



THE CHURCH
OF ENGLAND

Diocese of St Edmundsbury
and Ipswich

Archdeaconry of Suffolk

Rural Dean Information Pack

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“Induction”

Meeting with the Archdeacon

Meeting with the outgoing Rural Dean (RD)¹

Meeting with the Lay Chair (LC) and assistant rural dean

Meeting with diocesan Finance Director or colleague

Regional “New RD Conference”; runs once every two years;

DBS form checking

information sent from Sally Fitch

Safeguarding

Contact Mrs Karen Galloway, Diocesan Safeguarding Officer on 07785621319.

Mailing

You will receive a mailing (should be twice a year) from the ***‘Parish and People’*** organisation – set up to support Deaneries; the LC receives the same

Regular Meetings

Deanery Synod

Deanery Chapter

Deanery Mission and Pastoral Committee

Archdeaconry RD meetings

Diocesan RD meetings (away days)

Archdeaconry Mission and Pastoral Committee meetings

Meetings with your LC

Useful Resources

“A Guide to Parish Vacancies and Appointments”

<https://www.cofesuffolk.org/about-us/vacancies>

Canons of the Church of England – especially Canon C21

Church Representation Rules (2020) CH

Mission and Pastoral Measure <https://www.legislation.gov.uk/ukcm/2018/4/contents>

¹ For rural dean read also area dean

Rural Dean Role Description

The Rural Dean has a key role in both the deanery and the diocese. This role has changed over recent years from a 'convenient post box for messages' to a partnership with the Bishops and the Bishop's Staff in helping to shape planning and policy. Within the deanery the Rural Dean sets the pattern for leadership and pastoral care.

The Rural Dean also shares in the Bishop's leadership in mission in the deanery. The leadership in mission is primarily expressed and articulated through the deanery mission plan. Given the wide-ranging nature of the duties and responsibilities of the Area Dean s/he is expected to model collaborative leadership (for example with clergy, lay ministers and the Lay Chair).

Appointments are initially for a period of five years. The bishop is keen to rotate this office more frequently among a wider number of clergy than hitherto so please be aware that renewal of appointment after five years is not automatic and should not be presumed.

The following Role Description sets out the role of the Rural Dean:

Sharing in the Episcopate of the Bishop

- Knowledge of and care for the life of the parishes.
- Pastoral care for clergy and their families.
- Expression of the unity of the Diocese of which the Bishop is the focus.
- Adviser to the Bishop on the needs of individual clergy or parishes.
- Reporting of irregularities.

As Representative of the Archdeacon

- Undertaking Parochial Visitations and Inspections to ensure the good order of the fabric and the general welfare of the parish. (Canon C22.5, 23.3)

Channel of Communication

- Attending meetings of Rural Deans (and Lay Chairs) with the Bishop and Archdeacon.
- Passing information about the Deanery to the Bishop.
- Passing information from the Diocese to the clergy and the Deanery.
- Liaising on matters such as confirmations, licensings, institutions and visitations.

Convenor of the Chapter

- Planning, convening and chairing chapter meetings as times of fellowship, study and spiritual growth.
- Providing pastoral care of the clergy and encouraging clergy to take proper holiday time and days off.
- Providing pastoral care of lay workers and retired clergy.

Chairman of Deanery Synod

- Working closely with the Lay Chair to ensure efficient conduct of synodical business (Canon C23.4).
- Overseeing (with the deanery organiser) the sharing and payment of the Centenary Share.
- Helping to formulate the deanery plan and facilitating its implementation.

During Vacancies

- Overseeing drawing up of Parish Profile (aka the Statement of Needs) and attending the Section 11 meeting
- Participating with the Bishop, Archdeacon and Patrons in Section 12 Consultation Meetings and helping to ensure that parishes understand the workings of the Patronage (Benefices) Measure and the process for appointments.
- Working with the Churchwardens to ensure the provision of services and pastoral care.
- Acting as Sequestrators for the Living

Institutions and Licensings

- Working with the Archdeacon in informing the new parish priest about a benefice.
- Assisting in preparing and rehearsing the service of Licensing or Institution.
- Meeting with new clergy to share information about the deanery both in terms of deanery expectations and the support which it can provide.
- Supporting of first-time incumbents
- Visiting clergy in their homes on arrival and then again after 3 months

Primary Link with Civil Authorities

- Depending on the shape and position of a deanery, the Rural Dean may be a focal contact person for civil authorities and other bodies.

Ecumenical Links

- Making contacts and ensuring effective ecumenical working where possible in the deanery.

These roles can, and should be, shared with others in the deanery. There is no reason why one person should have to perform all these tasks.

TERMS & CONDITIONS for Rural Deans

Term of Office

- Normally the term of office is for five years.

Expenses

Expenses are reimbursed from Diocesan Office. The total amount for each year is up to £600 and can cover:

- Travel on deanery business within the Deanery
- Travel to diocesan meetings on deanery business
- Stationery
- Telephone calls on deanery business
- Postage
- Official entertainment
- Contribution to secretarial costs

Expenses claim must be submitted at the end of each month.

Meetings

The Rural Dean is normally involved in the following meetings:

- Deanery Chapter
- Deanery Synod
- Deanery Standing Committee/Mission and Pastoral Committee
- Archdeaconry Mission and Pastoral Committee
- Meetings with the Archdeacon
- Meetings with the Archdeacons and Bishops, normally three times a year
- Diocesan Synod (there is an expectation the Rural Deans will seek to be elected to the Diocesan Synod)

Appendices

Sections 11 and 12 of the Patronage (Benefices) Measure 1986

A Measure passed by the General Synod of the Church of England to amend the law relating to patronage of benefices.

[18th July 1986]

11 Requirements as to meetings of parochial church council

(1) Before the expiration of the period of six months beginning with the date on which the notice under section 7(4) of this Measure is sent to the secretary of the parochial church council, one or more meetings of that council shall be held for the purposes of:

- (a) preparing a statement describing the conditions, needs and traditions of the parish;
- (b) appointing two lay members of the council to act as representatives of the council in connection with the selection of an incumbent;
- (c) deciding whether to request the registered patron to consider advertising the vacancy;
- (d) deciding whether to request a meeting under section 12 of this Measure;
- (e) deciding whether to request a statement in writing from the bishop describing in relation to the benefice the needs of the diocese and the wider interests of the Church; and
- (f) deciding whether to pass a resolution under section 3(1) or (2) of the Priests (Ordination of Women) Measure 1993.

(2) A meeting of the parochial church council for which subsection (1) above provides shall be convened by the secretary thereof, and no member of that council who is:

- (a) the outgoing incumbent or the spouse or civil partner of the outgoing incumbent,
- or
- (b) the registered patron, or
 - (c) the representative of the registered patron,

shall attend that meeting.

(3) None of the following members of the parochial church council, that is to say

- (a) any person mentioned in subsection (2) above, and
- (b) any deaconess or lay worker licensed to the parish, shall be qualified for appointment under subsection (1)(b) above.

(4) If before the vacancy in the benefice is filled any person appointed under subsection (1)(b) above dies or becomes unable for any reason to act as the representative of, or ceases to be a member of, the council by which he was appointed, then, except where he ceases to be such a member and the council decides that he shall continue to act as its representative, his appointment shall be deemed to have been revoked and the council shall appoint another lay member of the council (not being a member disqualified under subsection (3) above) to act in his place for the remainder of the proceedings under this Part of this Measure.

(5) If a parochial church council holds a meeting under subsection (1) above but does not appoint any representatives at that meeting, then, subject to subsection (6) below, two churchwardens who are members of that council (or, if there are more than two churchwardens who are members of the council, two churchwardens chosen by all the churchwardens who are members) shall act as representatives of the council in connection with the selection of an incumbent.

(6) A churchwarden who is the registered patron of a benefice shall not be qualified under subsection (5) above to act as a representative of the parochial church council or to choose any other churchwarden so to act, and in any case where there is only one churchwarden qualified to act as such a representative that churchwarden may act as the sole representative of that council in connection with the selection of the incumbent.

(7) Any representative of the parochial church council appointed under subsection (1) or (4) above and any churchwarden acting as such a representative by virtue of subsection (5) or (6) above is in this Part of this Measure referred to as a "parish representative", and where a churchwarden is entitled to act as the sole parish representative any reference in this Part to the parish representatives shall be construed as a reference to that churchwarden.

(8) A copy of the statement prepared under subsection (1)(a) above together with the names and addresses of the parish representatives shall, as soon as practicable after the holding of the meeting under that subsection, be sent by the secretary of the parochial church council to the registered patron and, unless the bishop is the registered patron, to the bishop.

12 Joint meeting of parochial church council with bishop and patron

(1) Where a request for a meeting under this section is made:-

(a) by a notice sent by the registered patron or the bishop to the secretary of the parochial church council, or

(b) by a resolution of the parochial church council, passed at a meeting held under section 11 of this Measure,

a joint meeting of the parochial church council with the registered patron and (if the bishop is not the registered patron) the bishop shall be held for the purpose of enabling those present at the meeting to exchange views on the statement prepared under section 11(1)(a) of this Measure (needs of the parish) and the statement presented under subsection (2) below (needs of the diocese).

(2) At any meeting held under this section the bishop shall present either orally or, if a request for a statement in writing has been made by the registered patron or the parochial

church council, in writing a statement describing in relation to the benefice the needs of the diocese and the wider interests of the Church.

(3) Any notice given under subsection (1)(a) above shall be of no effect unless it is sent to the secretary of the parochial church council not later than ten days after a copy of the statement prepared under subsection (1)(a) of section 11 of this Measure is received by the persons mentioned in subsection (8) of that section.

(4) The outgoing incumbent and the spouse or civil partner of the outgoing incumbent shall not be entitled to attend a meeting held under this section.

(5) A meeting requested under this section shall be held before the expiration of the period of six months beginning with the date on which the request for the meeting was first made (whether by the sending of a notice as mentioned in subsection (1)(a) above or by the passing of a resolution as mentioned in subsection (1)(b) above), and at least fourteen days' notice (unless a shorter period is agreed by all the persons concerned) of the time and place at which the meeting is to be held shall be given by the secretary of the parochial church council to the registered patron, the bishop (if he is not the registered patron) and the members of the parochial church council.

(6) If either the registered patron or the bishop is unable to attend a meeting held under this section, he shall appoint some other person to attend on his behalf.

(7) The chairman of any meeting held under this section shall be such person as the persons who are entitled to attend and are present at the meeting may determine.

(8) No meeting requested under this section shall be treated for the purposes of this Measure as having been held unless there were present at the meeting—

(a) the bishop or the person appointed by the bishop to attend on his behalf, and

(b) the registered patron or the person appointed by the patron to attend on his behalf, and

(c) at least one third of the members of the parochial church council who were entitled to attend.

(9) The secretary of the parochial church council shall invite both the rural dean of the deanery in which the parish is (unless he is the outgoing incumbent) and the lay chairman of the deanery synod of that deanery to attend a meeting held under this section.

The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church in whatever role has an important part to play in promoting a Safer Church for all.

In November 2017 Diocesan Synod unanimously voted to adopt the Church of England national policy statement for the protection of vulnerable groups, "Promoting a Safer Church". This policy affirms a "Whole Church" approach to safeguarding.

Your position as Rural or Area Dean means that you have a significant role to play in our commitment to a consistent policy and practice across the whole of the diocese. It is entirely consistent with the Growing in God strategy and Christ's Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs to help keep them safe from harm.

Local Safeguarding training and advice is available at all requisite levels for staff and volunteers in the Church. For Training and assistance with DBS matters please contact Mrs Sally Fitch on 01473 298540.

For all areas of safeguarding concerns and referrals of matters to partner agencies in Suffolk please speak directly to Mrs Karen Galloway, Diocesan Safeguarding Officer on 07785621319.

Archdeacon's Parochial Visitation

In preparation for an Archdeacon's Parochial Visitation, the following list shows what needs to be in place and brought on site for the inspection.

The following documents should be on display in the church:

- Liability Insurance (employees, which covers all volunteers and visitors)
- Child and Vulnerable Adult Safeguarding Policy and named co-ordinator with contact details.
- An up to date Table of Fees for services
- Churchyard Regulations

The following documents should exist & be on site

- Log Book
- Accident Book

The following documents should exist & be brought in for inspection when the Rural Dean visits

- Terrier (log of glebe land) [if you have glebe land and it exists]
- Inventory - **the items on the list should be ready for immediate inspection for the visit - please have them ready rather than them being scattered all over the church**
- Photographs of the Inventory - **a copy of these should be kept off site**
- Quinquennial Survey
- Insurance Policies for all buildings and public liability
- Lightning Conductor Testing Certificate/documentation
- Electrical Testing Certificate/documentation
- Fire Safety Policy and evidence of review
- Documentation naming Fire Policy Co-ordinator
- Evidence of Safeguarding Review
- List of children admitted to communion (if there are any)
- Evidence of Health and Safety review
- Documentation naming Health and Safety Co-ordinator
- Employment Policies & Contracts (if there are any employees)
- Electoral Roll
- PCC Minutes
- Annual Report
- All Registers - **these should be in a secure safe**



Church

Date

PARISH REGISTERS	YES/NO	DATE OF FIRST ENTRY	DATE OF LAST ENTRY/COMMENTS
SERVICES			
BANNS			
BAPTISM			
CONFIRMATION			
MARRIAGE (HISTORIC)			
BURIAL/FUNERAL/ASHES			
RECORD OF GRAVES			
DETAILS OF DEPOSITS AT RECORDS' OFFICE			
OTHER RECORDS AT CHURCH OR ELSEWHERE?			

	YES/NO	CONDITION/COMMENTS
Terrier		
Log Book		
Inventory		

	YES/NO	COMMENTS
Electoral Roll		
PCC Minutes		
Annual Report		
CCLI Licence		
Parochial Fees Table		

PCC Employment Policies	YES/NO	COMMENTS
Any employees?		
Contracts?		
Written Policies		

PCC Insurance Policies	YES/NO	COMMENTS
♦ Name of Insurer		
♦ All buildings		
♦ Public Liability		
♦ Employers Liability		
Date of last Insurer's review?		
Employers Liability Certificate displayed?		

PCC Health and Safety Policy	YES/NO	COMMENTS
Is there a policy?		
Annual PCC Review?		
Co-ordinator?		
Any Issues?		
Accident Book?		

Safeguarding of Children and Vulnerable Adults

	YES/NO	COMMENTS
Are there Safeguarding Policy documents?		
Are these displayed with the name of the designated Officer?		
Name of Designated Officer		
Annual PCC Review?		
Any issues or comments?		
Children and Communion		
Register of admitted?		

BUILDING ISSUES	COMMENTS
Date of the most recent Quinquennial Survey and action taken/progress	
Current Church Architect/Building Surveyor	
Any problems or issues with the building?	
Future Building plans?	
Managing Asbestos	
Has a survey been conducted?	
Do you have any asbestos to the best of your knowledge?	
If so, what are you doing about it?	
Disability and Access	
♦ Into Building	
♦ Within Building	
♦ Provision for hearing impaired	
♦ Provision for visually impaired	

Fire Safety		
Fire Exits?		
Extinguishers?		
Annual Maintenance?		
Fire Safety Policy?		
PCC Review?		
Co-ordinator?		

Lightning Conductor: Last tested?		
Electrical Safety? Certificate/checks Installations (wiring) – every 5 years Portable equipment (PAT test) annually		
Security of building		
Any exposed metals e.g. lead roofs?		
If yes, has Smartwater been applied?		
Has a roof alarm been installed?		
Is the Church locked? (if so, when?)		
Is there an up-to-date list of keyholders?		
Security of valuables		
Is there a safe?		<i>*If there is no safe an insurance policy is required to cover valuables</i>
If so, is the safe fixed to the floor or in the wall?		
Are there photographs of valuables?		<i>*These need to be stored off site</i>
Is there a NADFAS report?		
If yes, where is it kept?		

Churchyards		
Open?		
Closed?		
General condition		
PCC Policy on upkeep		
Safety: Headstones, paths etc.		

PARISH SHARE	
Recent pattern of payment?	
Any issues, or help needed?	
Are Clergy Expenses fully reimbursed?	

Visitation Conducted by:

Key/Urgent Issues:

DAC

When a parish is in vacancy the rural dean is responsible for authorising memorials in the benefice's churchyards. Care should be taken to ensure that such headstones are within the Churchyard Rules and do not contravene any local restrictions. Memorials falling outside the rules will require a faculty.

It may be tempting during a vacancy for churchwardens to undertake work on the church building which may have not received the support of the previous incumbent or priest-in-charge. Any such work should be reported to the Archdeacon in case no permission was sought.

Glebe Land

Glebe land originally belonged to the rector as part of his position and to provide him with an income. (More and better glebe = higher income).

In 1976, to make matters fair, ownership of glebe land was transferred to the Diocesan Board of Finance (DBF) and clergy received a stipend. Since then, the DBF has used glebe land to supplement stipends via the Diocesan Stipends and Capital Fund.

The diocesan glebe portfolio consists of 85 parcels of land, managed by Clarke & Simpson, and includes rentals and opportunities to develop.

The Diocesan Stipends and Capital Fund can be used to buy curates' houses (also known as Glebe Houses). This generates 3 – 5 transactions per year at present with Birkett's.

Sale of Glebe Houses and Glebe Land

If a glebe asset (house or land) is to be sold then notice must be served on the curate or PCC. They have 21-days to raise a right of representation to the Church Commissioners. The Diocese or Birkett's has to serve notice. The process is set out in the Parsonages & Glebe handbook.

Parsonages (Benefice Houses)

These are the residence of the incumbent of a benefice. The incumbent (rector or vicar) has the freehold of the church and the house, as 'owner from time-to-time'. This does not apply to a priest-in-charge. (An incumbent signifies 'permanence', whereas a priest in charge indicates that the benefice is to be reconstituted in the future).

When a new benefice house is purchased it is put into 1) the name of the incumbent or 2) if no incumbent, the Bishop. 'Corporations Sole'.

The money for the purchase of a benefice house comes from the Diocesan Pastoral Account. It is a restricted fund but can be 'un-ringfenced' if there is a pastoral scheme.

Notices are served to the patrons and PCC for the sale of a benefice property. The sale also requires the authorisation (signatures) of the incumbent and the Bishop.

Glebe and parsonage houses can both be let.

DBF Corporate Property

DBF 'unrestricted' property for the diocese to use as it sees fit. There are no special Church of England rules - the normal Charities Act applies. The Diocesan Surveyor gives a report on a sale to Clarke & Simpson and a certificate is then given to the DBF.

Monies are held in the DBF's ordinary account, which has greater flexibility than the glebe and benefice accounts. If a property is given in a will, restrictions may be imposed, and the ensuing fund will itself be restrictive. A pastoral scheme can transfer a property to or from DBF Corporate.

Land and Buildings owned by the PCC

These are 'vested' in the PCC but owned by the DBF, e.g., church halls and church car parks.

Incumbents and churchwardens have been able to 'own' a parcel of land since the middle ages, e.g., land acquired by a local church through a will. Sometimes PCCs may want to sell this land (title deeds and proof of ownership are required).

School Sites

These are held on Trust. The DBF is the custodian of some school sites; other sites are vested in local trustees, which are charities in themselves. These sites are for specific purposes and there is little choice in what they can be realised for unless a 'Trust' is altered via a scheme.

Covenants (a type of clause within a contract)

Covenants are imposed on some parsonage houses – usually, those the DBF has held for a long time, e.g., restrictions on selling alcohol in the premises! Or where there are large gardens, a covenant may be included on a sale not to build on the land.

Overage (a type of clause within a contract)

When a property is sold, the DBF ensures it sells at the best possible price. Sometimes, however, the best possible price may only be available at some time in the future. The most common example of this is where planning permission may later be granted for a more valuable use of the land. Similarly, if land is sold for a purpose, such as for the development of 50 houses, and the developer in fact manages to build 60, then the land will obviously be more valuable with 60 houses on it.

Overage is the term normally used in the context of a property transaction, to mean a sum which the vendor may be entitled to receive after completion and if a specified condition is met. Conditions might include:

- The grant of a new planning permission; or
- The grant of planning permission for a new (perhaps more valuable) use of the land; or
- The construction of more than a specified number of houses or a larger than specified commercial development on the land; or
- The on-sale of the land in its present state, where the vendor fears that the purchaser may take advantage of a rapidly rising market to make a quick profit from the land.

2022 Meeting Dates

Rural Deans & Assistant Rural Deans Meetings with Archdeacon – held by Zoom or venue tbc

Assistant Rural Deans : 10 February 2022 – 10am via zoom

Rural Deans : 13 January 2022 – 4pm via zoom

Suffolk Archdeaconry Mission and Pastoral Sub-Committee meetings - held in Charsfield Village Hall or by Zoom

27 January 2022, 2pm via zoom

5 May 2022, 2pm, Charsfield Village Hall, The Street, Charsfield, Woodbridge, IP13 7RG

22 September 2022, 2pm via zoom

24 November 2022, 2pm, Charsfield Village Hall

Rural Deans' Awaydays –

3 March 2022, St Nicholas Centre, Cutler Street, Ipswich, IP1 1UQ

21 June 2022, St Peters, Stoke Park Drive, Ipswich, IP2 9TH

12 October 2022, All Saints Church Hall, Park Road, Bury St Edmunds, IP33 3QW