

A QUICK VACANCY TIMETABLE

OVERVIEW

The following timetable will ensure a vacancy is approached with a measure of pace but without inappropriate haste. Of course things rarely go as anticipated, but they certainly won't without a timetable to work to! It helps if all those involved in a potential vacancy (diocesan staff, patron, churchwardens and PCC) are aware of this timetable before a vacancy is even mentioned. Further details are in the Growing Through a Vacancy handbook and brief guide available from www.grow-vacancy.org.uk.

TIMETABLE

Week 1	Vacancy is announced (the bishop or archdeacon may have prior warning of this). Vicar begins work on handing over well.
Week 4	Pre section 11 (advisory) meeting with archdeacon. Work on profile begins in earnest.
Week 9	PCC consider draft profile and advert.
Week 11	Profile and advert agreed by PCC and archdeacon/area bishop.
Week 12	Vicar has final handover meetings.
Week 13	Vicar leaves.
Weeks 14/15	Advert in church press.
Week 17	Deadline for applications.
Week 20	Interview and appoint.
Week 33	New vicar leaves existing church after three months' notice.
Week 36	Institution or licensing after a three-week moving period.

This will mean a 23-week (five to six month) gap between the old vicar leaving and the new one starting.

The PCC should spend some significant time at more than one meeting considering the job description and personal profile for the next vicar.

The outgoing vicar should be invited to contribute to the process in the early stages (weeks 5-6) by submitting written comments regarding the profile and advert. These comments should be copied to the archdeacon or bishop. They should then take no further part in the process and not attend the PCC in weeks 9 and 11.

It helps if the outgoing vicar concentrates on helping prepare lay leaders for the vacancy period.