



**THE CHURCH
OF ENGLAND**

DIOCESE OF SALISBURY

**INFORMATION FOR PARISHES
IN A VACANCY**

This booklet contains information and guidance for parochial church councils, churchwardens and treasurers during a period of vacancy in a benefice or parish.

For more information
Please contact the Pastoral Department
on 01722 438650

This document is available as a free download
on our diocesan website:
www.salisbury.anglican.org

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Welcome to the Salisbury Diocese Vacancy Pack.

During a vacancy, life in the parish goes on and there are areas of responsibility which Churchwardens and others need to undertake. This booklet contains information which will help to guide you at this time.

The Parochial Church Council (PCC)

The legal Chair of the PCC is the Incumbent, however, during a vacancy the chair is taken by the Vice-Chair. (The Church Representation Rules say that a lay member of the PCC shall be elected as a Vice-Chair whether or not there is a vacancy.) It should be noted that legally the Vice-Chair remains the Vice-Chair and should not be described as the chair of the PCC. If the Vice-Chair is not one of the wardens then his/her responsibilities relate solely to chairing the meetings of the PCC. PCC meetings and the annual parish meeting may be convened and chaired by the Vice Chairman of the PCC, who may be a lay person.

Church Services

In the event of a vacancy the customary order of Sunday services should be maintained as far as possible. Non-Eucharistic services may be led by a Reader (LLM) but it may not be possible to maintain weekday services in full so there may have to be some adjustments to the pattern. Any changes may only be carried out with full agreement of the PCC and after discussion with the Rural Dean who must give his/her approval. Only those authorised by the Bishop may take services and by this we mean clergy who are licensed or have permission to officiate in our diocese. These include non stipendiary ministers (NSMs), licensed lay ministers (LLMs) who are also referred to as Readers or ordained lay ministers (OLMs), as well as retired ministers with permission to officiate (PTOs). In the event that none of these is available, a Churchwarden may conduct the first part of Morning and Evening Prayer, but he/she may not preach.

It is essential to maintain safe practices at all times and the PCC and churchwardens must read and adhere to the **Protocol for Safeguarding in a Vacancy (see page 5).**

It is advisable to set up a system to manage weddings, funerals and baptisms, and to designate one member or the parish secretary to deal with all enquiries and ensure that adequate preparation is made. Because weddings in particular involve legal constraints, it is advisable to contact the Rural Dean for any advice you require. During the vacancy, the Rural Dean is responsible for seeing couples who wish to re-marry after divorce and he/she will maintain the existing policy of the parish.

Frequently Asked Questions

We have known for months that our Vicar is retiring, why doesn't the diocese arrange to appoint a new Vicar immediately? The appointment of a priest is not the same as a secular recruitment process. The period immediately after an incumbent has resigned or retired leaves the benefice in vacancy*; it is a time for reflection and enables parishioners to evaluate the situation in the parish[es], clarify their aspirations for the future, and to consider what qualities and attributes they would expect of a new priest. It would be inappropriate for this to be done whilst the retiring incumbent was still in post, and whilst parishioners were saying "farewell" to him/ her. The vacancy period gives time for the parish to prepare for change; each priest will have their own particular style of ministry which may differ considerably from his/ her predecessor. On a more mundane level the vacancy period provides a convenient opportunity to carry out significant works to the parsonage house [e.g. refitting the kitchen] without causing disruption to the occupants. (* A vacancy may sometimes be referred to as an interregnum)

What can we do to prepare for the appointment process? Parishes that have a Mission Action Plan or who have done a parish audit will be best placed to draw up a parish profile and job description. Staff at your Area Office will be happy to offer help and offer advice. Please contact either the Sherborne Office on 01202 659427, or the Ramsbury Office on 01722 438662 to obtain further help.

Who will organize the appointment of a new priest and is there a lot of paperwork?

The Archdeacon and Rural Dean will lead the appointment process, together with the Patrons. If you have any questions, please call your Area Office. Legal documentation may be sent by the Diocesan Registrar to the PCC Secretary, so if the parish has recently elected a new PCC Secretary please check that the diocesan office has been advised of the change. It is important that the paperwork is dealt with promptly. If you have any queries, please contact your Rural Dean or the Diocesan Registry Clerk on 01722 432390.

We have had a letter from the Mission and Pastoral Committee recommending that presentation to the benefice should be suspended. Why is this happening, and what does it mean?

Suspension of presentation is the temporary removal of a patron's rights to present an incumbent for appointment to the freehold of a benefice. Once a benefice is suspended, the priest will be known as a Priest in Charge, although his/her role in the parish will be similar to that of a Rector. A benefice will always be consulted if it is proposed to suspend presentation, and the pastoral secretary will explain why this option is being considered. The Diocesan Mission and Pastoral Committee (DMPC) may recommend suspension of presentation as a step towards pastoral re-organisation. Such proposals will have been discussed at deanery level along with a Deanery Strategic Plan. Sometimes presentation to a small benefice will be suspended so that a half-time post of parish priest can be combined with a sector ministry responsibility. The DMPC may also recommend suspension of presentation for legal reasons, for example where it has been agreed that the parsonage house is to be relocated. Diocesan good practice is that the appointment process for a Priest in Charge will be broadly the same as that for an Incumbent, and the patrons and representatives of the PCC will be invited to take part in the selection process. A Priest in Charge may be named as first incumbent as part of the Scheme for pastoral re-organisation. If you want further information about the process or what it means, please contact the Pastoral Secretary on 01722 438650.

Who will arrange services? Churchwardens are responsible for arranging the services during a vacancy, in consultation with the Rural Dean. Protocol dictates that a retired priest does not take services in his/ her former benefice within two years of leaving. A list of retired clergy and Licensed Lay Ministers in your deanery, together with contact details for other clergy who may be available to assist, will have been sent to churchwardens and treasurers when the benefice became vacant. A further copy can be sent on request. Please contact the Diocesan Office on 01722 438650 or e mail to jill.hockham@salisbury.anglican.org. Parishes should note that before arranging for a priest from outside the diocese to take a service the churchwardens must seek advice from the Rural Dean or Bishop.

Can we change the pattern of services? If necessary, subject to the agreement of the PCC and in consultation with your Rural Dean.

We have a curate and other priests, some of whom are retired, living in the parish – can they help during the vacancy? The assistance of locally resident priests who possess a license from the Bishop and who meet current safeguarding criteria will be invaluable, but it's important for the parish to be realistic in its expectations of them. It is expected that retired clergy assisting with services in their own benefice will not be paid any remuneration for their help, although help with any travel costs will be a matter for the parish to agree. The Area Offices or Archdeacon may offer further advice on this matter.

What Service Fees and Expenses can be paid, and who pays them? Fees for routine Sunday services and regular midweek services are only payable to retired Clergy who hold the Bishop's Permission to Officiate, unless the Rural Dean directs otherwise. All Clergy and Licensed Lay Ministers are entitled to their travelling expenses but these must be met from parish funds. The fee and expenses should be paid at the time of the service, and then reclaimed from the Diocesan Board of Finance if the criteria are met. Parishes cannot claim fees for time spent at meetings, Communion of the Sick, Holy Baptisms, funerals, burials, memorial services or other special services. Fees may be claimed from the date upon which the benefice becomes vacant, which is the date of resignation and if there is any doubt about this date you should contact the Pastoral Department or the Area office to check. Vacancies for Team Vicars within a team ministry are handled differently, as is the situation in the case of long term sickness; more details can be found in the Diocesan Policy which is on the diocesan website and is entitled "Statutory Fees – Bishop's Guidelines". A claim form and advice will be sent to the churchwardens, PCC secretaries and treasurers before the benefice goes into vacancy. If you need help or advice please do not hesitate to contact Jill Hockham in the Pastoral department on 01722 438650. See page 7 "Casual Duty Fees in a Vacant Benefice" in this booklet for further details.

What about Parochial Fees for such things as funerals or weddings? Retired clergy taking a funeral or wedding should receive the Ministers fee which would normally be paid to the Diocesan Board of Finance. However, non-stipendiary clergy are not entitled to parochial fees which should instead be remitted to the Board of Finance on the monthly Claim Form. The Diocesan Accounts office can give further advice on 01722 411955.

Who will give permission for Churchyard Memorials? Application should be made to the Rural Dean. Information can be found on the diocesan website and on page 10.

The PCC wish to make an application for a Faculty to the DAC During a vacancy the churchwardens may make the application to the DAC. Major re-ordering should first be discussed with the Rural Dean and Archdeacon. Contact details can be found on page 10.

Who chairs the PCC and our APCM if we have no incumbent/vicar? PCC meetings and the APCM may be convened and chaired by the Vice Chairman of the PCC, who may be a lay person. Sometimes the Rural Dean or the Archdeacon may wish to attend these meetings and may be available to chair the APCM if appropriate.

What happens about *ex-officio* posts held by the incumbent/vicar, such as School Governor or Trustee, during a vacancy? These posts, e.g. School Governor or trustee of a local charity, will also be vacant. In the case of Incumbent and Churchwardens' Trusts the churchwardens will be responsible for administering the trusts. Major policy decisions should be deferred until an incumbent is in post and able to participate in the decision making processes.

Who are the Sequestrators and what do they do? The Sequestrators of the benefice during a vacancy are the Churchwardens, the Rural Dean and the Diocesan Secretary. They are responsible for administering the income of the benefice, i.e. service fees, etc, during the vacancy.

What should we ask the Vicar about before he/ she goes? It is important that you ask the outgoing incumbent/Vicar about the location of official papers and parish records such as plans of the churchyard. Make sure you know where keys are kept and have telephone numbers for domestic and church suppliers etc. Ask for a copy of the Vicar's diary of forthcoming events, e.g. weddings booked for next year, and the relevant contact details.

What happens about safeguarding children and vulnerable adults in our church during the vacancy?

The diocese has a protocol for safeguarding during a vacancy. This is explained in greater detail later in this booklet and more information can be downloaded from the diocesan website. The Diocesan Safeguarding officer, Heather Bland, can be contacted if there are any particular concerns, and is based at the Diocesan Offices on 01722 411922 or by e mail at heather.bland@salisbury.anglican.org or in an emergency on her mobile 07500 664800. **It is expected that all members of the church should be aware of the protocol, and that Churchwardens, or a designated person, should take the lead during a vacancy.**

Who will look after the Rectory/Vicarage during the vacancy?

The diocese is grateful for the help of local people in taking care of the parsonage house whilst it is empty and preparing it for new occupants. There are many small practical ways in which you can help – for example by ensuring that any "official" mail delivered to the vicarage/rectory is passed to the appropriate person for attention, or by regularly checking that the building is secure and the grass is cut. There is further advice later in this booklet.

The parish photocopier and other office equipment are in the Vicarage. What happens in the vacancy?

Normally it will possible for access to such equipment to continue subject to the Archdeaconry Property Committee's agreement. The Property Secretary should be consulted at the earliest opportunity, particularly if it is known that there will be works to the house during the vacancy. Tel: 01722 411933. In such cases the parish will be responsible for insurance and utility charges.

Protocol for Managing Safeguarding in a vacancy

When it is known that a member of clergy is considering leaving, is due to retire or has another post, the following process will be initiated:

- The Suffragan Bishop's Secretary will copy the Diocesan Safeguarding Adviser into the Notification of Departure.
- The Diocesan Safeguarding Adviser will check the list of known offenders/ issues of concern - if any issues are present these will be discussed with the Vicar prior to his/ her departure and an early discussion with a Churchwarden and Rural Dean initiated.
- The Churchwardens should agree who will take the lead on Safeguarding issues during the vacancy and inform the Diocesan Safeguarding Adviser.
- If any Safeguarding concerns arise during the vacancy, the Churchwarden should contact the Diocesan Safeguarding Adviser immediately and agree a process for managing the situation.

If an offender/person causing concern attends the church:

- The Diocesan Safeguarding Adviser will speak to the incumbent about handover processes and agree who will monitor during the vacancy.
- The Diocesan Safeguarding Adviser will ensure: the person monitoring has a copy of the Contract/ knows the concerns; the offender knows who will be responsible and that the nominated person has the Diocesan Safeguarding Advisers details.
- The Diocesan Safeguarding Adviser will keep in contact with the nominated person during the vacancy.
- When a new incumbent is appointed the Diocesan Safeguarding Adviser will discuss the situation with him/ her and arrange for a revised agreement to be signed with the offender.

Where an offender wishes to join a church during a vacancy:

- The Diocesan Safeguarding Adviser will discuss with the Churchwardens who will take the lead on the situation or nominate a person to do this.

- The usual contractual processes will take place and the contract will be signed by a Churchwarden/ nominated person.
- The Diocesan Safeguarding Adviser will inform the new incumbent when he/ she is in post and a meeting will be arranged with the offender/ incumbent and a new contract signed.

Where a new case comes to light during a vacancy:

- The Diocesan Safeguarding Adviser will contact the Churchwardens/ Rural Dean/ Assistant Clergy to discuss the situation and process for handling the case.
- The Suffragan Bishop/ Archdeacon will be informed immediately and practical and pastoral support discussed and agreed.
- The Diocesan Safeguarding Adviser and the parish will agree who will lead on the situation.
- Should a disclosure be made in the parish the Churchwarden/ PSR will inform the Diocesan Safeguarding Adviser and agree how the situation will be managed.

Blemished Disclosure

- The Diocesan Safeguarding Adviser will agree with the Churchwardens/ Rural Dean/ Assistant Clergy who will lead on cases of blemished disclosures.
- The Diocesan Safeguarding Adviser will inform the new incumbent of any concerns/ issues.

If any concerns or issues arise, the Diocesan Safeguarding Adviser, Mrs Heather Bland, will be available to discuss these at any time. Contact her via heather.bland@salisbury.anglican.org or call 01722 411922 or mobile 07500 664800.

LICENSED LAY MINISTERS (LLMs) AND PRIESTS WITH PERMISSION TO OFFICIATE (PTO) DURING A VACANCY

The Role of Licensed Lay Ministers (known as LLMs or Readers)

LLMs are lay men and women, called by God to a voluntary preaching, teaching, liturgical and pastoral ministry alongside their ordinary occupation or employment. They come from all walks of life and have undergone careful selection and a rigorous programme of theological study and formation before being admitted and licensed.

- An LLM is authorised by Canon to conduct and preach at Matins, Evensong and family or other non-statutory services. He or she may also preach at Holy Communion, read the Gospel, lead the intercessions and Ministry of the Word, administer the paten and chalice and distribute the sacrament to sick or housebound people not present at a celebration.
- An LLM may publish the Banns of Marriage and sign the entry in the Banns book, but may not sign the Banns Certificate or officiate at a Marriage. He or she may officiate at a Service of Prayer and Dedication after Civil Marriage with suitable preparation and the approval of the Warden of Lay Ministers or Rural Dean.
- An LLM may conduct a funeral service provided those responsible are agreeable to this. An LLM is not authorised to baptise except in emergency situations.
- An LLM may be asked to prepare people for baptism, confirmation and marriage, to visit and pray with the sick, or to undertake other pastoral and educational work as part of the ministry team of the benefice.

During a vacancy

LLMs normally carry out their ministry under the authority of the Incumbent of the benefice or the Rural Dean. The LLM's licence remains in force until he or she reaches the age of 70 years (unless the LLM moves from the area or the Bishop for some considered reason revokes the licence). During a vacancy the Rural Dean is the person immediately in authority over the LLM. Any pastoral concerns can however be referred to the Warden or Vice Warden of Lay Ministers (as detailed in the Diocesan Directory).

During a vacancy, consultation should take place between the Churchwardens, Rural Dean and the LLM as to his or her duties. The pattern of ministry agreed between the LLM and the previous Incumbent, the needs of the benefice at this time and the work and family commitments of the LLM should be taken into account. Many LLMs are willing to undertake additional responsibilities during a vacancy, but not all are able to commit more time.

LLMs give their ministry freely and receive no fees for their services. However, an LLM should be reimbursed at the Diocesan rate for travel expenses. (In the LLM's own benefice reimbursement of expenses incurred in ministry and in-service training should be agreed annually). A funeral fee payable to the Incumbent of a parish should be collected by the LLM taking the service and passed to the sequestrator or the Diocesan Board of Finance after deduction of any expenses (including loss of earnings necessitated by the occasion).

A prospective new Incumbent should be told of any LLMs licensed to the benefice or candidates in training for lay ministry sponsored by the benefice. He or she should meet them as part of the consultative process, as they will have to work together in collaborative ministry after appointment.

Lay Ministers over 70 years of age

When LLMs reach 70 they cease to be licensed to a benefice. If they so wish, they may then receive the Bishop's Permission to Officiate as a Lay Minister. Many continue to serve their benefice valuably for some years before choosing to retire from formal ministry.

Benefices without an LLM

The diocese lists an LLM in the deanery in which he/ she lives although they are permitted to minister in any parish by invitation. Most LLMs are very willing to serve in this way provided they are not needed in their own parish that day. If this vacancy pack was sent to your benefice, it included a list of LLMs and other clergy who may be able to take services during a vacancy. If you would like a further copy, or an updated one, please get in touch with the Pastoral Department at the Diocesan Offices on 01722 438650, or by e mail at jill.hockham@salisbury.anglican.org

STATUTORY FEES - BISHOP'S GUIDELINES

The Table of Fees prepared by the Archbishops' Council states the portion of the fee attributable to the PCC and the portion attributable to the DBF. The guidelines cover occasional offices, marriages, blessings, funerals and casual duty fees. Your parish will be sent a copy by the Accounts Department at Church House at the beginning of each year (updated annually) or a copy can be found on the diocesan website.

CASUAL DUTY FEES IN A VACANT BENEFICE

The Diocese is responsible for the payment of some service fees during a vacancy, and guidelines and claim forms are sent from Church House to Churchwardens, Treasurers and PCC secretaries before the benefice becomes vacant. The date from which reimbursements can be made is the date on which the benefice becomes vacant and parishes should be aware that the priest may actually depart on an earlier date if he/he is owed holiday or time off in lieu.

The casual duty fee for a service taken on a Sunday is £40.00 and for a weekday service is £30.00, subject to a maximum payment for two services per Sunday or four per week for the benefice as a whole. Where one service immediately follows another only one fee is payable. The PCC is responsible for all travel fees and other expenses. If multi-parish benefices, or those with a number of churches, chose to submit claims on an individual parish basis, they should be aware that these claims will be combined when they arrive at Church House and some claims may not meet the criteria if there are more than two services per Sunday or four per week across the whole benefice. No fee is payable to

stipended clergy, clergy licensed to a benefice, or Licensed Lay Ministers, however, the parish must offer to reimburse their travel expenses in full.

These guidelines may not cover every individual situation and your Archdeacon or the Pastoral Department at Church House should be consulted where there are exceptions. The Diocesan Policy approved by Bishops' Council is available on the Diocesan Website.

For the latest copy of the Parochial Fees and those for weddings, funerals and Baptists, please refer to the diocesan website.

Empty Parsonage Houses - Options for their use

It is the policy of the Diocesan Board of Finance to let vacant clergy housing of all types in suitable circumstances, in order to generate income for the Diocesan Stipends Fund. However, it is usually not possible to let a benefice parsonage house during a conventional vacancy between clergy appointments. Whilst recognising that there may be a very genuine need, there are legal and technical reasons why this is not a straightforward option. Please contact the property department on 1722 411933 for more information.

Works to Parsonage Houses in a Vacancy

The hand-over of the house from one household to the next is a two-stage process outlined below. The objective is to give both the Diocesan Property Department and the parish[es] time to carry out the agreed works before the house is again occupied. For reasons of budgetary control, the process is not intended to generate any work that can be deferred to the next quinquennial repair contract or which forms part of a planned future improvement programme.

Stage 1

- 1.1 On the announcement of a clergy departure, two members of the Archdeaconry Property Committee will make a pre-vacancy visit with the outgoing household to note any major concerns over the way in which the property has been cared for, but more importantly to help determine with a domestic eye the adequacy of the accommodation, drawing where possible on the experience of the outgoing household. The role of the visitors is that of prudent householder, not professional surveyor. Their report is then heard by the Archdeaconry Committee and decisions taken on any significant works that may be authorised. This will set parameters and limits on "wish lists" that might subsequently emerge from other parties.
- 1.2 So far as the level of care is concerned, there is a follow up process by the Archdeacon in the rare cases where personal liability needs to be recognised and accounted for before departure. A standard letter is sent to all outgoing households stressing the importance of leaving the premises in good order.
- 1.3 On notice of departure, the churchwardens are sent a set of policy leaflets on clergy houses.

Stage 2

- 2.1 On a new appointment, a pre-occupancy meeting is arranged, chaired by a member of the Property Committee, preferably one who attended the pre-vacancy visit. It is attended by the incoming household, the churchwardens [a maximum of two, representative of the benefice as a whole] and the Diocesan Surveyor. The Rural Dean is also invited to attend. The purpose is to allocate and agree financial and executive responsibility for the various works identified within the parameters already set by the Archdeaconry Property Committee and for internal redecoration.
- 2.2 Administrative arrangements for convening the meeting are made with all the parties by the Rural Dean.
- 2.3 The chairman has no executive powers, and is expected to remain impartial, encouraging the churchwardens to accept a responsibility and contribution on behalf of the parishes for works such as internal decoration; the Diocesan Surveyor on behalf of

the Diocesan Board of Finance for more major items; and the household for such as may be a domestic responsibility.

- 2.4 When an appointment has been announced, the Committee member chairing the meeting will be sent:
- A copy of this note and if not already received the following:
 - A copy of the last quinquennial survey report on the house concerned.
 - A copy of the Archdeaconry Committee Minute, where applicable, recording any significant works authorised in light of the pre-vacancy report.
 - Diocesan Policy leaflet on improvements to clergy houses.
 - Diocesan Policy leaflet on Internal Decorations Grant for clergy houses.
- The incoming post holder is sent a set of policy leaflets on appointment, including this one.
- 2.5 At the meeting the Diocesan Surveyor [or other Diocesan representative] will explain the general policy on ingoing works of improvement, the process for routine repairs, and the funding of internal decoration. Any specific decisions already authorised to be carried out during the vacancy, or instructions already issued to contractors, will be reported.
- 2.6 Significant works cannot be contemplated at the pre-occupancy meeting for Diocesan funding, unless they have already been identified at the pre-vacancy stage and already authorised by the Archdeaconry Committee.
- 2.7 The pre-occupancy meeting is a time for firm decisions to be taken, and is not an opportunity for further consultation. The time available to engage the necessary contractors and complete the agreed works, and allow the benefice representatives the time and opportunity to carry out any internal redecoration agreed with them, is usually very restricted indeed if there is to be any possibility of completion before the house is re-occupied.
- 2.8 The conclusions reached at the pre-occupancy meeting should be sufficient to enable all concerned immediately to implement their various agreed responsibilities without further authority needing to be sought.
- 2.9 The opportunity should be taken to ensure that all parties are clear about any temporary parochial use of the house during the vacancy, and how this use will be brought to an end before the household arrive; and any other house keeping matters that can usefully be addressed while all parties are present, such as reading meters, collecting accumulated post, and clarifying what arrangements the churchwardens as Sequestrators have made for the care of the grounds during the vacancy.
- 2.10 All those attending should be asked to exchange contact details and confirm details of the key holders.
- 2.11 All attending will be sent a copy of the record of the meeting prepared by the Diocesan Surveyor.
- 2.12 When an appointment to the post has been formally announced a letter of welcome from the Archdeacon is sent to the incoming household covering expectations and responsibilities.
- 2.13 On first viewing of the house the household may, of course, have concerns specific to their circumstances, and any such will be considered by the Diocesan Surveyor and, if necessary and possible, referred to the Archdeaconry Property Committee, before the pre-occupancy meeting takes place. Any discretionary improvements not identified at Stage 1 may first be referred to the benefice for possible parish[es] funding.

Guidance on housing and property is provided by: The Property Secretary, Church House, Crane Street, Salisbury, Wilts SP1 2QB. Tel: Salisbury 01722 411933 Fax: 01722 329833 Email: property_dept@salisbury.anglican.org

Further information can be obtained from the property department at Church House by telephone 01722 411933 or by looking on the diocesan website using the following link:

<http://www.salisbury.anglican.org/parishes/diocesan-property/clergy-housing>

Chancellor's Regulations for the Erection of Graves and Memorial Stones in Churchyards

In a vacancy an application should be made to the Rural Dean. The current regulations for memorials in churchyards can be obtained from the Diocesan website and the DAC Office will be able to give further advice on 01722 438654. When approval has been given, the fee payable to the Incumbent should be paid to the Board of Finance and shown as a credit against service fees on the appropriate claim form.

The form for an **APPLICATION TO INCUMBENT FOR PERMISSION TO INTRODUCE A MEMORIAL INTO A CHURCHYARD** may be found on our diocesan website. Please follow the link: <http://www.salisbury.anglican.org/whos-who/contacts/registry/churchyards-headstones-and-burials>. The form can be downloaded and printed from the Resources box on the left hand side of the page. **In any case of difficulty or where a query arises please contact the Diocesan Registry below:**

THE DIOCESAN REGISTRY

Registrar

Registrar – Sue de Candole
Deputy Registrar – Patricia Russell

Batt Broadbent, Minster Chambers
42/ 44 Castle Street, Salisbury SP1 3TX
registry@salisbury.anglican.org

01722 432390

THE DIOCESAN ADVISORY COMMITTEE FOR THE CARE OF CHURCHES

For information and advice please see the Diocesan website:
<http://www.salisbury.anglican.org/parishes/church-buildings/>

Or contact the DAC Secretary, Mrs S Cannings, Secretary to the Diocesan Advisory Committee for the Care of Churches, Church House, Salisbury, SP1 2QB.

Phone 01722 438654.

Tel: 01722 438654

Email: dac@salisbury.anglican.org

This booklet contains summary guidance only.
For more information please do not hesitate to get in touch with
the Pastoral Department at Church House who will be
happy to offer you further help.
Tel: 01722 438650