

How can I help during the Vacancy?

You may be thinking that this information is not for you. This is, however, a time when the prayers and efforts of all the church are important.

Prayers

Please be faithful in praying for the church during the time of vacancy. Please remember the churchwardens, area dean and vacancy leadership team; those working on the parish profile and all who have additional responsibility during this time. Please also pray that God will call the right person to be your new incumbent and for wisdom in discerning this.

Efforts

There will be increasing responsibility on many during this time of vacancy. It is helpful if people continue with their duties as much as possible. If you find that you have some spare time on your hands, then it may be worth asking your churchwardens whether there is anything additional that you might be able to do to support them during this time.

Reflections

Very soon, there will be consultation about your perception of priorities going forward that will feed into the building of a person specification for the new incumbent. Please pray and reflect upon this and pass any ideas to the churchwardens.

Prayer for Vacancy

God our Father, you welcomed each of us in Jesus.

You called us to be His body here.

At this time of uncertainty and change, please send us your Holy Spirit to fill us with prayerfulness, vision and energy.

May we be true to our calling to bring new life to our community.

Give your wisdom to those who choose our new incumbent.

May she or he may be a wise and gentle shepherd of your people.

May they be ready to serve us with joy.

May they build us up in faith and lead us by their example of loving obedience to your

The Archdeacons' Office
Church House Guildford, 20 Alan Turing Way, Guildford GU2 7YF
☎ 01348 790352 ✉ archdeacon.surrey@cofeguildford.org.uk



Archdeacon's Newsletter for the Parish of St Martin's, Old Dean, Camberley

December 2018

Dear Friends

I have much enjoyed my visits to the parish of St Martin's over the past 12 months. I'm sorry that I've not yet had an opportunity to worship with you on a Sunday, but I'm hoping to do that in 2019. I'm aware that 2019 will be a significant year for St Martin's Church as it sees a change in leadership. The purpose of this newsletter is twofold.

First, it enables me to pay tribute to the Revd Bob Peck whose contribution to St Martin's over the last decade has been very significant indeed. I know that the people of Old Dean have taken Bob and Jenny to their hearts and the contribution that both of them have made to this church and community has laid a very firm foundation for Bob's successor. I am so pleased that they have decided to retire to the Diocese and that the wider church community will be able to benefit from their gifts and wisdom from time to time.

Secondly, this newsletter will explain how the vacancy will be managed and how Bob's successor will be appointed - with a timeline of the important dates and meetings. I'm grateful to Bob for his permission to begin the process of succession planning before he retires. I have already spoken to the churchwardens and I am looking forward to meeting with the whole PCC on Tuesday 4 December when I will explain the process outlined in this letter in more detail and there will be the opportunity for discussion.

In the meantime, be assured of my support and prayers during this time.

*As ever,
Paul.*

The Venerable Paul Davies
Archdeacon of Surrey

Diocese of
Guildford 
TRANSFORMING CHURCH
TRANSFORMING LIVES

What happens when the Vicar retires?

Who is In Charge during the Vacancy?

Following the vicar's departure, the parish is the legal responsibility of the Area Dean and Churchwardens (known legally as the Sequestrators).

How does the parish actually function without an Incumbent?

Whilst the Area Dean will provide oversight and support, he is also a busy incumbent and will not be able to be present in the way that your vicar is. Most of the work, therefore, will be coordinated by the vacancy management team who are accountable to the PCC. This will consist of the churchwardens, administrator, treasurer and others who share in ministerial and administrative support. It will meet regularly to ensure things continue as normal. For good reason, the Area Dean will ensure that no strategic decisions are taken during the time when there is no incumbent in the parish.

What if I have any questions during this period?

Please speak to the churchwardens in the first instance. They will be able to direct you to the right person.

How is our New Vicar Chosen?

Who decides on our new Vicar?

There are five people who will be on the formal interview panel:
The Bishop of Guildford who is also the Patron (The Rt Revd Andrew Watson)
The Archdeacon of Surrey (The Venerable Paul Davies)
The Area Dean of Surrey Heath (Revd Jonathan Hillman, Vicar of Windlesham)
The Two Parish Representatives (Elected by the PCC)

Will there be consultation?

Yes. The most important work that needs to be done now is the putting together of a parish profile and person specification. This is, in effect, the document that lays out our priorities looking forward and the gifts that we seek in a new leader. The compilation of this document will be done by a small *Parish Profile Team* but following a process of wide consultation which will be facilitated by the diocese through the Revd Danny Wignall, our Mission Advisor

There will also be an opportunity for the PCC and officers of the parish to meet shortlisted candidates and offer feedback. The formal panel takes seriously the reflections of the wider church and community.

What is the Timescale for all of this?

<i>Archdeacon's meeting with the Churchwardens</i> (to set out process)	14 November 2018 St Martins
<i>Archdeacon's meeting with the St Martin's PCC</i> (to set out process)	4 December 2018 St Martins
<i>Vision Workshop with Diocesan Missioner</i> (to work on Statement of Needs & Person Spec)	8 December 2018 1000am St Martins
<i>Final Draft of Parish Profiles completed by</i> (stage at which most of the work is complete)	30 January 2019
<i>Section 11 Meeting - PCC of St Martin's, Old Dean</i> (profile formally agreed and parish reps chosen)	5 February 2019 St Martins
<i>Advertise Post: Vicar of St Martin's, Old Dean</i> (on Pathways website and in Church Times)	1 March 2019 8 March 2019
<i>Closing date for applications</i> (final date on which applications submitted)	22 March 2019
<i>Shortlisting</i> (interview panel meets to shortlist candidates)	25 March 2019 1630 @ Willow Grange
<i>Interviews</i> (held in Old Dean over two consecutive days)	3 & 4 April 2019 St Martins

The Bottom Line...

So when can we expect to welcome new clergy?

As soon as possible... but the process can't be rushed! If we are successful in appointing a Vicar in April, we might expect an induction in July. If the new vicar has school age children, moving dates and institutions are often worked around school terms. The average time between an appointment and an institution is approximately three months. It must also be remembered that sometimes a panel will decide that God's person for the post is not amongst the shortlisted candidates. This can be disappointing. It is, however, important that the right person is appointed, even if it means re-advertising and waiting a little longer.