



## What is the procedure for making a Pastoral Scheme?

(Mission and Pastoral Measure 2011)

### Summary of the process

1. Start with a local dialogue with the Archdeacon.
2. A rough draft of proposed scheme (the draft proposals) is drawn up and checked.
3. The Pastoral Scheme Officer (Katie Wright) sends out the draft proposals for consultation (approx. 6 weeks) with interested parties (including PCCs, clergy and patrons). The wording can be amended at this stage if requested.
4. The draft proposals are sent to the Bishop for signature, and then to the Church Commissioners who use them to draft the pastoral scheme. The draft scheme is sent to Pastoral Scheme Officer (approx. 4 - 5 weeks).
5. The Pastoral Scheme Officer circulates the draft scheme for a public consultation (approx. 6 - 7 weeks). This is sent to the same interested parties as the draft proposals, but also includes notices for the PCCs to display in their parishes for the general public. Representations for or against the scheme are made in writing to the Church Commissioners in London. (Any representations against the scheme will be sought to be resolved locally, but see para below if a representation is sustained)\*
6. If no objections are received the scheme is made by the Church Commissioners (approx. 3 weeks). A date is set for it to “come into effect” which depends on the clergy arrangements in the benefices. If there are only incumbent clergy (i.e. vicars or rectors) this is usually at the beginning of the month after the scheme is made. If there are other clergy (i.e. curates or assistant priests) this can be up to 6 months after the scheme is made as they sometimes need to resign and be relicensed to the new benefices that are being created by the scheme.

### Notes on consultations

A fundamental principle of consultations is that no final decision is made until after due process.

\*Consultations on schemes have a right of representation. If the Diocesan Bishop wishes the scheme to proceed and representation against is sustained, the matter is considered independently by the Church Commissioners Pastoral Committee. In some circumstances leave to appeal may be sought.