



Protocol for Clergy Moving Within the Diocese

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

1. Once you have accepted an offer of a new post, the Bishop of Chichester's office 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. The Appointments Secretary, Imogen Robins, (imogen.robins@chichester.anglican.org), will be in touch to agree a date for your new post to be announced, in both your present benefice and your new one.
3. Following your offer letter, 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, Imogen will also be in touch with information regarding removals and any grants for which you may be eligible.
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. 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 any work on the order of service yourself. The order of service for your licensing must be sent to the relevant Bishop's office for approval before printing.
6. 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.

7. *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.
8. 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.
9. After three months in post, the local suffragan bishop will meet with you to see how things are going.

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