

**Protocol for Clergy Departing the Diocese**

This protocol provides a guide to the steps involved for clergy departing the diocese, from the point of offer to moving house and being licensed.

1. As soon as you have accepted an offer of a post in another diocese, you should inform the Bishop of Chichester, giving a minimum three months' notice of your departure. The Appointments Secretary, Imogen Robins (imogen.robins@chichester.anglican.org), will arrange for a deed of resignation to be sent to you (*incumbents only*). To ensure continuity of stipend, the date your resignation takes legal effect must be the same as your date of licensing to your new post, and so your resignation should not be confirmed or your deed returned until a licensing date has been set..
2. Your new diocese will arrange a DBS check. Once this comes through, a date can be agreed with your new bishop for your new appointment to be announced, in both your present benefice and your new one.
3. Once a licensing date has been fixed, you should be in touch with the Property Director, Scott Ralph (scott.ralph@chichester.anglican.org), or one of his team with the date you are expecting to move out. If this date changes, the Property Department should be informed as soon as possible. At this point your resignation can be confirmed, and (*incumbents only*) your deed of resignation returned to the Appointments Secretary.
4. Your final Sunday in your present benefice should be no more than four weeks before your date of licensing to your new post. Any exception to this norm will need to be agreed with the Archdeacon and your churchwardens. Unless explicitly agreed otherwise with your churchwardens, you should arrange cover for any services after your final Sunday but before your move.
5. *Incumbents only* During a vacancy (i.e. at the point at which your resignation takes legal effect), the churchwardens and rural dean automatically become sequestrators. In practice, churchwardens may be willing to act informally as sequestrators as soon as the parsonage house has been vacated, i.e. before the vacancy proper starts, but they are not legally obliged to do so.
6. Your local suffragan bishop will be in touch with you to arrange an exit interview.

May 2023