

Ad Clerum 1.2

Moving on

1. How do I move on?

At some point in your ministry the question may arise, 'How do I move on?' Discerning the right time to move is a process between yourself and the bishop. To help you in this there are a number of things to assist you. Your Ministerial Development Review (every 2 years) is an opportunity for you to raise with your consultant issues surrounding the length of time in your present post and the right time to be considering a move. A number of factors will come into focus: your desire for further experience, personal circumstances and other factors relating to your present appointment. Equally from your own point of view, and from that of the sphere of ministry where you are serving, it may be right to begin to explore what might be the next appropriate steps in your ministerial development. You should be assured that the bishop and his senior staff are here to assist you in the process of moving on to another post and at any time you feel it is right to have a conversation you should feel free to approach your suffragan bishop to talk about your future.

2. How do I get to know about vacancies?

Advance notices of all vacancies are placed in 'The Bundle'. This will normally indicate a post that is about to fall vacant. If you are interested in putting your name forward for more details do feel free to contact your archdeacon's office. If you wish to have a conversation about a particular vacancy your archdeacon will be more than happy to speak to you on the phone or in person, whichever you prefer.

In the case of a beneficed appointment, once the Vacancy Meeting has taken place a benefice profile will be constructed and will be made available to any who request it. It will also be available on the Diocesan Web Site at

<http://www.stalbans.anglican.org/diocese/vacancies>

along with further details. You can obtain further information and application details from your archdeacon's office. In addition, most benefices request that their vacancy be advertised nationally in the church press where details of other posts, locally and nationally are also advertised both in the paper edition and on their websites.

3. Who can help me?

In addition to the bishops and archdeacons the Clergy Appointments Adviser, can assist you. He provides a professional service and can be of great assistance with the process. It is possible for you to meet with him and the details are:

Clergy Appointments Adviser
The Wash House
Lambeth Palace
London SE1 7JU
admin.caa@churchofengland.org

www.churchofengland.org/clergy-office-holders/clergy-appointments-adviser.aspx

The Ministerial Development Team at the Diocesan Office can also help and offer practical advice, mentoring and courses in relation to moving on and this may prove especially beneficial to those who may have not moved for some years. (Tel. 01727 818151).

4. How are appointments made?

The current system is regulated under the *Patronage (Benefices) Measure 1986 (as amended)*. This sets out the rules and process for making appointments. Basically, all appointments are made under 'Patronage'. A patron may be a single individual, the Crown, Lord Chancellor, a college or a patronage trust. Details of some of the trusts are to be found in *The Church of England Year Book*. A number of these trusts keep lists and it is possible to apply to have your name on the list. Your suffragan bishop or archdeacon can assist you. The bishop and his staff are here to help and support you although it needs to be fully understood that no promises can be made as to outcomes.

5. What about the interview process?

Practice may vary from appointment to appointment. In the diocese vacancy details and application forms are obtained from your archdeacon's office. This will include the standard Church of England Application Form which you can view at

<http://www.churchofengland.org/media/1493346/common%20application%20form%20june%202012.doc>

Whilst you may complete some of the details it is important to bear in mind that each application needs a Statement at section 6 demonstrating that you have read the Profile. Beware of standardising your application too much! If you are shortlisted you will probably be expected to attend an informal followed by formal process lasting 36/48 hours. Under the patronage system the laity are represented and if the patron decides to present you to the vacancy the representatives will need to give their consent, and the bishop will need to agree to Institute/Licence before any appointment can be made.

6. What if I am an assistant curate?

Moves will normally be discussed in the first instance with the Initial Ministerial Education Officer (IMEO) and your Training Incumbent. The IMEO initiates a review of your curacy at 18 months and this is an opportunity where you may raise in general terms your ideas about the development of your ministry. As curates are under Conditional Common Tenure, (the curacy lasting for no more than three and a half years from the date of your ordination), the bishop and his staff are very conscious of the pressures about moving. Your suffragan bishop will see you in the autumn of your third year regarding your next move. This means you may not apply for a post until the January of your third year. No references from this diocese will be available until after that date.

7. The Bishop and his senior staff

Each time the bishop's staff meet an important and lengthy part of the agenda is 'Vacancies and Appointments'. As all appointments are now under Common Tenure

the meeting reviews and monitors developments and has a particular concern for those who are seeking a move. You should be assured that this is not just an agenda item but that you are also held prayerfully as the process of discernment moves forward.

8. Personnel files

A recent development under Data Protection is that all licenced clergy must have on their file a signed agreement indicating that they assent to their personnel file being sent on to the receiving diocese when they move. This includes those moving on with Permission to Officiate.

Files are held at the Bishop of St Albans' office and staff monitor the presence of these signed agreements. However, if you are concerned that you have not signed one, please contact the office on 01727 853305.

Revised April 2015.