

Mission Community Field Guide



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Emergency Contacts

Archdeacons

The Venerable Jane Bakker, Archdeacon of Plymouth

Mobile No: 01752 858382

Email: ADP@exeter.anglican.org

The Venerable Douglas Dettmer, Archdeacon of Totnes

Mobile No: 01626 832064

Email: ADT@exeter.anglican.org

The Venerable Andrew Beane, Archdeacon of Exeter

Mobile No: 01392 425577

Email: ADE@exeter.anglican.org

The Venerable Verena Breed, Archdeacon of Barnstaple

Mobile No: 01271 375475

Email: ADB@exeter.anglican.org

Safeguarding

For safeguarding concerns please call 01392 294929 or email

safeguardingenquiry@exeter.anglican.org

If there is an **immediate risk of harm** to an individual, you should dial 999 and report your concern to the police.

Clergy Housing Problems

Please call 01392 29454 if you have an emergency. You will hear an answerphone message which will list the numbers you need to call to speak to the relevant person or to hear relevant guidance.

Emergency Contacts

Communications

Chloe Axford, Communications and Engagement Director

For communications enquiries, including urgent out-of-hours media support: 07889 523776

Email: chloe.axford@exeter.anglican.org

Ecclesiastical Insurance

24-hour claim line: 0345 603 8381

 ecclesiastical.com/fororganisations/claims/makingaclaim/index.aspx

Quick Links

Bishop's Guidelines for Ordained Ministry

 exeter.anglican.org/wp-content/uploads/2020/06/Bishops-Guidelines-1.3-June-2020.pdf

DIOCESE
OF EXETER

 THE CHURCH
OF ENGLAND
IN DEVON



Introduction



1



Introduction

I am delighted to introduce the Mission Community Field Guide and hope you will find it to be a useful resource for your ministry in the Diocese of Exeter.

Your central diocesan staff team colleagues are here, alongside your Archdeacons, Bishops and Rural Deans, to support and help you in your different roles and are keen to enable you to flourish in your vocation. If you have a question about anything in ministry, don't hesitate to ask... and this guide in part is here to assist you in knowing who to approach first, and how to make contact. The field guide aims to make this as straightforward as possible, signposting you to the person, website, organisation or document that could help you across different areas of ministry in a mission community, chaplaincy or fresh expression of church. Mission, ministry and the 'cure of souls' is a privilege and a challenge - and drawing from each other's gifts, wisdom and experience can enhance its fruitfulness greatly.

Finally, Ian Bussell, the Director of Mission and Ministry, would value your feedback, suggestions and any corrections on this first publication.

Blessings,
The Bishop of Exeter, the Rt. Rev'd Mike Harrison



Starting a New Role

Whatever your role you will know how many people have been part of your journey, how that journey has twisted and turned down the years, how your role is part of your discipleship and service of God, how you invest yourself and what challenges, inspires and sustains you. So, as you start a new chapter it's good to take time to think about all those you will be ministering with, how important their roles are to them, and how you might be part of their journey of faith, as well as them becoming part of yours.

Making a Good Beginning as an Incumbent

Starting as an incumbent is particularly complex. There are lots of things you may need to know before you start, or very soon afterwards. There should be no demands made of you before you are licensed, on the other hand you may want to orientate yourself a bit before that and reassure yourself that there are no headaches looming on your first day. In particular, it's important to think about your colleagues in ministry, lay and ordained, and how they are fulfilling their vocations as well as contributing to ministry in the mission community.

Hopefully you will have received most of the following information before you start, but just in case you haven't, here is a checklist of things you might want to ask about.

Key People

- Who are the churchwardens (and ministry team if there is one) and when will you want to meet them?
- Will you have other clergy and Licensed Lay Ministers (Readers) working with you? When will you meet them? Most will have working agreements which may help you to understand something of their expectations of involvement in ministry. How are they supported? Do they receive reviews? And for clergy with permission to officiate, what are they hoping for?
- If you are going to be a training incumbent for a curate already in post, do you know what the expectations will be on you? When can you meet/ring the co-ordinator of curate training? When will you meet the curate to discuss your working relationship?
- Who are the other people in key roles? Have they got working agreements, role descriptions or contracts if paid? – What are the key working groups and structures in the Mission Community?
- Can someone provide you with a list of key contacts such as wardens, PCC members, music leaders etc.?
- What is the role of the rural/area dean in your deanery? Do you want a date in the diary to meet them?
- Is there a list of other local churches, organisations, and businesses that you would want to contact early on? E.g. ecumenical colleagues, schools, ministers of other faiths, nursing homes, chaplains, funeral directors etc.?



Key Processes

- If there is a Mission Community office, who runs it? If not, is there any administrative support? What is the Mission Community's policy on key pastoral issues and how do these fit with your own theology and expectations? Are these up to date with the policies and processes recommended by the diocese? E.g. Re-marriage, Communion before Confirmation, Communion by Extension, Prayers of Love and Faith for same sex relationships.
- What are the systems for booking baptisms, weddings and funerals? Are they working, and are you sure there will be no double bookings when you first arrive?
- How are marriage documents completed? There are no local surrogates in Exeter. For common licences please apply to the registrar.
- If there are open church yards what is the process for graveyard applications?
- Are there any faculty applications pending, who is overseeing them and at what stage are they?

Safeguarding

- Who is/are the parish safeguarding representative(s)? Are policies up to date?
- When was the safeguarding policy last reviewed by the PCC?
- Is safeguarding contact information clearly signposted in churches and church halls?
- Does your Mission Community use the Parish Safeguarding Dashboard to simplify administration?



[Parish Safeguarding Dashboard - Diocese of Exeter \(anglican.org\)](https://www.anglican.org/parish-safeguarding-dashboard)



The Diary

- What is in the diary that you are going to inherit? In particular are there any weddings, faculties or other legal issues that you will encounter early in your ministry that you will want to check have been carried out correctly? A complaint on your first day is never a good experience!
- Have you got the date for your diocesan induction in the diary? This happens once a year, usually in the autumn.
- Have you booked your next annual leave and communicated that to your churchwardens/ministry team?

Sabbath Time

- It is good practice to select your day off, make it public and stick to it.
- Every week: Licensed stipendiary clergy are expected to take a full 24 hours off from the business of daily ministry each week and when possible, attach that to a second day with a slower rhythm than the rest of the week.
- Every month: All clergy are encouraged to plan for two full 'days off' once a month.
- Every year: Annual holiday allowance is six full weeks including six Sundays. Clergy are also encouraged to take five days retreat each year.

Do remember that area deans, archdeacons, bishops and EDBF staff are all here to support you and help you flourish. Please ask!

Your Diocese

The mission statement for the Diocese of Exeter is to grow in prayer, make new disciples and serve the people of Devon with joy. Our Next Steps strategy is designed to help mission communities live out that vision with support from the central diocesan departments. You can read about Next Steps and how it can help you, here: [🔗 exeter.anglican.org/who-we-are/vision-strategy/vision-next-steps-2021/](https://www.exeter.anglican.org/who-we-are/vision-strategy/vision-next-steps-2021/)

Your Cathedral

The Cathedral Church of St Peter, Exeter, is looked after by a dedicated team on behalf of the people of Devon. Its principal role is to serve the Diocese of Exeter and be a place where everyone is welcome and feels at home. You can find a list of daily services and events on the website:

[🔗 exeter-cathedral.org.uk](https://www.exeter-cathedral.org.uk)

Parishes are prayed for regularly and invited to the Cathedral congregation at any time. Every member of clergy and LLMs are invited to gather at the Cathedral annually for the Christm Eucharist service on Maundy Thursday. For specific parish group visits, contact: cate.edmonds@exeter-cathedral.org.uk

During the day a duty chaplain is available, and we are always looking for new recruits. Volunteers are important in the life of the cathedral and there are a variety of opportunities for all ages. If you are interested email: volunteers@exeter-cathedral.org.uk

For up-to-date news go to:

[🔗 exeter-cathedral.org.uk/news-events/latest-news/category/cathedral-life/](https://www.exeter-cathedral.org.uk/news-events/latest-news/category/cathedral-life/)



Cultivate: Training & Development For All

The CMD programme for clergy is now part of the new programme of training for all called Cultivate. In the bi-annual Ministerial Development Review (MDR), clergy are asked to reflect on their participation in training and development opportunities since the last review, and to consider their plans for the coming season. The annual Cultivate brochure gives information about training and development opportunities in and around the Diocese in addition to those offered by other training organisations. Many of these are open to everyone, lay and ordained. There is also a lot offered online and at low cost, making it accessible to everyone. There are also some leadership programmes which are not advertised here but available to church leaders (lay and ordained) by discussing with the Director of Mission and Ministry, or your Archdeacon.

For many people the transformational event hasn't been a training day, but a relationship with a mentor, colleague or spiritual director, a conversation with a coach or in a reflection practice group or a new area of ministry such as supporting vocations or ministerial training. In fact, personal development often happens when you think you're doing something else. The important thing is to notice, to make the most of it, and to be available and open to that transformation. If you'd like to have a conversation about the next step in your own development do talk to Ian Bussell.

Small grants are available to support those undertaking agreed Higher Education courses and specific guidance is available for those considering applying for a sabbatical.

 Further Degrees Policy: exeter.anglican.org/ministry/ordained-ministry/further-degrees-policy/

 Sabbaticals: exeter.anglican.org/ministry/ordained-ministry/sabbaticals/

Contact Ian Bussell Director of Mission and Ministry:

ian.bussell@exeter.anglican.org

Tel: 07375 680448

Visit our website:

 exeter.anglican.org/ministry/training-and-development/



Ministerial Development Review

At the core of every Ministerial Development Review (MDR) is a guided discussion, framed around an office holder's ministry. The purpose of the review is to look back and reflect on what has happened over the last year or two of ministry and, informed by that, to anticipate and develop a clearer vision for what lies ahead and plan accordingly. In looking back there is an opportunity to acknowledge all that has been good and to give thanks, as well as anything that is a matter for lament. In looking forward there is an opportunity to anticipate the changing demands of the role and to identify future priorities and areas for development. Much of the value of the review, however, lies in the preparatory work leading up to this conversation and in the plans that emerge from it.

The aim is that all clergy under Common Tenure will have a review every two years. Those in curacies will not be reviewed in this way until their curacies have been signed off. Clergy who are not on Common Tenure are encouraged to participate in the scheme, but they are not under obligation to do so. Every other review will be undertaken with a member of the senior staff. The alternate review in the cycle will be conducted with a lay or clergy reviewer. Rural deans will normally have a review with a member of the senior staff. There will not be a choice of reviewer, but if there is good reason you may ask for a different reviewer.

When it is time for your review you will be contacted by your archdeacon's office with the contact details of your reviewer.

Common Tenure

The majority of clergy in the Church of England hold their Ecclesiastical Office under Common Tenure. The Ecclesiastical Offices Terms of Service Legislation Measure (2009) is a significant piece of legislation that created Common Tenure. It provides for the appointment and termination of office and for the making of Regulations on various different matters. A Measure passed by the General Synod and then passed by Parliament is equivalent, in law, to an Act of parliament. The Ecclesiastical Offices Terms of Service Regulations (2009) cover a range of matters, including Statement of Particulars, entitlement to stipend, Ministerial Development Review, entitlement to maternity, paternity, shared parental leave and of capability and grievance procedures.

The Regulations have been amended, and Guidance is produced, on a number of occasions since 2009 as Common Tenure has worked through in practice and issues have been identified and improvements have been made:

[🔗 churchofengland.org/resources/clergy-resources/national-clergy-hr/common-tenure-faqs](https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/common-tenure-faqs)

[🔗 churchofengland.org/resources/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service](https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service)

Diocese of Exeter Clergy Handbook:

[🔗 exeter.anglican.org/wp-content/uploads/2022/02/2022-01-19-Dof-E-Clergy-Terms-and-Conditions-of-Service-Handbook-Final-Version.pdf](https://www.exeter.anglican.org/wp-content/uploads/2022/02/2022-01-19-Dof-E-Clergy-Terms-and-Conditions-of-Service-Handbook-Final-Version.pdf)



Professional Guidelines for the Conduct of the Clergy

The Professional Guidelines for the conduct of the clergy give the clergy a framework rooted in the Ordinal, which sets out formally and liturgically the Church's spiritual expectation of its new ministers as they are presented for ordination. The Guidelines are framed, not as a set of detailed regulations, but as an elaboration of the text of the Ordinal. The quotations with which the Guidelines begin, and which appear at the beginning of each section, offer a spiritual and pastoral framework for a lifetime's vocation and ministry as servants of Jesus Christ, deacons, priests and bishops ordained for service and mission in his Church. Serving in ordained ministry can be a difficult and challenging way of life, with many demands made upon themselves by conscientious clergy as well as by those to whom they minister. The Guidelines help us shape our lives and ministry around the expectation of the Church, society, our families and God's call on our lives.

[churchofengland.org/resources/clergy-resources/guidelines-professional-conduct-clergy](https://www.churchofengland.org/resources/clergy-resources/guidelines-professional-conduct-clergy)

Canon Law

The Canons of the Church of England set out church legislation which governs the way an office holder should carry out his or her role. If you are unsure about any aspect of the implementation or interpretation of the Canons you should speak to your archdeacon.

[churchofengland.org/about/leadership-and-governance/legal-services/canons-church-england/canons-website-edition](https://www.churchofengland.org/about/leadership-and-governance/legal-services/canons-church-england/canons-website-edition)

Annual Leave

Office holders are entitled to 36 days or 6 weeks of annual leave (pro rata for part-time clergy). They are also entitled to take Bank Holidays or time off in lieu. Days may be taken in lieu of the Bank Holiday entitlement in respect of Christmas Day and Good Friday. The annual leave year runs from 1st April to 31st March. **Annual leave may not be taken on:**

- More than 6 Sundays a year.
- Any of the Principal Feasts of The Church of England as set out in The Canons and Common Worship, Ash Wednesday or Good Friday, without the written permission of the archdeacon.

Office holders are expected to ensure that they take the full allocation of rest days and annual leave each year. It is the office holder's responsibility to make suitable arrangements for annual leave; if any issue is foreseen in this regard, then the matter should be raised with the archdeacon.

Annual leave may not be 'carried over' into the following year, except with the permission of the archdeacon in consultation with churchwardens.

Self-supporting clergy may have work commitments which mean that this is not feasible. In such cases annual leave should be agreed with the incumbent.

Sickness

The obligations and rights for office holders, if they are unable to perform their duties because of sickness, are set out in Regulations 27 and 28 of The Ecclesiastical Offices (Terms of Service) Regulations 2009.

A stipendiary office holder is required to:

- Inform the rural dean, or if applicable the incumbent, of being unable to work because of illness.
- Inform the finance officer for Clergy Payroll if unable to perform the duties of the office because of illness for any period of one day or more.
- Provide a medical certificate for absence of more than 7 days to the finance officer for Clergy Payroll. Inform their archdeacon if off sick for more than 7 days.

Self certification absence form

exeter.anglican.org/ministry/clergy-hr/day-to-day-working/

Both stipendiary and self-supporting office holders are required to use all reasonable efforts to make arrangements for the duties of their office to be performed by another suitable minister during any absence because of illness. This includes notifying a responsible person or authority of the arrangements which have been put in place. This ensures that both the office holder and the parish are properly supported, particularly if the office holder becomes ill for any substantial period of time.



Critical Illness

Following the fifth week of absence (or earlier in appropriate cases), the archdeacon will ask the rural dean either to arrange provision of other office holders and LLMs to take services or to liaise with churchwardens who are prepared to do this.

The archdeacon will arrange to visit the office holder at home or may ask the rural dean to undertake this. A written summary of any discussion should be agreed and retained.

Counselling

The diocese recognises that ministry and the workplace can bring its own stresses, and that ministers and employees are not exempt from the other problems of everyday life arising from family and personal circumstances. It is not always appropriate to seek support from a colleague or senior person, and for many years the diocese has provided short term professional counselling. We work with the Churches' Ministerial Counselling Service (CMCS) who provide this confidential service. This will be accessed anonymously, with no records available to any diocesan staff concerning who uses the service.

Information can be seen here:

 [CMCS-Leaflet-DofE-4-December-2019.docx \(live.com\)](#)

Personal Safety

Welcome, hospitality and compassion are core values in our pastoral care, but they can also make us vulnerable. Lone workers face heightened risks to their safety and reputation, and it is reasonable and responsible to act accordingly. We cannot protect ourselves from every risk, but we can be wise in assessing risks and taking steps to mitigate those risks where possible.

When working in clergy housing or church buildings, be vigilant as to who you allow access. Do not be afraid to ask for identification or to make a telephone call to corroborate things if you feel it is appropriate- genuine visitors will not be offended. If you are concerned about your personal safety in your clergy housing or church buildings, please contact your archdeacon straight away. There are security devices that may help to make you feel safer. If you are concerned about stalking, please contact the police and let your archdeacon know that you have done so.

For everyday pastoral situations the advice is to be wise. Assess the risks (both to your safety and reputation) and take time for reasonable precautions. When you receive individuals in your study or church building it's a good idea to have someone else present if that's possible. It's also sensible to make sure you and your visitor have clear access to the exit. There are a variety of alarms that might be helpful to have within reach, including the Hollieguard app which is especially useful when you are making visits.

When visiting, always ensure that someone else has access to your schedule, knows where you are and will notice your absence if you are delayed. If you are uncomfortable about a planned visit, do not hesitate to cancel or reschedule to a more public place. Similarly, if a visit you have begun does not 'feel right', cut it short and leave.

The key message is that if you have any concerns, or troubling experiences please talk to your archdeacon who will help you decide what might be a wise course of action. The Suzy Lamplugh trust gives excellent advice on personal and family safety:

 [suzylamplugh.org](https://www.suzylamplugh.org)

Diocesan Support of Clergy, Lay Ministers and Employee Wellbeing



2



Diocesan Support of Clergy, Lay Ministers and Employee Wellbeing

In the Diocese of Exeter, we recognise the importance of wellbeing for those in ministry and for those employed by the Board of Finance. For us, wellbeing is more than just 'feeling good'. It involves the interplay of several factors: physical, emotional, psychological and spiritual health, together with the availability and quality of personal and professional relationships, within the wider context of vocation/role - all contribute to an overall sense of wellbeing. We strive to promote a culture of health, wellbeing and self-care across the diocese covering all these factors and we are committed to providing resources to help us to do this.

In 2018 a new Wellbeing Advisory Panel, chaired by the Suffragan Bishop of Crediton, was created to oversee, coordinate and monitor both the wellbeing of individuals and the nurturing of a diocesan culture in which can all thrive and flourish. Panel members represent the views of clergy, lay ministers, employees, clergy spouses and partners, and external medical partners. They meet on a bi-monthly basis to think about how to implement practical wellbeing considerations.

The 'Living Well in Ministry' and the 'Living Well in the Workplace' handbooks describe the approach the diocese takes to wellbeing and encourages those working within the diocese to develop and establish healthy patterns and habits of self-care and to maintain good ministerial and working practices. Links for both publications can be seen here:



[Living-Well-in-Ministry-Handbook.pdf \(anglican.org\)](https://www.anglican.org/living-well-in-ministry-handbook.pdf)



[Living-Well-in-the-Workplace-Final-July-2021.pdf \(anglican.org\)](https://www.anglican.org/living-well-in-the-workplace-final-july-2021.pdf)

Clergy Housing

As part of the appointment process the archdeacon's office issues all potential candidates with a Property Information Document. This document sets out the key issues pertaining to the specific property and includes links to clergy housing policies. The policy documents can also be accessed on the diocesan website:

 [exeter.anglican.org/wp-content/uploads/2022/12/EDBF-Housing-Maintenance-Repair-Improvement-Policy.pdf](https://www.exeter.anglican.org/wp-content/uploads/2022/12/EDBF-Housing-Maintenance-Repair-Improvement-Policy.pdf)

The Diocesan Property Services (Housing) team can be contacted on 01392 294954 and property@exeter.anglican.org

Clergy Household Hub

The Clergy Household Hub aims to help anyone who lives in a clergy household to feel at home in Exeter Diocese through information, support and connection. If you are a clergy spouse, partner or other family member, or living in a shared house with clergy, we are here to help. You can also contact us if you are a member of the clergy living alone or part of a clergy couple.

CHH is run by a volunteer group of clergy spouses and partners with support and oversight from the Diocese of Exeter's Wellbeing Panel.

Throughout the year the hub will organise events for clergy household members to get together. There is also a [Facebook Group](#) for Devon clergy households which you might like to join.

To find out more about CHH and to join the mailing list for information about events and other resources, please contact Richard Frost or your archdeaconry representative.

For more details visit:

 [exeter.anglican.org/resources/welcome-to-the-clergy-household-hub-chh/](https://www.exeter.anglican.org/resources/welcome-to-the-clergy-household-hub-chh/)

Spiritual Direction

Spiritual Accompaniment (or spiritual direction) is a process of accompanying someone on a journey of a deepening relationship with God. It is a confidential relationship of trust between two people of faith, in which one listens to, and may pray with, the other, discerning, supporting, affirming and offering guidance in the life-long journey of increasing spiritual maturity. It can be helpful for any Christian who wants to grow in faith and spiritual practice, not just for those in ministry.

The Exeter Diocesan Spiritual Direction Referral Service exists to put those who seek accompaniment in touch with those who offer this ministry. An initial conversation will take place either by phone or face-face to help to find the best match, and will cover preferences such as male/female, ordained/lay, and geographical location. Whilst most of our directors are Anglican, it is an ecumenical network, and we also have directors from Baptist, Methodist and Roman Catholic traditions; all have received training in both spiritual accompaniment and safeguarding and receive supervision for their ministries.

To find out more, or ask for a referral, please contact the diocesan coordinator, Karen Curnock by email: spiritualdirectionexeter@gmail.com

The Mission Community Health Check

The Mission Community Health Check is a tool designed to help you measure the 'health' of your parish and mission community. It is an online questionnaire which has been specially devised for churches in the Diocese of Exeter using proven research methods. It collates feedback from both your church members and wider community to provide an accurate picture of your church's 'health' in areas like mission and discipleship, safeguarding or stewardship and engagement with children and families. This Health Check gives you a set of results that are not shared within the wider diocese - the process aims to be supportive and useful in creating a mission action plan. As a tool, it can prove insightful and helps to encourage supportive conversations. We have a team of facilitators from around the county to assist with the health check. You can find out more here: [🔗 exeter.anglican.org/who-we-are/vision-strategy/vision-next-steps/missioncommunityhealthcheck/](https://exeter.anglican.org/who-we-are/vision-strategy/vision-next-steps/missioncommunityhealthcheck/)

The Ministry Team



3



Licensed Lay Ministry

Licensed Lay Ministers (LLMs), also known as Readers, are volunteer church members in the Church of England, from all walks of life, who are called by God, theologically trained and licensed by the Church to preach, teach, lead worship and assist in pastoral, evangelistic and liturgical work. The position is a voluntary one.

In many churches in Devon, LLMs play an invaluable role on the leadership team, whether it is leading services and preaching or helping with community projects, youth work, mission, caring for the vulnerable and developing new ways of being church.

Guidelines and resources for LLM (Reader) ministry can be found at:

 transformingministry.co.uk

LLMs in the Diocese of Exeter train through the South-West Ministry Training Scheme (SWMTC). The course takes two years and is paid for by the Diocese of Exeter. You can read more about what it involves and how people can apply here:

 swmtc.org.uk

The Diocesan Warden of Readers

Vacant

Deputy Diocesan Warden of Readers

Carol Price

01647 24468

LLMs are supervised by their local incumbent, with final accountability to the bishop. There should be a regular, ideally annual, review. Responsibility for safeguarding training and checks is with the diocese.

Self-Supporting Ordained Ministry

Self-Supporting Ministers (SSOMs) are clergy who do not receive a stipend or pension. They are normally licensed to a Mission Community. The SSOM community includes Ministers in Secular Employment and Distinctive Deacons.

[🔗 exeter.anglican.org/exploring-self-supporting-ordained-ministry/](https://exeter.anglican.org/exploring-self-supporting-ordained-ministry/)

[🔗 exeter.anglican.org/ministry/vocations/diocesan-deacons/](https://exeter.anglican.org/ministry/vocations/diocesan-deacons/)

Archdeacons have particular responsibility to ensure that realistic and useful SSOM Working Agreements are in place. A standard SSOM Working Agreement for this diocese is available.

It is good practice to agree this with the incumbent before you are licensed, or as soon after a new incumbent arrives as possible, and then to review it in six months' time. SSOM Working Agreement.

SSOMs in the Diocese of Exeter are looked after by the bishop's officer for self-supporting ordained ministry:

[🔗 exeter.anglican.org/ministry/clergy-hr/ssm-ministry/](https://exeter.anglican.org/ministry/clergy-hr/ssm-ministry/)

There is a Facebook page for SSOMs at:

[🔗 facebook.com/groups/298627065157046](https://facebook.com/groups/298627065157046)

National best practice guidelines were published for SSOMs in May 2023 and a wide range of SSOM resources is available at:

[🔗 ssmnetwork.org.uk/](https://ssmnetwork.org.uk/)

Contact:

Prebendary John Lees, Bishop's Officer for Self-Supporting Ordained Ministry

Email: johnleescareers@gmail.com

Tel: 01297 551351

Ministers with Permission to Officiate (PtO)

As ordained ministers and as baptised Christians, clergy continue to exercise a Christian ministry in retirement after they have ceased to be beneficed/licensed. The bishops and archdeacons are warmly appreciative of that continuing ministry. Some retired clergy hold Permission to Officiate (PtO), others do not. These guidelines aim to clarify the ministry which clergy with PtO and clergy without PtO are permitted to undertake in the diocese.

 [Clergy-without-PtO-FINAL-Dec-2019.docx \(live.com\)](#)

Training Curates

The training of curates whether stipendiary or self-supporting is a discernment for the senior staff with the individual, advised by the Diocesan Director of Ordinands (DDO). About 18–24 months before ordination a long list of potential training contexts is identified. The DDO compiles this list with the advice of the senior staff. Context, trainer, and practicalities like housing or travel are all taken into account. Curacies last just under three years and training incumbents must be able to commit for this length of time and be prepared to undertake supervision training themselves. Training new clergy takes commitment and time investment from the trainer. For stipendiary placements be aware that the diocese has a policy of not placing stipendiary curates in contexts where there are Common Fund Payment arrears. For a discussion about the possibility of training a curate please contact the DDO. Email: John.fisher@exeter.anglican.org





Children and Families Support and Resources

Whether you are a former youth leader or a parent, young or more 'mature', experienced teacher, wary of children...or any other combination...you will certainly be aware that reaching families is an essential part of church life. The Children and Families Mission Enabler, Sharon Blyth, is here to support you with large established groups, two or three children or none at all. We believe all have a role to play in shaping a welcome for those under 18, and those caring for them.

We run Grow Courses online, in-person training, and bespoke training and team retreats. We are keen to support you whether you're a volunteer, paid worker, member of clergy, LLM, or group. Sharon can help you develop a strategy for young people or suggest next steps for your existing work. We've got an range of excellent ministry resources - many of which are on our website or detailed in our newsletter Seedlings:

exeter.anglican.org/resources/children-young-people/

exeter.anglican.org/resources/children-young-people/newsletters/

Contact Sharon Blyth, Children and Families Mission Enabler:
Sharon.blyth@exeter.anglican.org

Sharon says "Let's find a convenient time to meet - in person or online - and feel free to pass my details onto your workers, teams, or PCC's."



South West Youth Ministries (SWYM)

As a Diocese, we partner and work alongside South West Youth Ministries, providing expert support for those working with youth. SWYM is a training organisation that equips workers for churches. It also runs education projects and community work, with a particular focus on young people. This is in the form of 'gap years', degree courses, and practical resourcing as well as providing Professional Development Days and support for churches. SWYM also runs camps for young people and leads the Spree South West weekend, as well as 'Gatherings' for young people and children. Their team is very experienced and knowledgeable about Devon, so a very useful resource to the diocese.

Do take a look at the SWYM website:

 swym.org.uk

Contact Kath Entrican to find out more: kath@swym.org.uk

Creation Care and Net Zero

The Diocese of Exeter has declared a climate emergency and has endorsed the National Routemap 2030, which includes milestones and actions for all parts of the diocese to work towards net zero by 2030.

 [Net zero carbon routemap | The Church of England](#)

Churches in the diocese are:

- working towards Eco Church awards
- undertaking Energy Audits and Living Churchyard surveys
- incorporating creation care into regular worship and engaging with their wider communities

For more information please visit our website:

 exeter.anglican.org/environment/

Contact our Creation Care Engagement Officer, Sarah Charker:

eco@exeter.anglican.org



Chaplaincy

Anglican chaplains are a Christian presence in all kinds of organisations. In the Diocese of Exeter, they serve in hospitals, schools, universities, prisons, the armed forces, the emergency services, cadet groups and more. Chaplains are ordained and lay, paid and volunteers often working with chaplains from other Christian denominations and other faiths to provide a listening ear, spiritual guidance, emotional support, religious services, and community activities. They welcome contact from parish clergy to support Christians in these other organisations.

While some chaplains do provide services on a Sunday, their main focus is Monday to Saturday, being alongside people in their everyday lives. Here in the diocese, we are developing 'community chaplains' these are lay people with a calling to a particular place who are commissioned and supported by their local church to undertake this work. They have the opportunity to support the outward facing mission of a church community – because they are recognisable as being from the local church/mission community. An example would be our strong group of Anna Chaplains working with older people.

We currently partner with Bath and Wells Diocese for training and support contact Mike Haslam for more details: mike.haslam@bathwells.anglican.org

For those wanting to explore chaplaincy as a specific vocation please contact Hannah Mears: hannah.mears@exeter.anglican.org

Disability and Additional Needs

The web page with advice and resources on disability, additional needs and inclusion is here:

 exeter.anglican.org/disability/

If you have any questions or expertise to offer please do get in touch with Claire Reynolds, our Disability and Additional Needs Advisor:

Email: claire.reynolds@exeter.anglican.org

Phone: 07858 313677

Equally, if you are aware of organisations or resources not on the website please do get in touch with her.

Contact Nigel Pratt for questions about changes to a church building to make it more accessible:

Email: nigel.pratt@exeter.anglican.org

Phone: 01392 294944.

Contact Hannah Mears, our Vocations Development Officer, if you are encouraging a person in your congregation with a disability or additional need(s), and a possible calling to ministry.

Email: hannah.mears@exeter.anglican.org

Visit our vocations page to find out more:

 exeter.anglican.org/ministry/vocations/

UKME Adviser

Rev'd Tanya Hockley-Still is the UKME Adviser for the diocese and also UKME vocations champion. (UK Minority Ethnic)

You can contact her if there is some matter related to racial justice or an experience of racism that you would like to discuss. As UKME vocations champion she also supports UKME people who are exploring their vocation.

She can be contacted on 01392 423311 or tanya@stmarksexeter.uk

You can find out more about how the diocese champions diversity here

 exeter.anglican.org/ministry/ordained-ministry/championing-diversity/

Sabbaticals

A sabbatical is a three-month period away from the pressures of everyday ministry to take time for personal reflection and development.

All stipendiary and SSOM ministers are eligible to apply for a sabbatical, providing:

- They have been ordained for more than ten years
- They have been in their present post for at least three years
- They are not within five years of retirement (currently up to approximately 63 years of age).

Self-Supporting Ordained Ministers (SSOM) and Licensed Lay Ministers (Readers) would need to negotiate this with their incumbents.

A sabbatical is of greatest benefit to those in active and healthy ministry; it is not the right course for those who are recuperating or recovering. In such circumstances, the diocese will offer alternative support and provision.

exeter.anglican.org/ministry/ordained-ministry/sabbaticals/

Each year Ecclesiastical's Ministry Bursary Awards provide financial support to members of the clergy taking a sabbatical. Since being established in 1987, they have provided over £1.4 million to help over 1,500 members of the clergy to finance a wide range of extended leave projects and plans.

The application window runs between April and September.

ecclesiastical.com/MBA



Vocations and Training for Ministry





Exploring a Vocation

All baptised Christians are called to follow Christ and live out the faith in different ways. Some people want to actively develop their discipleship by exploring particular vocations; for example, as a Licensed Lay Minister (Reader), ordained ministry, leading worship, supporting pastoral work in the parish, children's ministry etc. The list is extensive, and ministries come in many different forms. There is much to consider when thinking through how to use natural gifting in Christian service. The vocations pages of the diocesan website is a good starting point:

 [exeter.anglican.org/ministry/vocations/](https://www.exeter.anglican.org/ministry/vocations/)

Revd Hannah Mears, the Vocations Development Officer, is also available to support people to consider all vocations not just the ordained. Her team will signpost appropriate pathways and help individuals think about and develop their gifts in Christ's service.

Contact Hannah

Email: hannah.mears@exeter.anglican.org



Vocations to Ordained Ministry

The diocese needs more ordained ministers, particularly self-supporting Ministers. For anyone interested in exploring ordained ministry there is a team of vocations advisers and regular online events that candidates can attend to help them learn more. Discernment for ordained vocation will require the support of the incumbent to proceed and there are special events that encourage young people, women and those from minority ethnic heritage to consider the ordained ministries. The Vocations Team (see exploring a vocation) will refer candidates to the DDO (Diocesan Director of Ordinands) office if appropriate. At this more formal discernment stage candidates are supported by an Assistant Director of Ordinands to help them engage with the lengthy process. They will also need the support of the sponsoring bishop in order to attend the two-stage national discernment process.

Further information can be provided by looking at the Church of England website:

 [churchofengland.org/life-events/vocations](https://www.churchofengland.org/life-events/vocations)

Contact the DDO:

Email: john.fisher@exeter.anglican.org



South West Ministry Training Course

The South West Ministry Training Course has been teaching and nurturing Christians from all backgrounds and traditions for over 40 years. It is a community of 'adventurous faith, missional hope and grounded love' exploring a 'Theology for Living'. Its goal is to equip Christ's followers with the spiritual, theological and practical resources to be missional disciples in the Church today.

SWMTC's academic programmes are validated by Durham University, as part of the Church of England's Common Awards, and welcomes independent students to study alongside those training for ministry as Ordinands or Licensed Lay Ministers (Readers) in the Church of England. Students study towards a Certificate (two years) or a Diploma (four years) or a BA (six years) in Theology, Ministry and Mission:

swmtc.org.uk/study/new-encounters-in-theology/

swmtc.org.uk/study/training-for-ordination

swmtc.org.uk/study/training-for-readers/

The teaching model is a mixture of in-person weekend lectures (roughly every six weeks) at Plymouth Marjon University, and mid-week online lectures and reflective practice groups which are held in Truro, Exeter and online.

For more information:

swmtc.org.uk

Email: admin@swmtc.org.uk



St Mellitus

St Mellitus College is one national theological training college located in four different locations. It exists to grow theologically confident followers of Jesus Christ in every Christian community. The St Mellitus College South West teaching centre is based in St Matthias Church in Plymouth. They meet on Tuesday daytime during the academic year. They offer full-time, mixed-mode context-based training for ordinands based geographically in the South West peninsula. This means that our ordinands for the duration of their training are spending around three days per week in a local parish setting, gaining hands-on experience of ministry and mission in the real world. On Tuesdays, ordinands join with our Independent students (both part-time and full-time), to study towards either a certificate, diploma or Bachelor's degree in Theology, Mission and Ministry, awarded by the University of Durham Common Awards. Our full-time independent students also have two annual Intensive Teaching Weeks in London (one week for part-time Independent students), and our ordinands join with the national college for five weekend residentials and an intensive teaching week every year. We also have provision for non-accredited students to study with us, for either a single module or a whole year.

For more information:

 stmellitus.ac.uk

Email: info@stmellitus.ac.uk

Foundations

Foundations (former FiCM) is an introductory course in Christian teaching and ministry for any lay person who wishes to learn more about the Christian faith and deepen their discipleship. It is available to everyone and lasts one term. There are three cohorts per year, based in different areas of the county. The learning is a mix of online and in person. There are tutor groups, worship sessions and community time throughout the course, which utilises three Saturdays and some evenings as well as independent learning. It is a requirement for anyone considering licensed lay ministry, ordained ministry or a commissioned Role, although is an excellent stand-alone course too. Many people have found Foundations to be a springboard for their faith and will go on to more study or develop their ministry further. Foundations is an excellent and accessible introduction to studying the Bible, Theology, Spirituality, Ministry and Theological Reflection. **Please contact Jon Curtis, Lay Discipleship Project Manager, for more details:**
Email: jon.curtis@exeter.anglican.org

Grow Courses

Grow Courses are short courses on specific roles or themes. They are for lay people who may be thinking about taking on a new role or looking for a bit of support around something that they're already doing. They are an excellent, unthreatening way for people to develop in their ministries. They happen on zoom and are between 2 and 6 sessions. The subjects range from Pastoral Care to Administration, Preaching, Digital Ministry, to an Introduction to Liturgy. These short courses can lead into further study (Foundations, for example) or can exist as standalone pieces of learning. They are free and have no entry requirements. There are occasional optional extra pieces of work to undertake, but they aim to be accessible and non-threatening learning opportunities. At the end of the course each participant will receive a certificate to say they have completed it. **Please contact Jon Curtis, Lay Discipleship Project Manager, for more details:**
Email: jon.curtis@exeter.anglican.org

You can see a full list of current courses here:

 [exeter.anglican.org/ministry/lay-ministry/lay-learning/](https://www.exeter.anglican.org/ministry/lay-ministry/lay-learning/)

Education



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Exeter Diocesan Board of Education Committee (DBE)

Our DBE vision is:

*To enable all, through the love of God in Jesus Christ, to
'live life in all its fullness' (John 10:10b)*

We aim to support our diocesan family of schools to Nurture vision-inspired education; Nourish personal and spiritual growth; Enable connected communities that flourish. **See our full vision:**

exeter.anglican.org/schools/vision-for-education/

The Exeter Diocesan Board of Education Committee (DBE) has statutory responsibility for 134 Church of England Schools and is committed to ensuring these are a vital and thriving part of our diocese both now and into the future. Our schools include small rural primaries with mixed aged classes; large urban schools; infant, junior and primary schools, some with nursery provision; and five secondary schools with two providing further education courses. These schools span three Local Authorities, four archdeaconries and twenty-five deaneries. We work closely with other dioceses and have schools within groupings which span our three neighbouring dioceses.

Find out more about our diocesan family of schools:

exeter.anglican.org/schools/

The Diocesan Education Team

The Education Team offers specialist information, advice and support to our diocesan family of schools, some of which are grouped together in academy trusts and federations. The team work closely with school/grouping leaders, including those involved in governance, to ensure that the Christian foundation of church schools is upheld, and that Christian vision, distinctiveness and ethos is given a high priority. This means that the team are also available to support clergy in their contact and work with schools. The team is led by our Diocesan Director of Education, Sue Lockwood. **Contact the team here:**

 exeter.anglican.org/schools/contact-team/

Flourish: Education Newsletter

Flourish is the term-time fortnightly newsletter from the Diocesan Education Team. It contains diocesan and national church updates and guidance, signposting to resourcing and good news stories from our diocesan schools.

Please sign up here to keep in touch:

 exeter.anglican.org/schools/newsletters/

Engagement with Schools

There are many ways to engage with your local school, however we suggest meeting with the headteacher to discuss how you can work together with your shared community. It is important not to feel constrained to any one aspect of engagement and to think widely about opportunities that support the community, build relationships, enable the Christian foundation of the school to be upheld (if a church school) and establish the church as an important partner with the school, and vice versa. It could include involvement in **governance**, **leading collective worship** or **chaplaincy support**. The links with schools should be visible and wider than the incumbent and headteacher. The Diocesan Education team can provide support if needed.



Governance

Governance is different depending on the status and designation of the school. A clergy member linked to a maintained church school will, through their right of office, have an ex-officio governance role. Where maintained schools join together in a federation, there will be one governance board and most likely one ex-officio position. This may span more than one mission community and a decision will need to be made as to who fills any ex-officio role. There will be other foundation governance roles too.

If the school is an academy, it will have layers of governance with the Directors as the accountable body. Academies have the legal status of companies and are also charitable trusts. This means directors have the responsibilities of both company directors and charity trustees. There are plenty of opportunities to be involved in governance for lay and clergy individuals, though no automatic ex-officio role. Governance is a really valuable way to be involved in a school in addition to the face-to-face missional work with the children, young people, families and staff.

For support or more information, please email:

governance@exeter.anglican.org

Further Reading:

 [Church of England's Vision for Education](#)

 [Our Hope for a Flourishing Schools System](#)

Church Schools: Site Trustees

The identity of the trustees for our church schools are site specific but most are vested in the Exeter Diocesan Board of Finance Ltd. However, there are a number of schools where the trustees are more local, typically in the form of churchwardens and incumbent. There should be local knowledge where this is the case but if clarification is required or any proposals that have a potential legal implication, please do contact the Diocesan Property Services (Schools) team:

Phone: 01392 294952

Email: property@exeter.anglican.org

Communications and Engagement



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Communications and Engagement Department

The Communications and Engagement department resources churches and clergy in all aspects of communication, including training, media advice and crisis communications support.

The Communications and Engagement team is:

Chloe Axford, Director of Communications and Engagement

Email: chloe.axford@exeter.anglican.org

Phone: 07889 523776

Matt Prior, Digital Lead

Email: matt.prior@exeter.anglican.org

Phone: 07704 155228

Grace Stanhope, Website, Marketing and Publications

Email: grace.stanhope@exeter.anglican.org

Phone: 07399 97725

Communications team email address: communications@exeter.anglican.org

Website

The Diocese of Exeter website is an important source of information and guidance:

 [exeter.anglican.org](https://www.exeter.anglican.org)

Social Media

Our social media platforms include:

 facebook.com/CofEDevon

 @CofEDevon

 @CofEDevon

We also run social media accounts for:

Devon Church Weddings, This Is My Story, Growing the Rural Church and Devon Pilgrim.

Roots and Shoots

Our weekly e-newsletter Roots & Shoots is published every Tuesday. It will keep you up to date on diocesan news, training opportunities, events and good news stories from around the diocese. You can sign-up for it here:

 exeter.anglican.org/who-we-are/email-bulletin/

If you would like to contribute an item for Roots & Shoots, please email: communications@exeter.anglican.org

Other regular newsletters you might like to sign-up for:

Seedlings covers children and families ministry and is published monthly. To sign up, please email: sharon.blyth@exeter.anglican.org

Cultivate contains training and development for all ordained, lay ministers and office holders. To sign up, please email: mandm@exeter.anglican.org

Seasons covers Creation Care and is published four times a year. To sign up, please email: sarah.charker@exeter.anglican.org

Flourish covers schools and education and is published by our education team. To sign up, please email: education@exeter.anglican.org

Safeguarding newsletter- to sign up, please email: ruth.putnam@exeter.anglican.org

Devon Church Weddings newsletter shows the beauty of church weddings and shares advice and guidance for couples planning their big day. It also includes stories from church weddings across Devon. To sign up, please email:

devonchurchweddings@exeter.anglican.org

Our online theological journal is published twice a year. If you would like to contribute an article, please email: jon.curtis@exeter.anglican.org

Working with the Media, Promoting your Event and Using Social Media

If you are contacted by the media please email or phone Chloe Axford, Director of Communications and Engagement:

Email: chloe.axford@exeter.anglican.org

Phone: 07889 523776.

This will enable us to provide you with the correct support and advice. It also helps us to amplify good news stories about churches in the media.

We run regular training about working with the media, promoting events and using social media. Please email chloe.axford@exeter.anglican.org if you would like to sign-up for a training session.

Each year we run a Digital Ministry Grow Course. This four-week evening course takes place on Zoom. Please email chloe.axford@exeter.anglican.org if you would like to sign-up.

The Church of England Digital Labs webpage includes some excellent blogs on different aspects of church communications, marketing and social media:

[churchofengland.org/resources/church-england-digital-labs](https://www.churchofengland.org/resources/church-england-digital-labs)

You can also sign-up for free online webinars run by the Church of England digital communications team:

[churchofengland.org/resources/digital-labs/digital-labs-webinars](https://www.churchofengland.org/resources/digital-labs/digital-labs-webinars)

It is also worth reading the Step by Step Guide to Online and Onsite Services:

[churchofengland.org/resources/step-step-guide-online-and-onsite-services](https://www.churchofengland.org/resources/step-step-guide-online-and-onsite-services)



Worship & Ministry



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Distribution of Communion in Church

This may be done by lay people authorised for this ministry as well as clergy and LLMs. Since 2016 it is no longer necessary for the bishop to authorise a lay person to distribute the sacrament at a service of Holy Communion. Now the incumbent and PCC can agree who they wish to be authorised and send their names to the Suffragan Bishop's Office, where they will be placed on file. Such permission should be reviewed every three years. It is also now possible for children to assist with the distribution of Communion. Separate permission is required for the distribution of Communion to the sick and housebound and for leading Public Worship by Extension.

Distribution of Communion at Home

The distribution of Holy Communion to those who are housebound is an important part of the ministry of the Church. The service may be conducted by clergy, LLMs or lay people authorised for this ministry, using a form of service approved by the Church of England.

Authorisation for a lay person, who is not an LLM, to undertake this ministry is the same as authorisation to distribute Communion in church: the incumbent and PCC agree who they wish to be authorised and send their names to the Suffragan Bishop's Office, where they will be placed on file. Safer recruitment practices should be followed and a DBS check undertaken if necessary (though current advice is that a DBS is not required unless the person is giving other care and support while visiting for home Communion, or is visiting weekly or more frequently).

Appropriate training should be given. If possible, those who receive Communion at home or in a residential care home on a regular basis should be given the opportunity to participate in a full celebration of the Eucharist at least once a year.

For more details of how to authorise lay people for the distribution of communion in church or to those who are housebound or in residential care, see the 2016 Diocesan Regulations for Eucharistic Assistants at:

 [exeter.anglican.org/wp-content/uploads/2014/10/2016-Diocesan-Regulations-for-Eucharistic-Assistants.docx](https://www.exeter.anglican.org/wp-content/uploads/2014/10/2016-Diocesan-Regulations-for-Eucharistic-Assistants.docx)

Public Worship with Communion by Extension

This is an exceptional provision for which the diocesan bishop's explicit permission is required. It is envisaged that the Eucharistic elements and ministers will be 'sent out' from an earlier service of Holy Communion, usually held on the same day in another church within the benefice so that the service in the 'receiving church' is truly by extension.

The service is designed particularly for periods of transition such as vacancies, or during clergy holidays. The guidelines envisage its use on Sundays and Principal Holy Days, and only exceptionally on other occasions. Where the Eucharist can be presided over by a priest, Communion by Extension is not an option.

Only Licensed Lay Ministers (Readers) can be authorised by the bishop to lead Communion by Extension, and such authorisation is dependent on prior teaching, training and preparation in the parish. Applications will not normally be accepted for a LLM (Reader) with less than three years' experience.

Detailed guidelines can be found at:

 [exeter.anglican.org/ministry/reader-ministry-officers/communion-extension](https://www.exeter.anglican.org/ministry/reader-ministry-officers/communion-extension)

The House of Bishops' guidelines and authorised liturgies can be found at:

 [churchofengland.org/sites/default/files/2017-11/Public%20Worship%20with%20Communion%20by%20Extension.pdf](https://www.churchofengland.org/sites/default/files/2017-11/Public%20Worship%20with%20Communion%20by%20Extension.pdf)

Admission to Children of Confirmation before Communion

Since 2006, the Church of England has allowed children to receive Communion before Confirmation, and about 15% of our parishes now do so. If your PCC wishes to consider this, they should look at the diocesan guidelines and seek advice from the diocesan children's mission adviser before applying for permission from their suffragan bishop. The guidelines and application form can be found at:

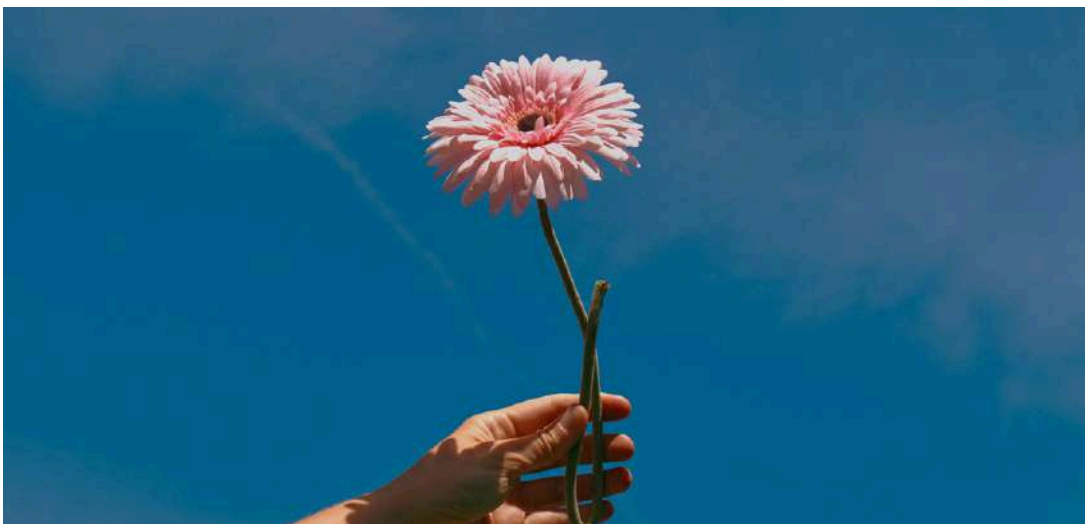
[exeter.anglican.org/resources/worship/children-and-holy-communion/](https://www.exeter.anglican.org/resources/worship/children-and-holy-communion/)

Deliverance Ministry

Deliverance ministry is a specialist ministry within the Diocese of Exeter and constitutes one aspect of our commitment to bringing wholeness, peace and healing to all who experience distress, whether in body, mind or spirit. Deliverance ministry is subject to the House of Bishops' pastoral guidance and to the Safeguarding Code of Practice set out in [Safeguarding Children, Young People and Vulnerable Adults](#). A summary of the pastoral guidance can be found [here](#).

If you would like advice about deliverance ministry please contact the Bishop's Chaplain, Revd Preb Jane Chamberlain:

bishops.chaplain@exeter.anglican.org



Visiting Clergy


Sometimes incumbents/priests-in-charge receive requests from clergy to officiate at a baptism, a family wedding or funeral, or they may want to invite someone to lead a Sunday service in their parish, perhaps to cover a holiday.

The following rules apply (see Canon 8):

a) *Anglican clergy in the Church of England, Church in Wales, Scottish Episcopal Church and Church of Ireland.*

A visiting minister who holds a benefice, licence or PtO in the Diocese of Exeter may officiate at any service at the invitation of the incumbent or, during a vacancy or illness, the rural dean and churchwardens. The bishop does not need to be consulted.

A visiting minister who holds a benefice licence or PtO in another Diocese may officiate at any service at the invitation of the incumbent or, during a vacancy or illness, the rural dean and churchwardens, but for not more than seven days within a three month period. Please consult the National Register of Clergy to check that the clergy person is authorised and 'in good standing'.

 [National Register of Clergy | The Church of England](#). The permission of the Bishop of Exeter is only required for a visiting minister to take services on more than seven days within a three month period.

Visiting clergy can take a service at a crematorium or cemetery chapel without asking the permission of the incumbent of the parish in which the chapel is set. See Canon 8, paras 2 and 4 for a few other exceptions.

b) *Anglican clergy ordained overseas and clergy from other denominations*

Please contact the Bishop's Chaplain who will assist you in ensuring the necessary permissions are in place:

bishops.chaplain@exeter.anglican.org



Organist Employment

The General Synod Legal Advisory Commission have given advice around Parish Music: organists and choirmasters and church musicians

[🔗 churchofengland.org/sites/default/files/2017-12/general-synod-legal-advisory-commission-parish-music-organists-and-choirmasters-and-church-musicians.pdf](https://www.churchofengland.org/sites/default/files/2017-12/general-synod-legal-advisory-commission-parish-music-organists-and-choirmasters-and-church-musicians.pdf)

@LibertyPearlPhotoFilm



Devon Church Weddings

This is a Diocese of Exeter project to promote and market Devon's churches as great places to get married and to communicate the deeper value of a Christian wedding ceremony to a secular audience. It also supports churches in their wedding ministry. The project is administered by the Communications and Engagement team.

For more information, please email:

devonchurchweddings@exeter.anglican.org

 devonchurchweddings.org

 [instagram.com/devonchurchweddings](https://www.instagram.com/devonchurchweddings)



Fresh Expressions of Church



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Church Planting & Fresh Expressions

In every generation the Church of England has planted new churches to reach new people in new places. The Church of England in Devon is no different. In fact, you may feel that revitalising and establishing new worshipping communities across Devon is more important than ever. Bishop James and the Mission and Ministry team regularly dedicate time to furthering the Diocesan Strategy (Next Steps) of which church planting is a part. If you would like to know more about resources for developing new ways of being church such as Messy Church, Café Church, Mission Shed, fresh expressions, online church, church plants and other new worshipping communities, then please contact:

jeremy.putnam@exeter.anglican.org

Mission Shed

Mission Shed regional hubs were active in the Diocese of Exeter until the pandemic. At the start of 2024, our Mission Enabler, Rev'd Jeremy Putnam, relaunched Mission Sheds to be hub events to provide training, teaching, networking and support around key missional themes, for example worship, pioneering, evangelism and growing faith. Mission Shed is aimed at everyone involved in outreach in your churches, or people who could be.

There is a Mission Shed Facebook Page:

 facebook.com/missionsheddevon/

For more information, please email:

jeremy.putnam@exeter.anglican.org



Devon Pilgrim

Devon Pilgrim began life as an initiative of the Growing the Rural Church project. It supports churches to develop new pilgrimage routes and aims to encourage people to “wander and wonder” routes which link Devon’s churches and holy sites. You can find out more and download existing route guides here:

 devonpilgrim.org.uk

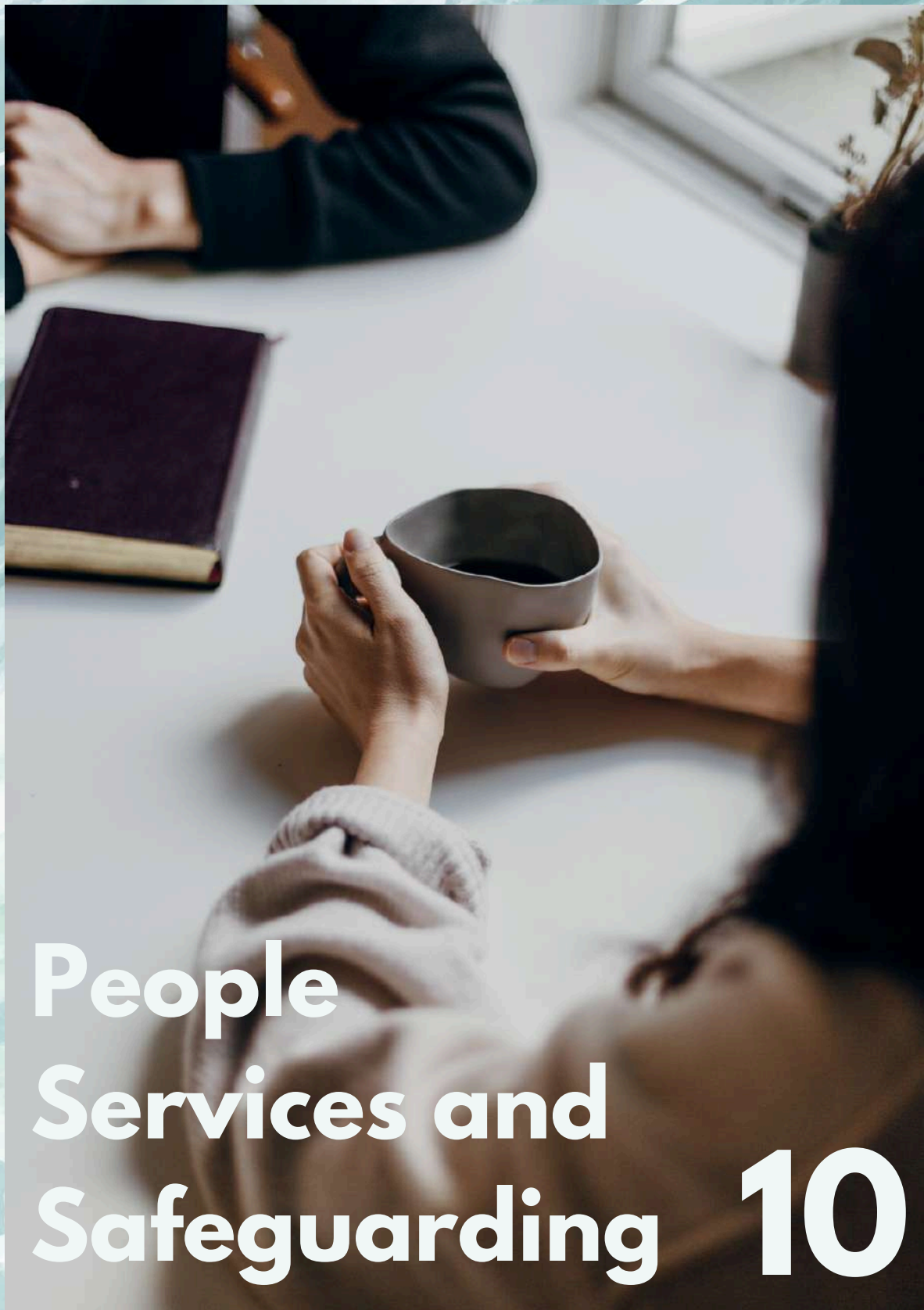
If you would like to talk to someone about Devon Pilgrim please email communications@exeter.anglican.org

Mission Initiatives and Bishops’ Mission Orders

Bishops’ Mission Orders (BMOs) are made by diocesan bishops as leaders in God’s mission in their dioceses. Their purpose is to endorse and authorise mission initiatives sitting outside the traditional parochial structures as likely to promote or further the mission of the Church through fostering or developing a distinctive Christian community. BMOs may authorise those leading or working in support of a mission initiative – which may operate across the geographical areas of different parishes, benefices, deaneries etc. – to minister in the context of the BMO independently of the incumbents of the benefices covering the same geographical area. Governance for BMOs tends to be provided by an associated Charitable Incorporated Organisation (CIO).

BMOs can recognise existing mission initiatives or promote fresh expressions of church. At the time of writing, there are six in our diocese, covering Bay Church Torbay, Exeter Network Church, Plymouth Partnership in Mission, Sherford Community Church, St Basil’s Rural Resource Church and Unlimited Church Exeter.

BMOs are reviewed regularly by the designated ‘Visitor’ and may be time limited or of indefinite length. In some cases, initiatives initially endorsed by BMOs will eventually be brought into the parochial system.



People Services and Safeguarding **10**

Safeguarding

Safeguarding and promoting a healthy and supportive safeguarding culture within our Diocese is at the heart of our diocesan values. The Diocese of Exeter safeguarding team aims to provide comprehensive safeguarding guidance, training and support to all those who require it.

If you wish to share any safeguarding concerns with the Diocesan Safeguarding Team, please go to:

exeter.anglican.org/resources/safeguarding/safeguarding-team/

For helpful resources please start with the Parish Toolkit:

exeter.anglican.org/parish-toolkit-for-safeguarding/

For safeguarding training, please visit:

exeter.anglican.org/resources/safeguarding/safeguarding-training/

The Communications team can provide advice and support regarding the communications aspect of safeguarding cases.

Employing Staff

Effective recruitment is crucial to the successful running of an organisation. Therefore, the Diocese of Exeter depends upon finding individuals who possess the necessary skills, knowledge, experience, qualifications and attributes to meet the requirements of their role, thereby contributing to the diocesan values and aims. Accordingly, the Safer Recruitment Manual and People Management Guidance provides guidelines to be followed and approvals to be obtained when there is a requirement to recruit:

churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance

People, Safeguarding & Wellbeing

exeter.anglican.org/wp-content/uploads/2022/02/2022-01-19-Dof-E-Clergy-Terms-and-Conditions-of-Service-Handbook-Final-Version.pdf

Operational Issues



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Data Protection

Data Protection can seem like a minefield, with confusing jargon and the potential to get caught up in issues when dealing with the personal data of employees, PCC members or parishioners. Our Data Protection Officer, Annemarie Kendell, is able to provide practical, relevant advice about the various aspects of Data Protection, from the basic dos and don'ts of having the correct policies in place and the practicalities of handling data securely, to dealing with Subject Access Requests from individuals. Data Protection training can be accessed through the CMD programme, whilst bespoke data protection training can be provided at Mission Community level, either in person or on Zoom.

Our website has template resources available here:

 [exeter.anglican.org/resources/data-protection/](https://www.exeter.anglican.org/resources/data-protection/)

Further information and support can be obtained by emailing Annemarie Kendell at: dataprotection@exeter.anglican.org

Governance and Structures



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Introduction

The Church of England in Devon comprises a number of different structures, some of which are purely geographical or administrative in nature, and others of which have a governance function, too.

The Diocesan Governance Team supports and engages with parishes and clergy in the following areas (your archdeacon's office is also often a good source of practical advice and wisdom):

- Provision of advice on all aspects of parish governance, including PCCs and joint councils;
- Support with the establishment of joint councils;
- Provision of advice on processes under the Mission & Pastoral Measure 2011, including pastoral proposals for the alteration of parish boundaries, union of parishes/benefices and closure of church buildings for regular public worship;
- Running of processes under the Mission and Pastoral Measure;
- Running of election processes to deanery synods and Diocesan Synod, and to other diocesan committees, as well as to the General Synod;
- Support to the diocese's representatives on the General Synod;
- Issuing of notices of vacancy under the Patronage (Benefices) Measure;
- Coordination of processes of suspension and restriction of patrons' rights of presentation;
- Provision of maps and statistical information.

Structure	Governance
Diocese of Exeter	Diocesan Synod The Exeter Diocesan Board of Finance Ltd.
2 Suffragan Areas: CREDITON & PLYMOUTH	
4 Archdeaconries: Barnstaple, Exeter, Plymouth & Totnes	
21 Deaneries	Deanery Synods
119 Mission Communities	Not legal entities. May be co-terminous with benefices
155 Benefices	Parishes within the same benefice may form a Joint Council
483 Parishes	Parochial Church Councils (PCCs)
593 Places of Worship	Where a parish has multiple places of worship, some churches may have their own District Church Council (DCC) or a PCC set up via a Conventional District

Parish

The ecclesiastical parish is the basic geographical, administrative and pastoral unit of the Church of England. It is entirely distinct legally from the civil parish. Each parish must have at least **one parish church** or **parish centre of worship**.

- **Parish Church:** A consecrated building in which, subject to canon law (and provisions for multi-parish benefices, dispensations etc.), the statutory services must be held. Parishioners have the right to be baptised, married etc. there. Each parish church is required to have two churchwardens, elected annually by the Meeting of Parishioners.
- **Parish Centre of Worship:** An unconsecrated place of worship designated by the bishop which is regarded as a parish church for most purposes. Also required to have two churchwardens.

Parishes may also have chapels of ease and licensed places of worship as additional church buildings. These do not require churchwardens.

There must be a church electoral roll in every parish: lay people are entitled to have their names on the roll if they meet certain criteria. The roll is used to determine eligibility for attendance and participation at the Annual Parochial Church Meeting (APCM) and for election to the Parochial Church Council (PCC). It is also used to determine eligibility for lay election to the deanery synods, and to the Diocesan and General Synods. Electoral rolls are revised annually; and a new roll is prepared every sixth year. The church electoral roll is governed by the provisions of:

[!\[\]\(3dfb8d66e81160ad61421a3452093d1b_img.jpg\) **Part 1 of the Church Representation Rules \(CRR\).**](#)

The PCC is the representative body of parishioners elected at the APCM from among the members of the church electoral roll. The PCC is a body corporate and is usually chaired by the incumbent. PCC officers include a secretary, treasurer, safeguarding representative and deanery synod representatives; the churchwardens are ex officio members. For a PCC to be quorate, the number of lay members must exceed the number of clergy members; and for a standard PCC meeting to be quorate, at least 1/3 of the members must be present, and the majority of those present must be laypersons. The model rules for parish governance and PCCs can be found in:

[!\[\]\(0f848bbd71cef6b345273b16f905912a_img.jpg\) **Part 9 of the CRR**](#)

and guidance is available on the:


[!\[\]\(a870788d6ed9b8fd294b7654a8c8526b_img.jpg\) **PCC and Church Officers pages of the Diocesan website.**](#)



Benefice

The benefice is the unit of administration to which an incumbent is instituted, and to which other clergy and lay ministers may be licensed. Nowadays, many benefices are multi-parish benefices, comprising a number of parishes served by an incumbent and, sometimes, additional clergy and lay ministers. A benefice may have a formal team ministry, an arrangement whereby a team comprising a team rector, one or more team vicars and others work together to care for a benefice; or it may form part of a group ministry, where the incumbents of separate benefices agree to work together across the area of the benefices.


Each benefice is either a rectory or a vicarage, and the incumbent (rector or vicar) is presented to the benefice by the patron(s). On occasion, the bishop may consider it necessary to seek to restrict or suspend the patron's/s' right of presentation to the benefice; and in this case a priest-in-charge may sometimes be appointed to care for the benefice during the period of suspension.

Sometimes, it may be desirable for parishes within the same benefice to have shared governance, and this can be achieved through the formation of a joint council under  [Part 9 of the CRR](#). Joint Councils may be full-transfer, whereby all of the assets and functions of the respective PCCs are transferred to the council and the PCCs go into abeyance; or partial-transfer, whereby the PCCs continue to operate as discrete entities but delegate certain assets and functions to the joint council. In all cases the parishes themselves remain distinct and retain their identity.

Mission Communities

Mission Communities are the Diocese of Exeter's chosen way of approaching mission and ministry, for example our Mission Growth grants were awarded to mission communities rather than individual parishes. Mission communities are not a legal unit within Church of England structures, but they may sometimes be co-terminous with benefices. The purpose of the mission community is to group parishes together such that they form a critical mass that can offer the life of the Church of England in all its fullness in a particular place.

Deanery

The deanery is a geographical and administrative unit that sits between the diocese and the parish. It is governed by the deanery synod, which comprises a house of clergy (or deanery chapter) and a house of laity. The house of laity includes lay representatives from each parish elected by the APCMs. Each deanery synod has a city/rural dean, lay chair, secretary, and treasurer. The rules governing deanery synods can be found in the  **CRR, Part 3**, and there are model rules and additional guidance for deanery synods in the Diocese of Exeter available on the:

 [Deanery Synods pages of the diocesan website.](#)

Diocese

The deanery synods act as a channel of communication between the parishes and the Diocesan Synod, both raising matters with Diocesan Synod and enacting decisions made by it. Deanery synods also elect representatives to Diocesan Synod and to the General Synod.

The Diocese of Exeter is the Church of England in Devon and is geographically co-terminous with the county of Devon. It is governed by the Exeter Diocesan Synod, which is the main policy-making body of the diocese and the forum for discussion of key issues. Diocesan Synod comprises three houses: the House of Bishops, the House of Clergy and the House of Laity. The houses of clergy and laity include representatives elected from the deanery synods, as well as a number of ex officio members.

The members of Diocesan Synod are also the members of the Exeter Diocesan Board of Finance Ltd., a company limited by guarantee which manages the financial affairs and assets of the Diocese. Members of Synod also form the electorate for elections to other diocesan committees. Diocesan Synod tends to meet twice per year, in March and October; further information can be found here:

 [exeter.anglican.org/who-we-are/synod/diocesan-synod-2/](https://www.exeter.anglican.org/who-we-are/synod/diocesan-synod-2/)

Troubleshooting

Some commonly asked questions.

My PCC is at risk of falling inquorate. What should I do?

If it is becoming difficult to elect members and officers to the PCC and you are concerned about potential inquoracy, it is advisable to flag the concern with your archdeacon as early as possible. While temporary solutions can be put in place through the Diocesan Registry should a PCC fall inquorate, it is better to seek to deal with the issue pre-emptively.

My PCC is struggling with the burdens of administration and looking after the church building(s). How can we make things easier?

There are a number of ways in which one might seek to ease the burden of parish administration, and diocesan officers are available to help explore options:

- In multi-parish benefices, it may be worth looking at the possibility of a joint council, whereby all or some assets and functions of the PCC can be delegated to a body representative of multiple parishes.
- If there are local folk who have an interest in the church or church life but are not eligible for election to the PCC, it is possible for the PCC to co-opt additional members (either 2 or any number which does not exceed 1/5 of the elected lay representatives). A further possibility is to seek to establish a Friends Group as a sub-committee of the PCC, the members of which do not have to be eligible for election to the PCC.
- In multi-parish benefices, it can be worth considering options around uniting parishes, changing the status of church buildings, or even closing buildings that are no longer needed for regular public worship. All of these things can be achieved, subject to consultation, under the Mission & Pastoral Measure 2011.

Who can I contact for advice?

Sophie West, Secretary to the Diocesan Mission and Pastoral Committee,
Mission & Pastoral Office

Email: sophie.west@exeter.anglican.org

Phone: 01392 294910

Finance

A close-up photograph of a person's hands in a professional setting. One hand is holding a white document, while the other is positioned over a black calculator. The calculator is placed on a desk with various papers, including one with a grid pattern. A silver pen is also visible on the desk. The background is softly blurred, showing more papers and a person's arm. The entire image is framed by a decorative teal and white watercolor-style border.

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Statutory Wedding & Funeral Fees

The fees that we are referring to here are statutory fees – fees that are paid for weddings, funerals, churchyard monuments etc. Statutory fees should not be confused with the casual duty fee which is the fee the PCC pays when it asks a vicar to come and cover a Sunday or mid-week service.

They are called statutory fees because they are set in legislation and are approved each year by General Synod. Therefore, these are the levels of fees that the PCC must charge – there is limited flexibility on this as they are set by legal order. The fees get split between the PCC and the diocese. The Church Commissioners issue a Table of Fees each year with the different charges for each service type. Retired priests who may take services for you are entitled to 50% of the DBF portion of the fee.

Fees Contacts have been set up so that there is one person for a group of parishes, such as the mission community or benefice, who submits the fees for a group of parishes. Some parishes however chose to act independently of their Mission Community and have their own Fees Contact. The Fees Contact could be the treasurer, priest or someone completely different who is willing to take on the role. Please let us know if you change contact so we can update our records. Each fee contact has been issued a Z reference number specifically for their parish or grouping to quote on any payments or forms sent in.

The fee contact needs to complete the Parochial Fees Record sheet - which is a standard excel spreadsheet available on the diocesan website - and send it to Jess Phillips and Sharon Deacon using the email address fees@exeter.anglican.org. If you do have any queries about specific circumstances, please email Jess and she'll be able to help you. Please note that there is a separate Fees bank account, details of which can be obtained by contacting the fees email address. Ideally the fees need to be submitted quarterly.

Jess has requested that you submit fees at least quarterly, and if there have been no fees for that period then please send her a nil return.

Fee audits are carried out in the last two quarters of the year by Jess. She selects several parishes at random to check records are being submitted correctly.

Clergy Payroll

Jess Phillips is our clergy payroll liaison and handles changes related to stipends. This is an area that is currently undergoing a change from paper based to a new national online system. Existing clergy will have already been contacted in relation to this by the national payroll team. When clergy move between dioceses their details are automatically exchanged on the system. You will be able to log on to your profile and change various things yourself such as your bank details and contact details. New clergy i.e., curates, will be contacted directly by London once their diocese has set them up on the national system.

Any questions around clergy payroll please contact Jess on: jessica.phillips@exeter.anglican.org or Clergy Payroll in London on: clergy.payments@churchofengland.org



PCC Accounts & Finances

As each parish is a separate legal entity, members of the PCC are trustees with a shared responsibility to comply with the Charity Commission's statutory requirements including finance and governance.

Key tasks during the year include the preparation and approval of the Annual Report and Financial Statements for the previous year, regular review of the finances within the current financial year and the preparation of a budget for the next financial year.

Some PCCs are registered with the Charity Commission and have a charity number. Others are Excepted Charities which means that whilst they still have full charitable status and have to comply with the Charity Commission's statutory requirements, the Annual Report and Financial Statements must be submitted to the diocese.

The Finance Team at the Diocese provide support to parishes on all financial and compliance matters, and these are the main points of contact:

Parish Finance Queries: Lizzy Anderson elizabeth.anderson@exeter.anglican.org

Common Fund: Sharon Deacon sharon.deacon@exeter.anglican.org

Fees, Clergy Payroll & Moves: Jess Phillips jessica.phillips@exeter.anglican.org

Trusts Advice & Support: Serena Nott trusts@exeter.anglican.org

Trusts Administration: Cathy Thorne trusts@exeter.anglican.org

General Finance Team: accounts.department@exeter.anglican.org

Director of Finance: Neil Williams neil.williams@exeter.anglican.org

Interim Finance Manager: Michelle Clark michelle.clark@exeter.anglican.org

Stewardship & the Parish Giving Scheme: Brigit Kiyaga

brigit.kiyaga@exeter.anglican.org

Annual finance training courses are run by the Finance Team and a wide range of resources and training materials are available online. A good starting point is to look at the Parish Finance section of the diocesan website

 [exeter.anglican.org/resources/finance/parish-finances/](https://www.exeter.anglican.org/resources/finance/parish-finances/)

Some other useful websites with relevant information and guidance are:

- Parish resources: a comprehensive website maintained by the Stewardship & Resources team of the Church of England with lots of information for treasurers as well as links to other useful sites:

 parishresources.org.uk/

- Parish returns website: this is where you enter your Return of Parish Finance

 parishreturns.churchofengland.org/

- The Charity Commission

 gov.uk/government/organisations/charity-commission

- HMRC gift aid  gov.uk/claim-gift-aid

- Church grants database: search this site for specific grants for churches in Devon  exeter.churchgrants.co.uk/

- The Church of England have also produced their own guidebook "PCC Accountability - The Charities Act 2011 and the PCC"

 parishresources.org.uk/wp-content/uploads/PCC-Accountability-5th-Edition.pdf

Common Fund

The Common Fund is the system that we use to request contributions from our parishes towards the cost of mission and ministry across our diocese. In some other dioceses this is known as the Parish Share. A number of factors are taken into account when Common Fund requests are calculated, so that the allocation is as fair as it can be across the whole diocesan family. The same formula is used for all parishes, whether they are large or small, rural or urban. You can read more about what the Common Fund pays for and how we calculate it, here:

 exeter.anglican.org/resources/common-fund/

The Parish Giving Scheme (PGS)

The Parish Giving Scheme (PGS) is a service which manages one-off and direct debit giving and is specifically designed to support churches to fund their mission and ministry. It has some great advantages for the parish (e.g., Gift Aid claims are handled by the PGS team) and donor (e.g., optional increase of your gift in line with inflation). For more information and registration, please go to our website:

 exeter.anglican.org/resources/generous-giving/parish-giving-scheme/

Listed Places of Worship Grant Scheme

The Listed Places of Worship (LPW) Grant Scheme gives grants covering the VAT on repairs of over £1,000 to listed buildings used as places of worship. Applications can be made online or submitted on paper and must be within twelve months of the invoice date. You can also submit one claim in any twelve month period that is less than £1,000, but more than £500.

Repair work that is covered includes the areas listed below but it is important to check the website as these may change and exceptions do apply:

- External features
- Preliminaries for eligible works
- Internal features
- Professional fees for eligible projects
- Windows

Full details are on the Listed Places of Worship website:

[listed-places-of-worship-grant.dcms.gov.uk/](https://www.listed-places-of-worship-grant.dcms.gov.uk/)

Contact Lizzy Anderson: elizabeth.anderson@exeter.anglican.org

Digital/Contactless Giving

Digital giving provides a safe and easy way for people to make gifts in our churches through contactless devices, QR codes and online giving. Ideal for your visitors at key festivals or occasional offices. Contactless giving can also be used for fundraising, taking payments, and for when regular givers want to top up their regular gifts. If you would like to explore digital giving and are not sure where to start, please get in touch with the mission resources team:

mission.resources@exeter.anglican.org

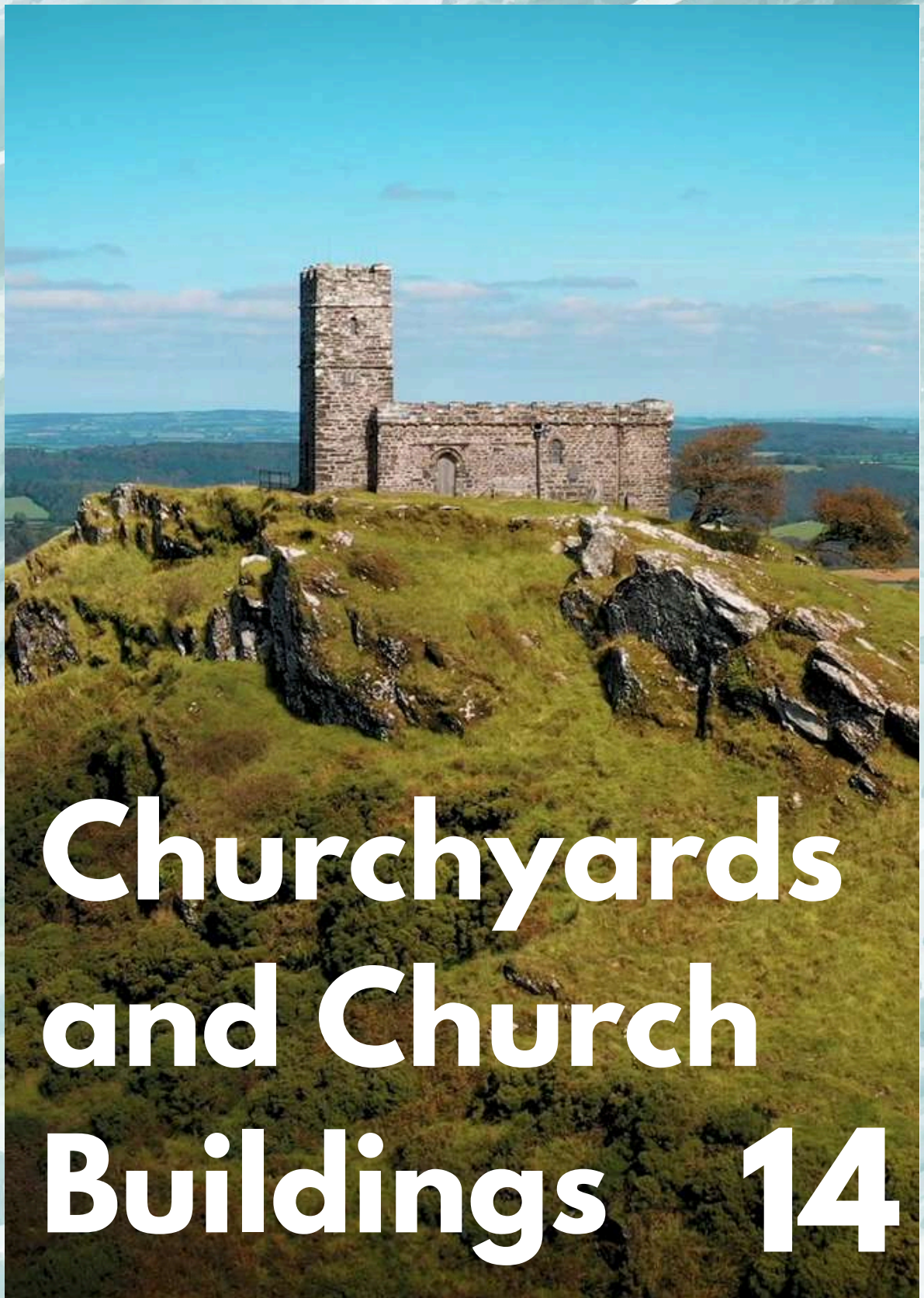


Parish Trusts

The Diocese became Custodial Trustee to a number of Parish trusts since the introduction of the Incumbents and Churchwardens (Trust) Measure 1964. The diocese holds the capital of these Trust's known as permanent endowments when a sum of money is received from a donor who specifies that it must not be spent as if it were income. Usually, the donor will instruct that the sum of money (the 'capital' or the 'permanent endowment') must be invested and the income generated must be spent on certain specified purposes. The income is normally paid directly to the parish.

Contact:

Parish Trusts - Finance Officer: trusts@exeter.anglican.org



Churchyards and Church Buildings 14



Introduction

The Diocese of Exeter has over 600 churches, many of which are listed buildings of exceptional architectural and historic interest. With this outstanding resource comes a duty of care for the maintenance, repair and long-term conservation of our church buildings and churchyards. In legal terms, for churches in regular use as places of worship, this responsibility rests with the incumbent and churchwardens. To support parishes in this duty, the Diocesan Church Buildings Office has access to specialist advice and guidance covering all aspects of church buildings and their contents and can assist parishes in navigating the permissions needed to carry out works.

Growing the Rural Church

Growing the Rural Church is the umbrella term for all our rural mission and ministry support. It is now entering a new phase following the end of our Strategic Development Fund project of the same name. There are lots of useful resources for rural churches on the Growing the Rural Church website:

 growingtheruralchurch.org/

Watch this space for more developments!

Churchyards

The parish churchyard is a place of history and remembrance and as such is special to people far beyond the immediate church congregation. It is also frequently a home to diverse species of plants and wildlife. As a result, there are regulations that help to maintain and protect this environment. Almost all churchyards in the diocese, including those closed for burial and maintained by the local authority, are under Faculty Jurisdiction. This means that permission from the chancellor, or in some cases the archdeacon, is required to carry out works within them. Churchyards are also frequently located within Conservation Areas and contain trees subject to Tree Preservation Orders, which means that in addition to diocesan approval, the local planning authority may need to be notified of felling and pruning.

Permission for headstones and memorials is delegated to the parish priest or archdeacon but in certain cases where memorials fall outside of the Churchyard Regulations a Faculty will be required from the chancellor. These cases can be sensitive and contentious so it is recommended that the matter is discussed with the archdeacon, who can refer the matter to the Church Buildings Office for further advice if required.

Maintenance, Repair and Quinquennial Inspections (QIs)

Keeping on top of maintenance and repairs can be a challenge but invariably saves time and expense later down the line. Simple regular maintenance jobs, such as clearing leaves from gutters, can avoid water backing up on roofs, the resultant damaging leaks and, in the worst- case scenario, outbreaks of rot leading to costly structural damage. In carrying out these jobs, especially where ladders are involved, it is important to stay safe, and to know when to call in professional help. It is also useful to have a maintenance plan and to keep a log, so these jobs do not get neglected.

Every five years, it is a legal requirement that churches have a full condition survey inspection, and it is recommended that a professional architect or surveyor with experience of church buildings is used. The Quinquennial Report they produce should be seen as health check and will help prioritize the maintenance work and to plan ahead should more extensive repair be on the horizon.



Reordering: Where to Start

Our church buildings are a physical witness to the faith of successive generations of worshippers. However, worship styles and the needs of communities have changed since many of our churches were built. It is recognised that churches must adapt to meet these changing needs, but also that the constraints imposed by a historic building can provide opportunities and that the special significance of these buildings need not be harmed in the process. Managing this delicate balance falls to the Diocesan Advisory Committee for the Care of Churches (DAC). The DAC has access to expertise across many disciplines, and a vast experience of how to help churches manage change. It is therefore strongly recommended that as a first step, the DAC is contacted through the Church Buildings Office for informal advice.

For minor reordering, it is possible for the archdeacon to grant a special licence for up to 2 years to allow parishes to experiment with different internal configurations. By the end of this period, everything needs to be returned to how it was without any damage being caused, or a Faculty must be in place to make the changes permanent. Applications for both temporary permissions and Faculties are made through the Online Faculty System:

 [Online Faculty System \(churchofengland.org\)](https://www.churchofengland.org)

Faculties: when do I need one, and how do I apply?

The majority of churches, their contents, and the churchyard surrounding them, come under Faculty Jurisdiction. This legal protection means that most work of repair, alteration, extension, disposal, or addition must receive prior approval. Minor works known as List B items, may be approved by the archdeacon, or in the case of items in List A, may not require approval at all. These are listed in the matters which may be undertaken without a Faculty:

[🔗 exeter.anglican.org/wp-content/uploads/2022/09/2022-Matters-which-may-be-undertaken-without-a-Faculty.pdf](https://www.exeter.anglican.org/wp-content/uploads/2022/09/2022-Matters-which-may-be-undertaken-without-a-Faculty.pdf)

For other works, a Faculty from the chancellor is usually needed before the work starts.

Applications for Faculties and List Bs are applied for through the Online Faculty System. Both the chancellor and the archdeacon will seek the advice of the DAC on the suitability of the proposals. List B applications typically take 2-3 weeks and do not attract a fee. A Faculty is a longer process as an element of statutory external consultation is usually required and can take 2-3 months. Faculties attract a £273 (2023) fee payable to the Diocesan Registry but unlike List Bs, it is possible to include multiple items in one application.

Under the Ecclesiastical Exemption, listed building control does not apply to churches that are listed buildings, nor anything within their curtilage, which usually defined as the churchyard. However, all churches are subject to planning control and, in addition to any List B or Faculty required, planning permission may be needed for works affecting the exterior of the church building and churchyard, or for changes of use. Advice on planning should be obtained from the local planning authority.

PCC Property

Under the Parochial Church Councils (Powers) Measure 1956 PCCs cannot own property or land. Instead, the property is vested in the Exeter Diocesan Board of Finance Ltd as custodian trustee with the PCC being managing trustee. The custodian trustee needs to consent to any disposal or sale, and for further information please see the advice on the diocesan website or contact the Property Services Department on 01392 294954 or property@exeter.anglican.org

Friends' Groups

A Friends' Group is a group of people who have an interest in the church building and in helping it to flourish at the heart of its community. Those who run and belong to the Friends' Group may not all be members of the church congregation (indeed, if it is a chapel of ease or Festival Church, there may not be a regular congregation!). Some people may be interested in the heritage of the building; some may value it as the place where they were married or baptised their children; others may be keen to explore its potential to serve the community in new and different ways. All will value the building and its place in your community. Friends' Groups support the Parochial Church Council (PCC) in looking after the church building. Typically, they might:

- Help to raise money for and organise major fabric repairs and reordering projects.
- Help to undertake practical tasks such as cleaning and caring for the churchyard.
- Help the church to flourish outside service times, perhaps by creating heritage displays, running a series of events or launching a community project to help meet a local need (e.g., community hub, café, shop, pop-up Post Office, open work space...)

Forming a Friends' Group gives your church community a fantastic opportunity to reach out to people beyond the congregation, warmly inviting their ideas, skills and experience. A good relationship between the PCC and Friends' Group is essential, as they will need to work together very closely.

For more information on Friends' Groups please contact Lizzy Anderson elizabeth.anderson@exeter.anglican.org or look at the Friends Toolkit on the Growing the Rural Church website.



Church Closure: Service Patterns & Festival Churches


In multi-parish benefices, there is now considerable flexibility in Canon Law for the variation of service patterns among the different church buildings without the need for special dispensation. Canon B11 requires that Morning and Evening Prayer take place in at least one church in each benefice on all Sundays, principal Feast Days, and on Ash Wednesday and Good Friday; and Canon B14 requires the same of Holy Communion. Provided these statutory services take place in at least one church in the benefice on each occasion, and all churches are used for some services each year, it is possible to vary the service pattern so that some buildings might be used more frequently for regular worship, while others might operate on more of a 'Festival Church' basis, i.e. holding fewer services and focussing especially on festival celebrations (which might include locally significant dates, such as the patronal festival), offering the occasional offices of baptisms, weddings and funerals, and being available as a place for private prayer and reflection and for additional uses to benefit the local community. Under dispensation from the bishop, it may also be possible for parish churches in single-parish benefices to operate on a 'Festival Church' basis. In this scenario, one could, alternatively, explore pastoral reorganisation to bring the parish into a neighbouring benefice, or to unite the parish with another parish and make the parish church a chapel of ease.

NB. Festival Church is not a legal status: all Festival Churches will either be parish churches, chapels of ease or licensed places of worship.

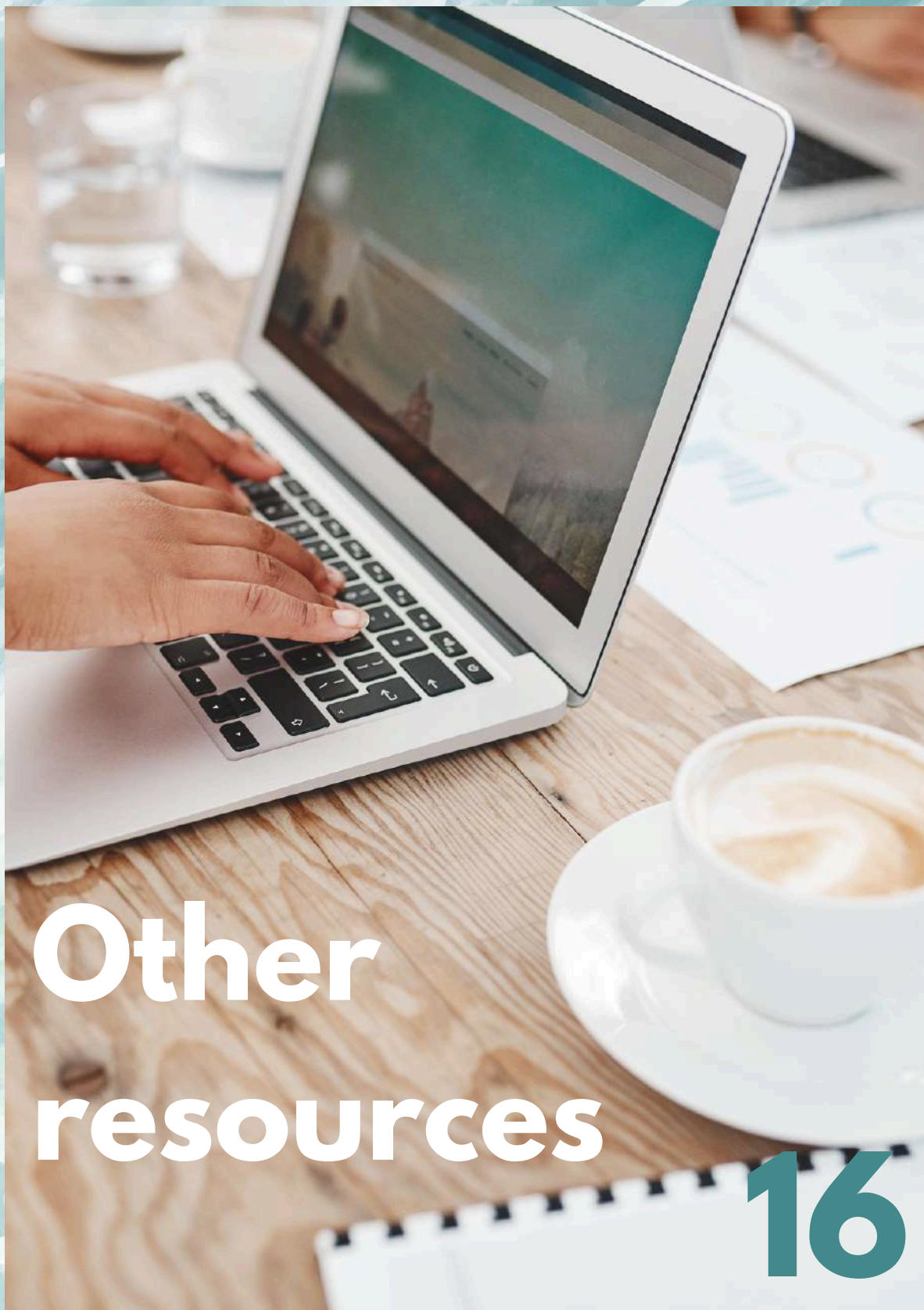
Closing a Church for Regular Public Worship

On occasion, it may be considered that a parish no longer requires a particular building for public worship. There are a number of scenarios that may lead to consideration of closure. Two of the most common are:

1. There are multiple church buildings in a parish, and it is felt that one or more is surplus to requirements and an unnecessary burden on the PCC.
2. A parish church has a dwindling congregation, and the PCC is fragile, calling the viability of the church and the whole parish into question. In this case, if there is a desire within the wider community to keep the building open, pastoral reorganisation could be explored as a means of keeping the building open, perhaps as a chapel of ease in a neighbouring parish.

The process for closing a church building is governed by the  [Mission and Pastoral Measure 2011](#) and involves substantial periods of consultation, both on the proposed closure and on the disposal of the building for an alternative use. Once closed, a building may no longer be used for worship, but closure does not affect the churchyard which, if open for burials, remains open and in the care of the PCC.

It can take a substantial period of time to secure an alternative use for a closed church building; uses may include sale as a residential property, or sale or lease to some business or community organisation. NB. If there is a wish within the local community to retain a church building for public use, it is usually more straightforward to keep it open as a place of worship, even if only used for occasional services. It is also possible for the PCC to lease part of the building to some other body for an additional use.



Other resources

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Other Resources

Who to contact in the Diocese of Exeter

[exeter.anglican.org/who-we-are/diocesan-staff/](https://www.exeter.anglican.org/who-we-are/diocesan-staff/)

The Clergy Handbook

[Clergy Handbook: Terms and Conditions of Service](#)

Glossary

Archdeacon

Senior member of the clergy responsible to the diocesan bishop for an archdeaconry. Inducts new incumbents, shares the pastoral care of the clergy and undertakes much practical, legal and administrative work.

Archdeaconry

Geographical area of the diocese for which an archdeacon is responsible. Diocese of Exeter is divided into four archdeaconries: Barnstaple, Exeter, Plymouth and Totnes.

Benefice


Parish or group of parishes (i.e., a multi-parish benefice) served by one incumbent.

Bishop

Chief minister of the diocese, with spiritual oversight of clergy and lay people. The Diocese of Exeter has a diocesan bishop and two suffragan bishops, the Bishop of Crediton (with oversight of the Barnstaple and Exeter Archdeaconries) and the Bishop of Plymouth (with oversight of the Plymouth and Totnes Archdeaconries).

Canon

Law of the Church of England made by the General Synod, requiring the Royal Assent. Canons are available online:

 [churchofengland.org/about/leadership-and-governance/legal-services/canons-church-england/canons-website-edition](https://www.churchofengland.org/about/leadership-and-governance/legal-services/canons-church-england/canons-website-edition)

Chapel of Ease

Legal designation for a consecrated church in a parish that is not a parish church. Chapels of Ease do not require churchwardens and must be licensed separately by the bishop if marriages are to be held there. May also be referred to as a daughter church.

Church Representation Rules

Legislation governing parishes, deaneries, diocesan synods and the General Synod. An essential tool for anybody involved in parochial, diocesan and national Church governance. Available online:

 [churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/contents](https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/contents)

Churchwarden

Leading lay officer in a parish, appointed by the Annual Meeting of Parishioners. Each parish church should have two churchwardens, who are churchwardens of the entire parish.

Curate

Deacon or priest appointed to assist the incumbent of a benefice. Training curates are clergy who are in their first post after ordination.

Deanery

Group of parishes over which the city or rural dean has oversight. There are 21 in the Diocese of Exeter.

Deanery Synod

Body consisting of all of the clergy working in a deanery (Deanery Chapter), and lay representatives elected from every parish. Overseen by the city/rural dean and lay chair.

Diocese

Main administrative and pastoral area of the Church of England. There are 42 in the Church of England.

Diocesan Synod

Body responsible for most policy decisions affecting the diocese. Comprises three houses: the House of Bishops, the House of Clergy and the House of Laity. The House of Clergy and House of Laity include elected representatives from all deaneries in the diocese.

General Synod

The national assembly of the Church of England.

Group Ministry

Group of neighboring benefices where the clergy work together.

Incumbent

Priest who is in charge of church life in a particular benefice. Depending on the benefice, may be titled Vicar or Rector.

Licensed Lay Minister

Lay people who are called by God, theologically trained and licensed by the Church to preach, teach, lead worship and assist in pastoral, missional and liturgical work. Also known as Readers.

Parish

Smallest geographical and pastoral area within the Church of England, sometimes divided into districts. Must have a parish church or parish centre of worship; and may have additional chapels of ease or licensed places of worship.

Parish Church

Main consecrated church in a parish, where the statutory services are held (in accordance with Canon Law) and where parishioners have the right to be baptised, married etc. Each parish church has two churchwardens. If there is no parish church in a parish, an unconsecrated building must be licensed a parish centre of worship.

Parochial Church Council

Local body, elected by the Annual Meeting of Parishioners (APCM) and usually chaired by the incumbent. Responsible for steering the life of the church in its mission, witness and service in the parish. Officers include deanery synod representatives, a safeguarding representative, secretary and treasurer.

Pastoral Re-organisation

Processes under the [Mission and Pastoral Measure 2011](#) whereby Church of England structures in a given place are altered. This might include creation, dissolution or union of parishes, benefices and deaneries, amendments to parish, benefice and deanery boundaries etc. The closure of church buildings for regular public worship is also governed by the Measure.

Patron

Person or corporate body with the right to nominate to the diocesan bishop a priest to be instituted as incumbent of a parish where there is a vacancy.

Plurality

The situation when one priest is incumbent of two or more benefices, which are in other respects independent.

Priest-in-charge

Priest of incumbent status who is responsible for a benefice where for pastoral reasons (usually potential pastoral re-organisation) the bishop has temporarily suspended the patron's right of presentation.

Registry

The Diocesan Registry is responsible for giving general legal advice to clergy, parish officers, boards and councils about their functions. The Diocesan Registrar is the principle legal officer of the diocese.

Rural Dean (or City Dean)

Leader of the clergy in a deanery, who is joint chair of the deanery synod with an elected lay chair.

Suspension of Presentation

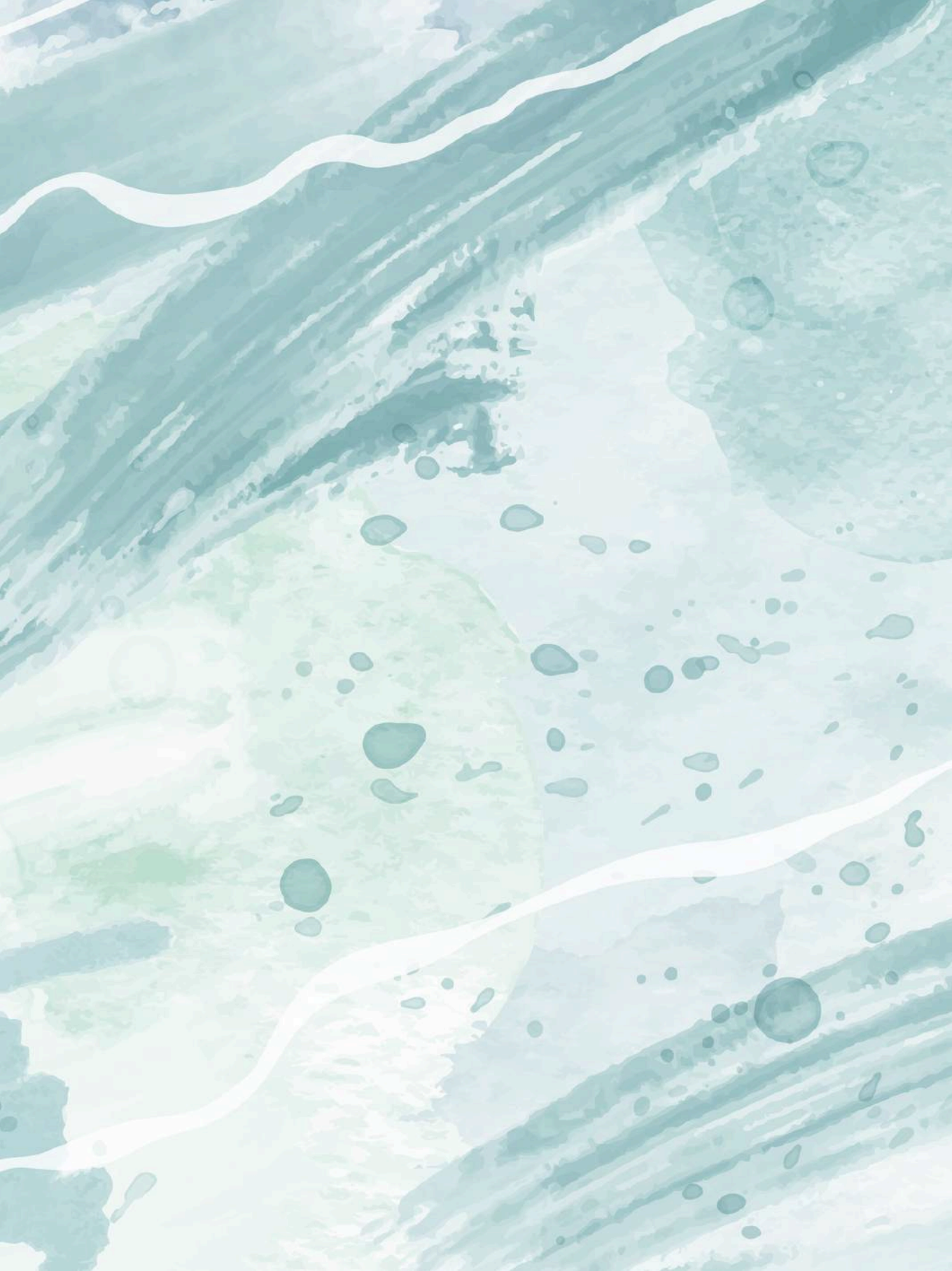
Where, following consultation, the bishop chooses to suspend the patron's right to present a new incumbent to a benefice for a period of time, up to five years (usually three in the Diocese of Exeter – this can be renewed). This is usually because proposals for pastoral re-organisation are under consideration. The bishop may also choose to restrict presentation, for up to one year – this cannot be renewed).

Team Ministry

Large parish, or a number of parishes forming a single benefice, where a team of clergy work together to provide ministry and pastoral care. Overseen by a team rector with at least one team vicar.

Vacancy

The period of time between the departure of an incumbent from a benefice and the appointment of a new one under the [Patronage \(Benefices\) Measure](#) (known as a 'P(B)M process'). During the vacancy period (and particularly if presentation is suspended for a time), additional clergy may be appointed to care for the benefice – but until a new incumbent is in post, the benefice remains technically vacant.



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