



Protocol for Clergy Moving into the Diocese

This protocol provides a guide to the steps involved for clergy moving into 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 this diocese, you should inform your present bishop, whose office will inform you of any formal requirements around your resignation. A minimum three months' notice should be given of your departure. 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 until a licensing date has been set.
2. At the earliest possible opportunity you should send your safeguarding training certificates to the Safeguarding Administrator, Kim Nash (kim.nash@chichester.anglican.org), who will arrange a DBS check. Once your DBS check comes through, a date can be agreed with the Bishop of Chichester's office for your new appointment to be announced, in both your present benefice and your new one.
3. Before removals can be booked, you need to be in touch with the Property Coordinator, Sophie Cooper, (property@chichester.anglican.org), to agree a move-in date and arrange a visit to the property with the relevant surveyor. At this point, you should also contact the Appointments Secretary & Clergy HR Officer, Imogen Robins, (clergyhr@chichester.anglican.org), who will let you know of any grants for which you may be eligible and will advise you of the removals process.
4. Once a move-in date is agreed in writing with the Property Department you should confirm this with the Archdeacon and the Appointments Secretary so that a licensing date can be agreed. This same date can be confirmed as your legal resignation date, and a licensing notice will then be circulated.
5. The Bishop of Chichester normally licenses all clergy new to the diocese. If you have not met the Bishop as part of the appointment process, his assistant, Jeannette Sax, (bishop.pa@chichester.anglican.org), will be in touch to arrange a time for you to meet before your licensing.

6. A liturgical chaplain will be in touch with you about your choice of hymns and music for the licensing, and will also liaise with you regarding the date and time of the rehearsal. Please do not undertake work on the Order of Service yourself. The order of service for your licensing must be sent to the Bishop of Chichester's office for approval before printing.
7. If you are becoming an incumbent or a priest-in-charge for the first time, the CMD officer, Earl Collins, will be in touch with you about participating in a First Incumbency course. Your local suffragan bishop will also offer to arrange for you to have a mentor.
8. After three months in post, the local suffragan bishop will meet with you to see how things are going.

March 2024

