC%20Treasurers/>

<https://www.parishresources.org.uk/wp-content/uploads/tar.pdf>

You should also note certain persons are disqualified from being members of the PCC including those who are declared bankrupt, convicted of dishonesty or deception etc. Full details are in M8 and Part 7 of the CRR.

The forms and notices for the APCM can be downloaded and printed as Word documents or PDFs from this page:

<https://www.parishresources.org.uk/pccs/apcms/>

3. The Electoral Roll

The rules regarding the forming and the updating of the Electoral Roll are provided in the CRR. The application form for enrolment onto the electoral roll, the notices for revision and renewal of the roll are in Part 10 (“Forms”). These can also be downloaded and printed as Word documents or PDFs from this page:

<https://www.parishresources.org.uk/pccs/apcms/>

4. Churchwardens

The election of Churchwardens is governed by the Churchwardens Measure 2001 and takes place at a combined meeting of members of the church Electoral Roll and persons resident in the parish and on the register of local government electors (jointly the parishioners). This is usually called the Annual Meeting of Parishioners.

The meeting is called by the incumbent (though the PCC secretary should do this on your behalf) and must take place before 31 May each year. It usually takes place at the same time as the Annual Parochial Church Meeting.

The details of the ‘time and manner of choosing’ churchwardens are set out in 4 and 5 of the Measure and these can be found at the very end of the CRR in the section entitled ‘Supplementary Material’.

The provisions of the Churchwardens Measure in limited circumstances allow the incumbent to appoint one warden if s/he is of the opinion that the election of one of the nominated candidates would ‘give rise to serious difficulties between the minister and that person in the carrying out of their respective functions’. This provision should be used sparingly, if ever. If you are considering using it, please seek the advice of your Archdeacon.

Churchwardens may serve for a maximum of 6 terms of office (6 years) unless the meeting determines otherwise (Churchwardens Measure 3).

Certain persons are disqualified from serving as churchwardens (Churchwardens Measure 2) if they are disqualified from being a charity trustee.

5. The Parochial Church Council (PCC)

The PCC is constituted of a mix of elected members including those elected to the Deanery Synod with some ex-officio members – essentially any clergy licenced to the parish or benefice and the churchwardens. Note that Readers are not

ex-officio members of the PCC unless the APCM specifically determines that they are. If there are a number of Readers the APCM can agree to them being represented on the PCC by one or more of their number. The number of lay members to be elected is determined by the size of the Electoral Roll. The PCC can also co-opt members subject to several limitations. See M15 of the CRR for full details of membership.

The default position is that elected members serve for three years. The APCM can change this to one year, but this must be reviewed at least every six years. See M16.

The conduct of the PCC (essentially its standing orders) are in Part 9, Section B of the CRR, "Parochial Church Council". This includes matters such as the notice of meetings, appointment of officers, quorum etc. It is essential reading! Note the provision for a meeting of the PCC immediately following the APCM, for the purpose of electing officers for the forthcoming year.

6. Employing Staff

Every PCC as a legal employing body must ensure that it complies with not only statutory Requirements but its own financial management procedures and other arrangements.

In employment terms the basic requirements for any employee is:

- A job description and person specification
- A Statement of Particulars
- An employment handbook.

All employees and volunteers should be recruited using Safer Recruitment methods.

7. Health and Safety Risk Assessments

Refer to Health and Safety Executive (HSE) website for all risk assessments and health and safety

<http://www.hse.gov.uk>

SECTION J: FINANCE

1. Fees and Expenses

Full details of these may be found in the *Financial Aspects of Ministry* handbook on the diocesan website.

The Church of England publishes a guide to Parochial Expenses of the clergy, which can be found at the following link:

www.churchofengland.org/clergy-office-holders/remuneration-and-conditions-of-service-committee/the-parochial-expenses-of-the-clergy.aspx

2. Church Finances

Please refer to the following publications:

J. Behrens, *Practical Church Management*: see especially chapter 27: Church Accounts and chapter 4: The PCC Treasurer;

D. Parrott, *Your Church and the Law*, chapter 16: Parish Finance;

On PCC Accountability: The Charities Act 2011 and the PCC. Church House Publishing; 4th edition Church Representation Rules;

Robert Leech, *The Church Treasurer's Handbook*: Canterbury Press. Revised edition January 2012

The Charities Act 2011 specifies that PCCs (and other excepted charities) with gross income in excess of a special registration threshold (currently £100,000 per annum) must register with the Charity Commission. Details of the registration process are available on the Parish Resources website www.parishresources.org.uk. Dispensation from registration can be sought from the Charity Commission where the income threshold of £100,000 per annum has been exceeded only because of an exceptional and non-recurring item.

Excepted status remains for all PCCs which are not registered with the Charity Commission. Excepted charities do not have a charity registration number and do not have to file an annual report and accounts with the Commission unless specifically requested.

All PCCs, registered and excepted, must, however (under the Church Representation Rules), send a copy of the Annual Report and Accounts to the Secretary of the Diocesan Board of Finance. They must also be provided to the public upon written request. PCCs are charitable bodies and may, therefore, claim tax refunds on Gift Aid contributions, receive investment income without deduction of income tax and in general enjoy all the other tax reliefs available to registered charities.

3. Thresholds

The Parish Resources website provides lots of guidance on church finances and the different rules that apply at different financial thresholds:

<http://www.parishresources.org.uk/resources-for-treasurers/>

	Income up to £100k	Income between £100k & £250k	Income between £250k & £500k
Basis of preparation of annual accounts	Receipts & payments	Receipts & payments	Accruals
External scrutiny	Independent examination	Independent examination	Independent examination by a qualified accountant
Required to register with the Charity Commission	No	Normally yes – there are exceptions	Yes

The *Church Representation Rules* (Part 9, section M5[7]) says that annual accounts must be displayed for 7 days before the APCM and must be sent to the Diocesan Board of Finance (please do this via the Parish Advisor for Finance, Stewardship and Governance) within 28 days after the APCM.

The treasurer gathers and reports financial information. It is the PCC that sets policy and makes financial decisions which the treasurer will carry out on its behalf.

The incumbent needs to know how to ask the right questions in order to get the information the PCC needs to make decisions. Having good information (and not just figures) is vital to plan the activities of the church.

4. The Parish Giving Scheme (PGS)

The PGS has been set up to help parishes best manage their regular donations. The Donations are made by individuals by direct debit and can be made on a monthly, quarterly or annual basis. Even though donations are made to the Parish Giving Scheme, they are restricted to the chosen parish (beneficiary). The donation, including any Gift Aid, is passed back to the parish within ten days of collection.

The unique feature of the PGS is the option for the donor to commit in principle to increase their gift annually in line with inflation. Whilst this is a voluntary decision it is one that could potentially have a huge impact on the life and future of the church. Through a generous commitment from the donor, the beneficiary is assured of a regular, tax efficient source of income which has the capacity to increase with the cost of living.

The scheme is free to parishes and can provide annual printouts of information needed by the PCC and giving officer.

Contacts: Finance Director, Parish Adviser (Finance, Stewardship and Governance), Generous Giving Adviser

The PGS Helpline: info@parishgivingscheme.org.uk Tel: 01452 835595

SECTION K: EDUCATION

1. Schools

The Church of England sees its schools as being at the centre of its mission to the nation and this is set out in the [Church of England Vision for Education](#). In the Diocese of Chichester, more than 37,000 children attend one of 154 church schools located across the Diocese.

Many churches enjoy a thriving relationship with their local school (whether they have a Christian foundation or not).

In the Diocese of Chichester our schools and churches have been using our Growing Partnerships initiative to develop a shared Household of Faith ([Growing Partnerships](#)) This document gives practical suggestions and presents a Covenant that both church and school can work towards in partnership.

2. School Governance

One of the important ways that the church can serve its local church schools is through the appointment of foundation governors. Foundation governors have a critical role to play in shaping the vision of the school and holding school leadership teams to account for the quality of provision. It is therefore important the PCC nominates people with the requisite skill set to fulfil this role. In addition, the clergy's role as ex officio Governors is invaluable. The opportunity to provide pastoral engagement as well as the pivotal influence on establishing a distinctly Christian ethos within the school enables the church to interact directly with a significant part of the local community.

Church of England schools within this Diocese teach the Locally Agreed Syllabus for RE. The Diocese has published a number of resources to support schools in delivering the syllabus and developing their Christian foundation.

3. Support for Schools and Academies

For schools wishing to consider converting to academy status, the Diocese of Chichester has three Diocesan led MATs, one church school led MAT and works with a further Diocesan MAT in a neighbouring diocese. Any school considering becoming an Academy needs to talk to a senior member of our Education Team so that the school can work in line with our Academy Policy. ([Academy policy](#)). The process is outlined in our [Academy Conversion Toolkit](#).

4. The Diocesan Education Team

The Diocesan Education Team currently provide expertise in governance, admissions, building projects, models of leadership, school remodelling (amalgamations and federations), SIAMs and Christian distinctiveness for church schools. Current core services provided to schools by the department include:

Leadership and Management

- i. Appointment of Principals and Headteachers
- ii. Succession planning and models of school leadership
- iii. School organisation and remodelling
- iv. Mentoring new Headteachers

- v. School improvement and best practice networks

Governance

- i. Advice and training for governors/clerks in relation to legal responsibilities
- ii. Appointment process for foundation governors
- iii. Advice on committee structure/terms of reference/constitution and membership and procedural matters
- iv. Professional support for new chairs and clerks

Church School Distinctiveness

- i. Coordination of Statutory Inspection of Anglican Schools (SIAMs)
- ii. Church school ethos and vision
- iii. Curriculum development (especially in values education, SMSC, RE and Collective Worship)
- iv. Community cohesion and links with Church and parish
- v. Publication (nationally) of curriculum and leadership material for church schools

Buildings and admissions

- i. Support with building projects for Voluntary Aided schools
- ii. Project management and support with bids for academy capital funding
- iii. Support with admission policies, procedure and appeals
- iv. Each year the Diocese organise a number of training events for schools, governors and incumbents. For more information, please visit the Diocesan website

Contact: Diocesan Director of Education, Assistant Director of Education

SECTION L: CHILDREN'S, FAMILY AND YOUTH WORK

Engaging with children, young people and families and seeing them grow in their faith is a joy and a challenge for most parishes. Diocesan support for ministry with young people, children and families is coordinated by Dan Jenkins, alongside Irene Smale. Working with local needs and national initiatives they offer:

- Consultancy for parishes reviewing and developing ministry with children, young people and families.
- Consultancy to parishes who wish to employ youth or children's workers, including job description and design, recruitment and interviewing and ongoing management of the individual
- Support and training for paid youth, children's and family workers
- Training and support for volunteer children and youth leaders and anyone concerned with children in the parish.
- May Camp and its follow-up Mini May Camp for over 400 young people a year
- Providing a bronze Duke of Edinburgh award for young people within our churches
- Help with specific issues such as Messy Church or similar projects, worshipping with children and Godly Play.
- Support and resources for parents sharing the Christian faith at home.
- Resourcing of the eight diocesan children and youth work hubs, providing advice and support to parish volunteer and paid children and families workers
- Regular e-mail newsletters providing information about training and resources
- ALM course on youth, children's and families work
- A biannual Children's and Family Work conference

Contact: Diocesan Youth Officer, Children and Family Work Adviser

SECTION M: COMMUNICATIONS

The diocesan communications team provides support to the network of clergy, churches, parishes and other worshipping communities.

Communications is the first point of contact for media relations; social media; providing a responsive enquiry service; publication of the fortnightly e-news and the Diocesan Magazine, Faith in Sussex.

Working with the Apostolic Life Department, the communications team offers help and advice on the planning and promotion of campaigns, events and activities.

The team manages the diocesan social media accounts and also offers training and advice for parishes on all aspects of communications matters.

Contacts: Diocesan Communications Officer

SECTION N: MISCELLANEOUS

1. Social Responsibility

The Bishop of Lewes chairs the Diocesan Council for the Promotion of the Common Good, seeking to reflect God's love for the individual, the community and the natural world: <https://www.chichester.anglican.org/common-good/>

The Council seeks to care, inform and communicate how the household of faith is engaging in supporting individuals, communities and the natural world. Much of this work is done in partnership with churches of other denominations as well as statutory agencies and specialist Christian or secular charities. The contact for any area of work not listed separately is Nicky Still, PA to the Bishop of Lewes.

Contacts:

Diocesan Environmental Officer

Diocesan Disability Advisor

Interfaith Advisor

Bishops Liaison Officer for the LGBTQI Communities

Rural Officer for East Sussex

Diocesan Mothers' Union chichester.diocese@mothersunion.org

Website <https://www.chichestermu.org/welcome.htm>

Family Support Work <https://www.familysupportwork.org/>

2. Apostolic Partnerships

This is the term that is generally given in the Diocese of Chichester to ventures that are often described elsewhere as church plants, grafts, or revitalisation initiatives.

The theology that underlies them is that we are a single household of faith within the diocese (see Galatians 6.10), interdependent on each other for health, growth and resourcing. Parishes are often asked to give different kinds of support to one another, sometimes as part of large projects, such as those resourced by the Church of England's Strategic Development Fund in larger towns such as Brighton and Crawley, and some in smaller and more local ways.

The lead person in the diocese for apostolic partnerships is the Bishop of Horsham and she can be contacted about any aspect of this work.

3. Ministry of Deliverance

The Ministry of Deliverance is part of the healing ministry of the church, carried out under the authority of the Diocesan Bishop and administered in Christ's name. The goal of the ministry of deliverance is the same as that of all ministry – blessing in Christ's name so that the person or persons affected may experience the healing presence of God and be able to embrace more fully the light and life on offer in Jesus Christ.

All of us have experienced 'strange things'. For most of us these events are passing and do not unsettle us more than momentarily. However, some people become disturbed by repeated unsettling experiences or by an experience of such force that its aftereffects aren't passing. They may seek assistance from a priest.

To support the ministry of clergy in this area the Bishop has an Advisory Group on the Ministry of Deliverance. The group is appointed by and accountable to the Bishop. Members of the group are very happy to assist parish clergy in talking through particular situations.

Contact: The Revd Keith Littlejohn

4. Chaplaincy

The Diocese is blessed in having diverse and vibrant chaplaincy ministry across many different areas of life. There are particular strengths in the education, health and prison sectors, but also chaplaincy expressed in a range of other ways including to the emergency services, uniformed organisations, and in the workplace. The diocese recognizes that continuity of effective pastoral care is enabled when good communication takes place between parishes and chaplaincy teams, for example when a local parishioner is admitted to hospital.

The Chaplains in the Diocese are too numerous to list here, but please contact Nicky Still, PA to the Bishop of Lewes for details.

