

5.1 INCUMBENCY VACANCY

5.1.1 Before vacating an office or ministry, the outgoing Incumbent / Priest in Charge will hand a copy of the information listed below to the Incumbent's Churchwarden who in turn will pass it on to the new Incumbent / Priest in Charge on their arrival.

Registers

- The Service Register
- The Baptism Register
- The Confirmation Register (to be signed by the Bishop)
- The Marriage Register (supplied by the Registrar General), and
- The Burial Register (indicating if it is to be a burial or cremation with the location of the disposition of the ashes)
- Delegated Authority Register

The Incumbent will on the last day of their incumbency in the parish, also hand to the their Churchwarden their keys to the Church, Rectory and other Parish property, as well as the Parish computer and other IT equipment. A schedule is to be prepared detailing the items returned, date, and signed by the departing Priest and their Churchwarden, a copy of which is retained by the Priest and a copy retained in the Parish.

The Incumbent will also hand to their Churchwarden any Parish cheque books and/or credit cards, with a reconciliation and receipts for any expenses incurred, since its last reconciliation (i.e. the Incumbent's Discretionary Account).

5.1.2 Parish Overview

The Parish shall prepare a **Parish Overview** (separate from the Parish Profile, but incorporating some similar information) which will be provided to the incoming Incumbent / Priest in Charge, and also be available for any Locum. It should contain, but not be restricted to the following:

The Parish

- A map of the Parish boundary, indicating the location of the Parish centres, and, for country parishes, the distance and normal travel times between centres.
- Provide details of any assistant clergy, retired clergy who assist with worship, and any other parish workers with details of their roles and responsibilities.
- A copy of the Parish Roll which includes both electors and non electors.
- Details of the Parish Council membership.
- Regular pattern of parish leadership meetings
- Members of the Parish Resourcing Team and Parish Ministry Team (where applicable)
- List all people in lay ministry, and their ministry areas.
- Who is the Parish's Missions Secretary?

Worship, Sunday School and Youth

- The worship pattern, and details of the particular form of service, i.e. Holy Communion, Morning Prayer, Evening Prayer, Baptism procedures, BCP, APBA, or other, and who are the responsible persons involved in these services. Also include the particular procedures which occur around these services.
- Who is / are the organist/s, what hymn books are used, is the worship “sung”, etc.
- A list of all rosters, including readers, intercessors, servers, sacristans, flower guild, brass roster, church cleaning.
- Details of the Sunday School, its teachers, its relationship to the worship, and the material used.
- Youth Groups and its membership and leaders, regularity, and relationship to worship.
- Responsibilities for schools and SRE, time of lessons, nature and number of classes, name of the school principal, any arrangement with clergy or other churches, or of adjoining parishes. Include a list of authorised teachers and where and when they teach.

Hospitals, Nursing Homes and the Sick

- Details of the local hospitals, normal visiting times, the name of the Director of Nursing, customs in relation to sick communions and calling of a priest for emergencies.
- Provide a list of the nursing homes in the Parish and details of the Parish’s relationship with them, i.e. such as regular services, visits.
- Who are the housebound and sick who receive regular visits or acts of communion, and who are the people who, beside the priest, do the visiting.

Administration

- Information on the various groups within the Parish, including home groups, and their members, and a contact name and number for their leaders.
- If there is a parish paper, provide details of its regularity, authors and editorial team
- Who prepares, edits, prints and distributes the Weekly Pewslip?
- How is correspondence into the Parish managed, i.e. what is the Incumbent or other people responsible for, and what is the responsibility of the Parish Council Secretary? There should be a clear distinction between official parish correspondence and that which relates to the Rectory. All matters which require or convey parish council decisions should be dealt with by the Parish Council Secretary.
- Who is the Parish Council Treasurer, and who are the signatories to bank accounts?
- Is there a Stewardship Program, and who manages the program?
- Include a copy of the Parish’s calendar of events, and who is responsible for its maintenance? Provide details of special annual events.
- If Parish facilities are used by the general public include details of how the use of the facilities is managed.

Matters of Finance

- The parish budget – who prepares it and on what basis?
- Sources of income – list of sources of income other than freewill offerings.
- Banking – list of bank accounts and those authorised to sign;
- Details of special funds controlled by the Parish Council;
- Details of the financial structure of the Parish;
- Resolutions relating to the disposition of any special funds especially trust funds.

Local Connections

- Who are members of the local Ministers' Association?
- Mayor / Lord Mayor
- Local Government Ward Councillors
- Member of State and Federal Parliament

Local Facilities

- What are the local arrangements for garbage collection, postal deliveries.
- If there are alarms in the Church property, how do they operate, and who is responsible should there be a problem.

Mission and Ministry Goals

- Current goals for each ministry area in the parish

A copy should be provided to the Area Dean or Archdeacon for the incoming Incumbent / Priest in Charge.

5.1.3 Rectory / Clergy Housing and Grounds

- The Rectory / Clergy Housing and Grounds will be inspected prior to the departure of the Incumbent / Priest in Charge, and then prepared for the incoming Incumbent / Priest in charge in accordance with Policy 6.2 – Annual Inspection of Rectories / Clergy Housing.
- Prior to the Rectory being occupied by the incoming Incumbent / Priest in Charge an inventory is to be prepared of all parish owned furniture and fittings provided and a photographic record of the condition of the property is to be prepared.
- A copy of a property inspection report prepared by a licensed Property Manager is to be provided to the incoming Incumbent / Priest in Charge for their completion and agreement.

5.1.4 Financial Matters

- A \$value for all untaken annual leave by the Incumbent prior to their departure from the Parish will be forwarded to the welcoming Parish.
- The balance of unpaid car expenses up to the date of departure from the Parish will be paid to the departing Incumbent / Priest in Charge.

- The Parish will remit to the Diocese the relevant portion of the monthly stipend up to the date of departure of the Incumbent / Priest in Charge.

5.1.5 Arrival of new Incumbent / Priest in Charge

The Area Dean or Archdeacon will meet with the Incumbent / Priest in Charge prior to moving into the Rectory / Clergy Housing providing him/her with a copy of the Parish Profile and the Parish Overview.

The Incumbent's Churchwarden will prepare a schedule of Parish Registers to be handed to the incoming Incumbent / Priest in Charge.

- The Service Register
- The Baptism Register
- The Confirmation Register (to be signed by the Bishop)
- The Marriage Register (supplied by the Registrar General), and
- The Burial Register (indicating if it is to be a burial or cremation with the location of the disposition of the ashes)
- Delegated Authority Register

The schedule should also include:

- List of keys to all properties
- Keys to the Parish safe or other security cabinets
- Reconciled Discretionary Account, cheque book, deposit book and latest Bank Statement
- Credit Card Application Form

5.1.6 Commissioning of the new Incumbent / Priest in Charge (see Section 3.3 for details of Commissioning Service)

The practical arrangements for the Incumbent's / Priest in Charge's Commissioning are the responsibility of the Parish Council Secretary, in liaison with the Area Dean, and the Churchwardens.

5.1.7 Arrangements during the Interregnum

During the period of an interregnum, a Locum will be appointed by the Bishop in consultation with the Archdeacon for Ministry Support .

The appropriate stipend and car expenses, in accordance with the Diocesan Council approved rate will be paid for the time a Locum is in the Parish. This is to be remitted to the Diocesan Office.

The Incumbent's Churchwarden will make available to the Locum the Registers, keys to appropriate Church property, and a copy of the Parish Overview.

The Locum will be welcomed by the Churchwardens.

5.1.8 Role of Locum Tenens in a Parish

The Locum Tenens will be the missional leader of the Parish providing pastoral care to the Parish. They may exercise all the powers and functions of a parish priest which maintains the functioning and activities of the parish without making major changes.

5.1.9 Role of Locum Tenens in Relation to a Parish with a Ministry Team

The Locum Tenens is the missional leader of the Parish and is the primary provider of pastoral care to the members of the Parish Ministry Team.

They will

1. Convene meetings of the Parish Ministry Team on a fortnightly basis, guiding the discussions of the team so that they are intentional, missional, related to agreed goals, and decision-focused;
2. Assist the team to work towards agreed and documented goals for each ministry area;
3. Assist the team in its theological reflection and reflection on practice;
4. Act as a conduit to ensure good communication between the Parish Ministry Team and the Resourcing Team;
5. Ensure that preaching and teaching in the Parish is consistent with the vision of MCiM, and that the processes of Parish life and decision-making reflect the MCiM framework;
6. Act as the Supervising Priest for Candidates for Ordained Local Mission and Deacons and Priests licenced for Local Mission, including oversight of the completion of ministry skills portfolios where applicable, and specific training related to the practice of ordained ministers;
7. Ensure that congregational enquiries/ministry issues are passed on to the appropriate team leaders;
8. Work with the Parish Council to ensure that the Parish Ministry Budget reflects articulated ministry goals;
9. Identify ongoing learning needs for team members and engage external support to assist the team in its development.

The Locum Tenens will meet with an Archdeacon and the MDO at the commencement of the ministry period to discuss ministry issues.