

### Appointment of Parish Representatives

Diocese :

Benefice :

To: The Bishop of the Diocese  
The Presenting Patron  
The Designated Officer

1. I hereby give you notice that, at [a] duly convened meeting[s] of the Parochial Church Council, which took place on \_\_\_\_\_ [and on \_\_\_\_\_ ] the following persons were appointed as the representative[s] of the Council in connection with the appointment of a new Incumbent:

Full Name<sup>1</sup> \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone \_\_\_\_\_  
Full Name<sup>1</sup> \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone \_\_\_\_\_

2. I attach a copy of the statement prepared by the Council describing the conditions, needs and traditions of the Parish

3. The Council resolved:

- (a) to request the presenting Patron to consider advertising the vacancy<sup>2</sup> ;
- (b) to request a meeting under section 12 of the Measure<sup>2</sup>
- (c) to request a statement in writing from the Bishop describing in relation to the Benefice the needs of the Diocese and the wider interests of the Church<sup>2</sup>
- [(d) [to pass][not to pass] a resolution under the House of Bishops' Declaration, (a copy of which is annexed to this form.)<sup>3</sup>

[4. The Parochial Church Council passed [a] resolution[s] under [section 3(1)] [and] [section 3(2)] of the Priests (Ordination of Women) Measure 1993 on \_\_\_\_\_ (copies of which are annexed to this form)]<sup>3</sup>

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signed \_\_\_\_\_

Secretary to the \_\_\_\_\_ Parochial Church Council

<sup>1</sup> Complete in BLOCK CAPITALS

<sup>2</sup> Delete or amend as appropriate

<sup>3</sup> Delete or amend as appropriate.