

**Doc. 2.02 / 03.04 - Continuing life of Parish - General**

*The following areas should be considered at the initial meeting with the Archdeacon, the outgoing incumbent and the Churchwardens. In each case they should establish whether matters are in hand, who is responsible currently, who will take action during the interregnum and who will have oversight.*

<b>Churchyard issues</b>		
<b>Maintenance</b>	the maintenance / care of the churchyard	
<b>Regulations</b>	the regulations for gravestones	
<b>Fees</b>	the fees for gravestones	
<b>Burial Plan</b>	the upkeep of the burial plan for the churchyard	
<b>Communicating with the PCC, congregation and community</b>		
<b>Responsibilities</b>	Who will take responsibility for what area?	
<b>Communication</b>	How this will be communicated?	
<b>Ongoing</b>	How will ongoing communication be managed?	
<b>Welcome and Pastoral Care</b>		
<b>Provision</b>	What is currently provided and can this / how can this continue to be done?	
<b>Responsibility</b>	Who will co-ordinate this?	
<b>Home Communion</b>	What will happen about Home Communion(s)?	
<b>Training</b>	Is there a need for some help/training for a few people before the vacancy begins? e.g. for newcomers, for the sick or housebound, for baptism contacts, for the bereaved.	
<b>Leadership Support</b> <i>Arrangements for how members of the church with any leadership role will be supported in their ministry during the vacancy</i>		
<b>Prayer</b>	What regular meetings for discussion, prayer and support might we provide?	
<b>Diocesan Officers</b>	How might we use Diocesan Officers?	

<b>Sunday intercessions</b>	What will be included in the Sunday intercessions?	
<b>Responsibility for church employees</b>		
<b>Supervision</b>	Who will take responsibility for their supervision?	
<b>Admin</b>	Will any salary review or administration be necessary during the vacancy?	
<b>Other responsibilities</b> currently taken on by outgoing <i>incumbent</i> eg. <i>editing the magazine or providing a letter for the magazine and chaplaincy work in industry, nursing homes and schools.</i>		
<b>Responsibility:</b>	<b>To be continued?</b>	<b>By whom?</b>

**All of the above should be reviewed on a regular basis throughout the vacancy**