

BUCKINGHAM AREA BENEFICE VACANCY PROCESS

SUGGESTED SECTION 11 MEETING AGENDA

Attendees: PCC(s).

Note: This meeting is usually short, as its purpose is to formally record (in the meeting minutes) decisions which can have been already discussed and taken informally.

1. Prayer
2. Purpose and structure of the meeting
(explanation)
3. Parish Profile
(agree and approve arrangements for drawing up a Parish Profile, Role Description and Person Specification)
4. Appoint Lay representatives for the vacancy process
(usually 2 representatives from each parish)
5. Advertising the post
(agree whether to request the Patron(s) advertise the vacancy, as appropriate)
6. Section 12 meeting (request a Section 12 meeting, where appropriate)
7. Statement from Area Dean/Bishop/Archdeacon (request a statement for inclusion in the Parish Profile)
8. Prayer

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Date: 29/01/10

Issue: 5