

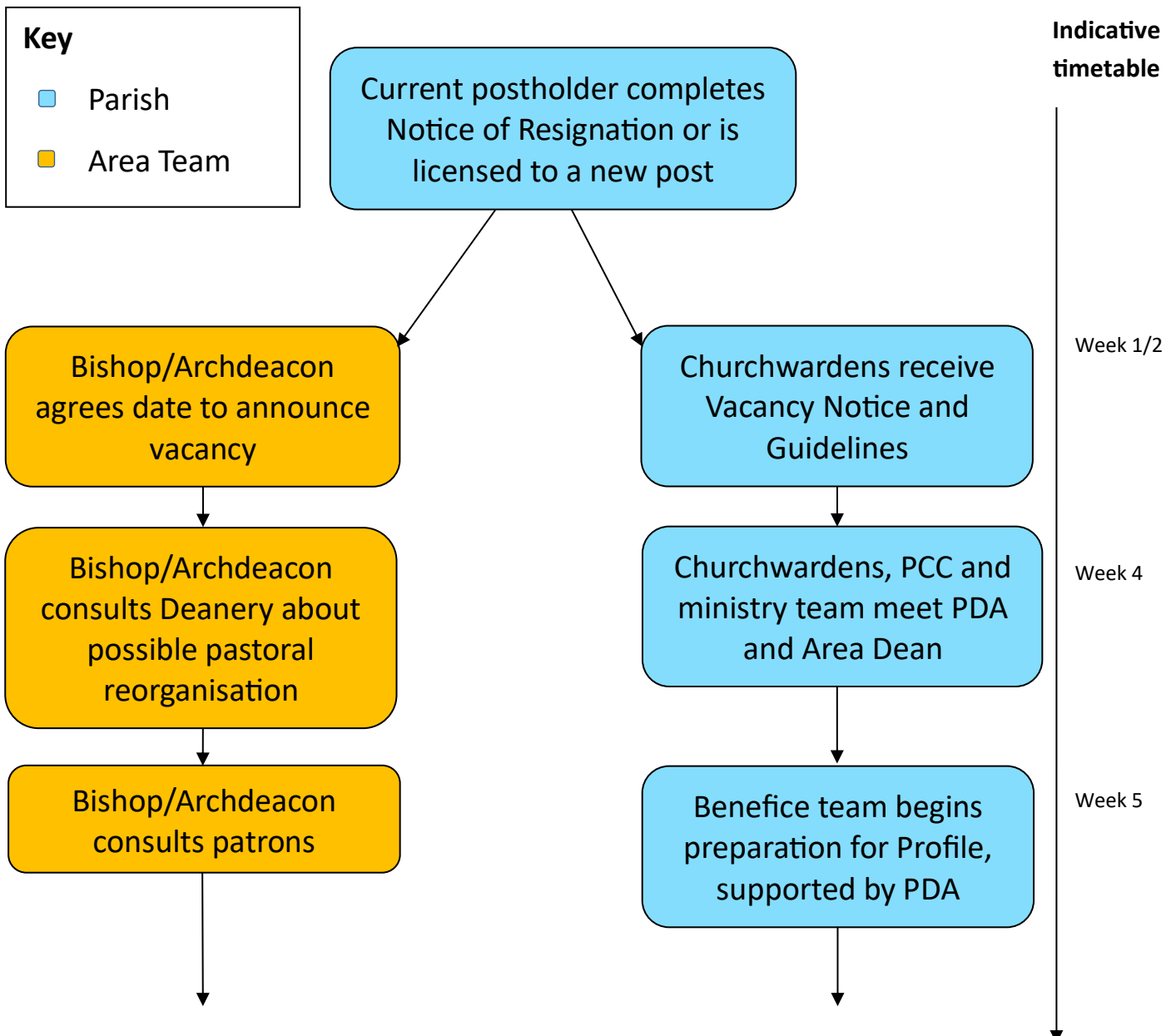
THE VACANCY PROCESS

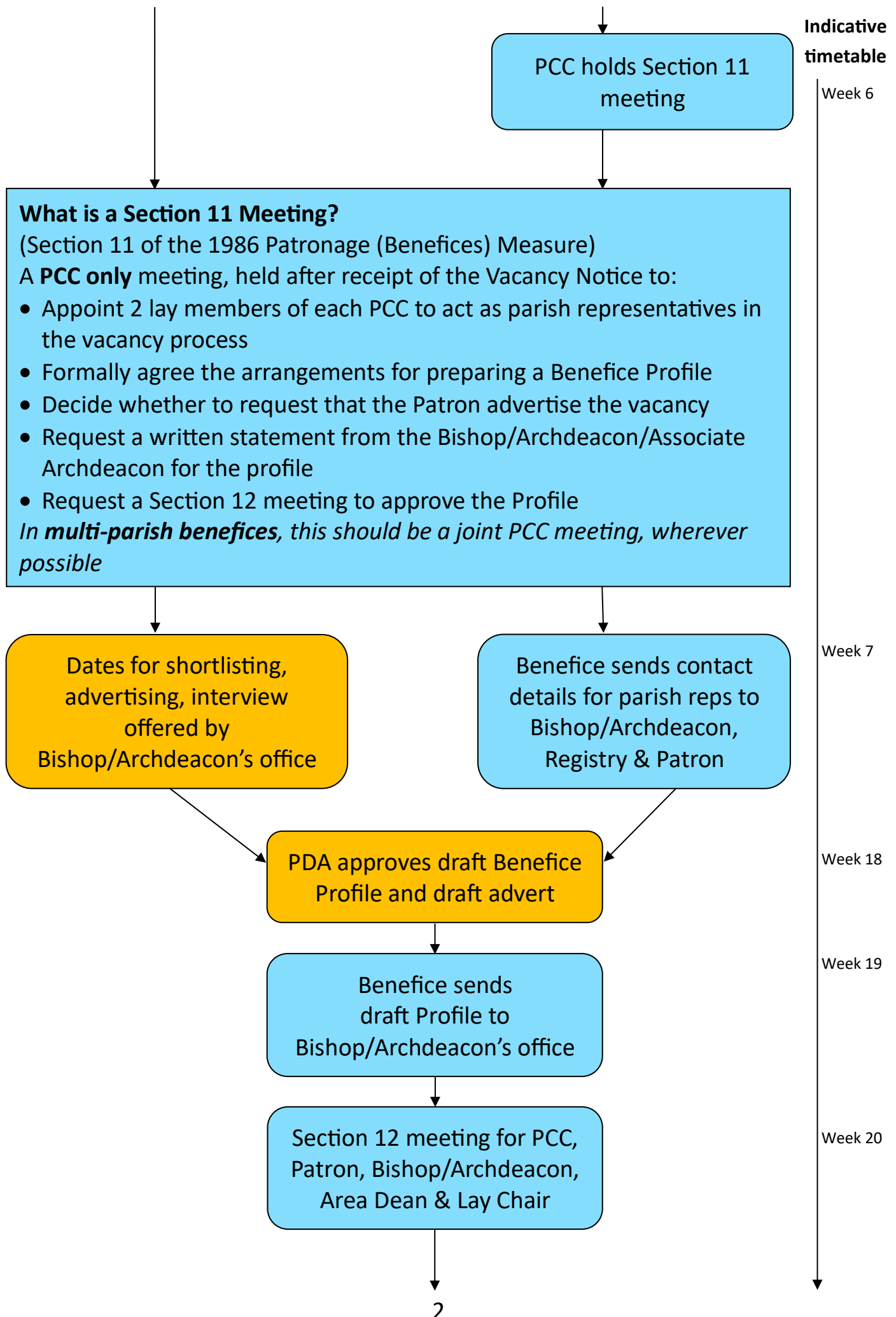
An Overview

Buckingham Area Clergy Vacancy Process

This diagram outlines the vacancy process. Each context is different, so this can be only a guide and there will be other things not included here, many of which will be carried out 'behind the scenes' by the Bishop's or Archdeacon's office. The PDA and Area Dean are your primary contacts to support and guide you through the details of the process as it applies in your context.

Where the diagram refers to 'Bishop/Archdeacon', the Bishop and Archdeacon will decide who will lead on your appointment. Once this decision is made the same person will work with you throughout the process.





What is a Section 12 Meeting?

(Section 12 of the 1986 Patronage (Benefices) Measure)

An open meeting in the benefice chaired by the Bishop/Archdeacon to:

- Formally approve the Benefice Profile
- Agree the draft advert
- Make practical and financial arrangements for the interview day(s).

Attendees should be:

PCC
Parish representatives
Archdeacon/Associate Archdeacon/Bishop
Patron
Area Dean/Lay Chair
PDA (if necessary)
Any other interested parishioners

Week 20

Final amendments to Profile and advert
before sign-off by
Bishop/Archdeacon/Associate Archdeacon

Week 22

Advertising

.....Week 24

Applications received by
Bishop's/Archdeacon's office

Closing date for
applications. Candidates'
paperwork circulated to
shortlisting panel

.....Week 28/29

Shortlisting meeting for
Bishop/Archdeacon,
Patron(s), Parish Reps and
Area Dean/Lay Chair

.....Week 30/31

