

## **Extraordinary Combined PCC meeting on Wednesday 11 May 2022**

Purpose: to discuss the vacancy in the benefice of St Matthew's, Harwell, and All Saints', Chilton.

**Meeting Chair:** David Tyler, Dorchester Archdeaconry - Vacancy Lead Associate Archdeacon

### **Attendees for the patrons**

CPAS - John Coyne

Oxford Diocese Board of Patronage - Nigel Edward-Few

**Other external attendees:** Charles Chadwick - Parish Development Adviser (Dorchester)

**Other attendees:** John Pigott, Allan Macarthur, Eliza Wheaton, Yvonne Sanderson, Deborah Evans, Sid Gale, Andy Lord Area Dean Wallingford, Gordon Gill, Hazel Benton, Patrick Moseley, Pam Rolls, Alex Reich, Judith Russell, Steve Hale, Jean Barton, Jane Woolley, Hazel Connelly, Brendan Bailey, Sarah Barrett, Debra Dewhurst, Tony Hughes, Phill Johnston, Rebecca Lewis

**Apologies:** Naomi Gibson, Stuart Gibson, Liz Morris, Jan Radford and Peter Cox.

**Minutes:** Deborah Evans and Eliza Wheaton

### **Opening Prayer**

#### **Introductions**

CPAS - John Coyne *help and facilitate and work through the process of getting the right person. Wish to have an ongoing engagement with the church.*

Oxford Diocese Board of Patronage - Nigel Edward-Few - *help and facilitate to work through the process of getting the right person.*

Parish Development Adviser (Dorchester) - Charles Chadwick– *to encourage creative thinking. Offer suggestions, advice and how to think about creative profile. Support now and in the future for the new incumbent*

**Process** (including John outlining his involvement of Patrons and Charles on the assistance he can bring in shaping the profile)

David Tyler will be chairing the meetings throughout the time and the Bishop will come to the interviews.

Jane Woolley, Judith Russell, Hazel Benton are the profile steering group (helping put together the Parish profile).

DT explains the process: The key thing will be putting together the profile. Charles is a key person in helping. Appointment process in two halves – profile (sales document) which needs to be truthful, benefice focused, tell the candidates why they want to come here and what they would be doing. We don't need lots of details about, eg, the history of the churches. Try to put together as attractive as possible a profile knowing what our priorities are.

The profile is a document that both PCCs will need to sign up to.

The advert normally comes out of the profile.

The person specification is the critical part of the profile, as it sets out the characteristics and qualities of the person that you want. It will be used by the interview panel. When looking at the application forms, have the candidates said they can do what you want?

When getting to the stage that the profile is almost ready and looking like a final document it will be really helpful for DT to hear that we are nearly there. We can then arrange a Section 11 meeting where both PCCs come together and will elect the Parish reps, each parish has two. Also at this meeting the profile and advert will be signed off.

**Section 12 Meeting.** PCCs are invited together with the Patrons, DT, Andy and Gordon to explain the process. Confirming that the profile documents are fine

At the section 12 meeting, you will have already decided how the post is to be advertised: Pathways, Diocesan website, Church Times. For the latter, DT can get a price and organise, but it would be roughly £1,000, advertised normally for 4 weeks that is extended until the post is filled. If we go with the Church Times you would need to ensure that the advert is ready to go into the paper the Thursday 8 days before the advert is run. 4 weeks to run adverts with a closing day of Sunday. The applications will then all be sent to the interview panel.

DT will chair the shortlisting meeting. The interview/shortlisting panel must maintain confidentiality throughout the process, and this must continue after the appointment.

References for candidates will be called up. There is also the Bishop's reference which the rest of the panel will not see. Put together a timetable for the day locally. Often go into the school. Meeting the ministry team. Have an interview, 1 hour interview, may have lunch or Communion Service, at which the Bishop would officiate.

Those on the interview panel will need to be available for the whole day until a decision is reached.

### **Interview legalities and how the interview process works.**

Parish reps are elected by the individual PCCs and need to be PCC members, and be happy to represent the views of their parish. Important power within the interview process – you can veto any of the candidates (panel may ask why this should be the case).

Area Dean and Lay Chair – advisory role. New person needs to feel part of the larger family.

CPAS advertise for free, advantage they hold a register of those looking for a vacancy. Exist as a body that looks after the parish, Patronage Board and CPAS present the candidate to the Bishop.

Patronage Board represents the Bishop in a way. Role to help and facilitate to work towards who is the right person. Key things are the person specification and parish profile as they indicate the type of person who will be appropriate for the two parishes. To help, encourage, pray and advise and not to legislate. Hope we can arrive at the right time, right place for the right person.

Interview panel - DT, Bishop, Patrons (who will present the successful candidate to Bishop), Parish Reps all have an important role.

## Questions

### **Q> Explain the involvement with schools, (we are working hard to engage locally)?**

A>: approach one of the schools to see if they can gather school council to interview the candidate, sometimes do assemblies. DT would arrange to speak to the Head Teacher to get feed back from the children. Head Teacher will observe and we would ask for their opinion. Interested how they interact with the Head Teacher. We will involve both schools so perhaps a lunch with Head Teachers, but would not send a candidate to both schools.

### **Q Would we in our selection be in position to select male or female**

A. No this would be illegal, we cannot discriminate, need to be careful on questions, cannot ask about age. Confidential information will be held by the Diocese and will not be shared i.e. age.

### **Q Will there be voting for our preferred candidate?**

A. Bishop Gavin will be leading the part of the process. Normally would run through the candidates and will often ask the panel if they feel anyone not appointable. Occasionally we would move to voting for candidates. We want the one that God is calling

### **Q. Are you able to ask about family circumstances?**

No, that also includes sexuality and gender.

Gordon Gill talked about a red, amber, green grading system that had been used.

### **Q Appointment of Parish Representatives, Section 11**

A Individual PCCs appoint their two Representatives each.

### **Q Could Candidates come prior to their interview day to visit**

A. Can be built in. It is good that potential candidates make contact prior to the interviews. A good sign that they are interested in you. The more you can get to know the candidates the better. This would be the job of the Parish Reps. It would depend on the numbers that you shortlist how this would happen. Candidates, if they visit, need to be put up by the Parish and not the Parishioner! Put out an invitation to come earlier perhaps for evening meal. Better model to do it on a separate occasion.

### **Q Can the candidates preach?**

A Yes they can and this is part of the interview process. Each candidate is asked to preach for 5 - 7 minutes. This exercise can be opened up to the wider Parish, opportunity for people to feel involved. Lunch could also be done. Spouses cannot come into the interview Candidates do not have to say where their existing Parish is.

### **Q What if we want to informally elect our Parish Reps before the Section 11?**

A. Nothing to stop you doing this, but need to ratify who the Parish representatives are at the Section 11 meeting.

**Q Would someone be able to apply as a job share?**

A yes could, generally as a Clergy married couple, someone would need to be legally named as the Rector. Different ways that couples can exercise ministry. If formally a job share, we would need to interview both people.

You could not rule out a job share (married couples) because of employment law. As PCCs you would need to agree if Job share was an option.

**Q Are there any funds available to help with the various expense?**

A There are funds for ongoing ministry, not for the day itself. It is a Parish expense including travel.

**Q How do you test for Pastoral care, outreach?**

A Tested in number of ways, test through the references given, have a question around pastoral care, e.g. 'how have you done....?' How would you lead the team? What was the last book you read on pastoral care?" If important we could have a presentation at the beginning. That is the sort of thing that we may want to emphasise in the profile. CPAS keen to encourage pastoral care. Must be in the person specification.

You need to think about what you want the Rector to do and what is realistic. Pastoral care to who? The leaders, all members, to both parishes? What level of pastoral care? Give careful thought what it means to reach out. You need to be a church that reaches out.

Andy Lord spoke - working together and reaching out is what the Deanery is trying to enable. Would be great as part of the process to see us looking at working and reaching out together, and moving into our communities.

Person Specification – the longer you make it the fewer will apply. SEVEN bullet points is maximum. Must be a job that is realistic. Encourage to have vision, creative thinking of how to work within the deanery. Got to be doable, so that the person can also thrive and flourish. If they have families they need to have time for them too. Do not make expectations too great. Does require spirit led fine tuning. A good team player.

**DT Question Stipend of approx. £27,000, fuel bills are becoming an increasing problem. As a Diocese we have committed to net zero. Rectory – is that the right house to have?** Heating Bills could be £500 a month, £6,000 a year, and could restrict the number of applicants we could have?

**Q What would you like us to do about it? We potentially could do something about this now before a new person moves in, Look to sell the property and buy a new property?**

**Response:** It would depend on the size of the new family. As a building and accommodation it is a great place, but maybe not the best at energy efficiency. Both PCCs would need to agree if they wanted to sell and what type of house to buy. We would need to decide about this and would need to know within the next month by the end of June.

**Q Could the Diocese update the property rather than selling?**

A Doing environmental audit and just cannot insulate the property to the spec of a modern house. Will bring it as far up to spec as possible if we keep it (but that would not be during this vacancy).

**Q House v Parish Profile?**

A would want to move as quickly as possible on this. We need to get it clear as soon as possible. If we were to sell The Rectory, and had not bought another house before the new Rector started, then a loan might be available to cover renting somewhere, but this isn't his area of expertise so he wasn't sure.

**Q Given the amount of development in the area there is a house on GWP for the Curate. Is there an approach that we could get with other builders?**

A Section 106 do not come around very often and unlikely. Might be able to get one on plan or might be able to get the development to tweak to be a better clergy house.

**Action: PCC to discuss whether the Rectory should remain or another house be sought.**

**DT to provide us with energy figures, EPC can be provided if Surveyor has been to the property. Diocese can provide us with the information that they have. JM will have the personal information about the bills etc and these may not be available.**

**Meeting closed at 21.10**

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**CHAIR**

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