



Guidelines for PCC members

The procedure for appointing a new incumbent is governed by Church Law – the Patronage (Benefices) Measure 1986. Full details can be found in the 2001 edition of “A Handbook for Churchwardens and Parochial Church Councillors” published by Mowbray.

When a new Incumbent or Priest-in-Charge is to be appointed by the Patron of the parish, one of the tasks of the PCC is to draw up a Statement of 'Conditions, Needs and Traditions' which will give a full and accurate picture of the church and the area to someone who does not know it at all.

Suggested topics to include in the Parish Statement

1. Description of the parish

- a. A general description of the parish (inner city, rural, outer estate, suburb?)
- b. Population number (increasing or decreasing?), ethnic mix, predominant age and socio-economic groups
- c. Type of housing, commerce, industry, shops, institutions, public transport within the parish
- d. Any particular social issues in the area, such as unemployment, or special features
- e. Other churches or places of worship

2. Pattern of church life

- a. Times and types of church services, style and tradition or worship, choir, music and hymnbooks used
- b. Description of the congregation, average attendance figures, age profile
- c. Details of assistant clergy, Readers and paid church workers
- d. Extent of lay ministry and participation in services, baptism preparation etc
- e. Number on the Electoral Roll
- f. Numbers of baptisms, confirmations, marriages, funerals (plus those conducted at crematoria) in the previous 12 months
- g. Church organisations, activities and groups, with numbers attending
- h. Details of community projects associated with the church
- i. Collaboration with other Christians – neighbouring parishes, deanery, ecumenical relations and projects
- j. Relations with other faith communities

3. Description of church buildings and facilities

- a. Description of the parish church building, church halls and meeting rooms
- b. Details of regular users of church premises
- c. Building works, planned or in progress
- d. Location and description of parsonage
- e. Church hall and who uses it.

4. Administration and Finance

- a. Financial situation, whether clergy expenses are met in full, any secretarial help provided, stewardship situation
- b. How the PCC works
- c. Details of Sub-committees

5. Opportunities and expectation

- a. Church schools, and other schools in the parish
- b. Hospitals, residential or day care centres, other local institutions or groups where the incumbent might be Chaplain or have other involvement
- c. Links with the wider church
- d. Local organisations of which the last incumbent was be a member/ Chair.

6. Future mission and ministry

- a. Significant changes or signs of growth in the past three years
- b. Anticipated developments in outreach, growth and pastoral opportunities
- c. Number of people participating in diocesan training courses, number offering for ordination or Reader Ministry
- d. Aspirations which, under God, the PCC has for the Church's mission in the parish
- e. Urgent or difficult issues which need to be addressed

7. The new Incumbent / Priest-in-Charge

- a. The qualities and attributes the PCC would wish to see in the new priest.
- b. Resolutions regarding women priests (if applicable)

The Parish Statement should ideally be in digital form, or if this is not possible, in a form which can be photocopied, or a sufficient supply to send to clergy who may be interested in the job.

It should be sent to the Bishop, the Patron and the Archdeacon, together with -

- a. A map of the parish
- b. Examined/audited statement of annual accounts, including a list of giving to causes beyond the parish

The Archdeacon will be happy to assist if you have any questions or encounter any difficulties.

Contact him at the Diocesan Office Tel No. 0121-426 0400.

*The Venerable Hayward Osborne
Archdeacon of Birmingham*

*The Venerable Dr. Brian Russell
Archdeacon of Aston*