

Diocesan Mission & Pastoral  
Committee

8<sup>th</sup> June 2023

**Mission and Pastoral Measure 2011**  
**Diocese of Guildford**  
**Benefices of Godalming, Busbridge & Hambledon, Farncombe**

The Bishop of Guildford has asked us to prepare a draft Pastoral Scheme in respect of pastoral proposals affecting these benefices.

I attach a copy of the draft Scheme and a glossary of terms used together with the Notice. I am sending a copy to all the statutory interested parties, as the Mission and Pastoral Measure requires, and any others with an interest in the proposals.

Anyone may make representations **for** or **against** all or any part or parts of the draft Scheme (please include the reasons for your views) by post or, preferably, by email to the Church Commissioners at the following address no later than midnight on **Monday 24<sup>th</sup> July 2023**.

Rex Andrew  
Church Commissioners  
Church House  
Great Smith Street  
London SW1P 3AZ  
(email [rex.andrew@churchofengland.org](mailto:rex.andrew@churchofengland.org)) (tel 020 7898 1743)

If they have not acknowledged receipt of your representation before this date, please ring or e-mail them to ensure it has been received. For administrative purposes, a petition will be classed as a single representation and they will only correspond with the sender of the petition, if known, or otherwise the first signatory for whom they can identify an address – “the primary petitioner”.

If the Commissioners do not receive representations against the draft Scheme, they will make the Scheme and it will come into effect as it provides. A copy of the completed Scheme will be sent to you together with a note of its effective date.

If the Commissioners receive any representations against the draft Scheme, they will send them, and any representations supporting the draft Scheme, to the Bishop whose views will be sought. Individual representors and the primary petitioner will then receive copies of the Commissioners’ correspondence with the Bishop (including copies of all the representations). They and individual petitioners may comment further. Copies of all of the representations received and associated correspondence will normally be published on the Commissioners’ website if the matter needs to be considered by them.

Church House Guildford, 20 Alan Turing Road, Guildford, Surrey, GU2 7YF

T: 01483 790313 E: [wendy.harris@cofeguildford.org.uk](mailto:wendy.harris@cofeguildford.org.uk) [www.cofeguildford.org.uk](http://www.cofeguildford.org.uk)

The Guildford Diocesan Board of Finance is a registered charity (248245)  
and a company limited by guarantee (225289)

Those making representations should indicate whether they would like an opportunity to speak to the Commissioners regarding their representations in the event the Commissioners decide a hearing should be held. Their meetings are normally held at Church House, Westminster, but during the current circumstances they may need to be held virtually via 'Zoom'. If a hearing is held, they will let you know the arrangements for attending (in person or virtually) and details will also appear on their website. Otherwise, if a hearing is not to be held, the case will be considered in private and you will be informed accordingly.

When the Commissioners acknowledge representations they will let individual representors (and the primary petitioner) know the next few dates of their Committee's meetings. They will confirm the actual date of any hearing nearer the time. The Commissioners will decide if the draft Scheme should proceed when they consider all the representations on the basis of a paper prepared by their staff and any points raised at the meeting. If the Commissioners do so decide, any representor or petitioner against the draft Scheme may seek leave from the Privy Council to appeal against the decision.

You will be informed of the Commissioners' decision and the reasons for it.

Please see [www.churchofengland.org/consultation](http://www.churchofengland.org/consultation) for further information about the procedure.

**PCC Secretaries, incumbents/priests-in-charge/rural deans, persons taking services during the Notice Period and local planning authorities should refer to the relevant notes below for important additional information concerning them.**

Wendy Harris  
DMPC Secretary

## Notes

### 1. PCC Secretaries

The draft Scheme is sent to you as PCC Secretary. Please ensure that it is drawn to the attention of the other members so the PCC as a body is able to make any comments on the draft if it wishes.

**You are required as soon as possible to:**

- i) print and display the Notice(s) (***please display single-sided where possible***) at or near the main door of **every** parish church, chapel of ease or licensed place of worship in your parish; (whether or not they are currently open for individual prayer or services); if you are unable to print the Notice(s) please get

in touch with me and I will make arrangements for copies to be sent to you for display;

- ii) make arrangements for the Announcement (see 2. below) to be made at as many services as possible at every parish church, chapel of ease or licensed place of worship in your parish where a service is held during the notice period (including any that are 'streamed').

**Please e-mail or telephone me confirmation as soon as you have displayed the Notice(s) and made arrangements for the announcements to be made. Do not wait until the end of the notice period before confirming this.**

Although the following are not legal requirements, to ensure that as many of those who habitually attend public worship, as is practicable, are aware of the contents of the Notice, you are also encouraged to take (or make arrangements for), where possible, such of the following steps as is appropriate in your parish:

- i) arrange for copies of the Notice and draft Scheme to be posted to members of the worshipping community who are shielding or self-isolating (in accordance with the general advice to parishes this should be by the postal service and not hand delivered);
- ii) insert the Notice in the parish magazine or newsletter;
- iii) display the draft Scheme with the Notice at every parish church, chapel of ease or licensed place of worship in your parish;
- iv) use Facebook/social media posts;
- v) send emails; and
- vi) spread by word of mouth, including pastoral telephone calls.

**Please make a note of what you have been able to do regarding steps i) to vi) above in case the consultation process is queried.**

If you are no longer the PCC Secretary, please pass this communication to the current Secretary and let me have a note of his or her name and email/postal address.

## **2. The Announcement**

Anybody taking services (including those that are 'streamed') during the Notice Period should ensure that the following announcement is made.

Church House Guildford, 20 Alan Turing Road, Guildford, Surrey, GU2 7YF

**T:** 01483 790313 **E:** [wendy.harris@cofeguildford.org.uk](mailto:wendy.harris@cofeguildford.org.uk) **www.cofeguildford.org.uk**

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***“A Notice giving the objects of proposed pastoral reorganisation affecting this parish has or will be displayed near the main door and on the Church of England website. The Notice includes the last date by which representations regarding the proposed reorganisation may be made to the Church Commissioners.”***

**PCC Secretaries** – please note that it is essential that:

- i) Notices are displayed; and
- ii) arrangements are made for Announcements.

### **3. Incumbents/priests-in-charge/area deans**

Please ensure that the required Notices are displayed and Announcements made.

If a PCC Secretary is not able to carry out these requirements, please could you arrange for these matters to be dealt with as soon as possible. Please also let me know if there has been a recent change of Secretary in any of the parishes.

### **4. Circulation List**

Revd Simon Taylor	Incumbent BH
Revd Patrick Samuels	Curate BH
Revd Simon Willetts	Associate Minister BH
Revd Canon John Harkin	Interim Minister - Godalming
Revd Sheila Samuels	Associate Minister G
Revd James Rattue	Incumbent - Farncombe
Revd Andrew Spencer	PTO BHG
Revd Margot Spencer	PTO BHG
Revd Hilary Pettman	PTO BHG
Revd David Jenkins	PTO BHG
Ms Jane Lambert	PCC Secretary - Busbridge
Mrs Jacky Tickner	PCC Secretary & Lay Chair- Godalming
Mr Daniel Ryan	PCC Secretary - Farncombe
Ms Sue Hardy	Churchwarden - Busbridge
Mr David Wilkin	Churchwarden - Busbridge
Ms Frances Duffell	Churchwarden - Hambledon
Mr Dudley Hilton	Churchwarden - Hambledon
Mr William Bryans	Churchwarden - Godalming
Ms Beatrix Richards	Churchwarden - Godalming
Mr Geoffrey Coote	Churchwarden - Farncombe
Mrs Helen Gee	Churchwarden - Farncombe
Mrs Kathy Burch	Patron - CPAS BH
Bishop Andrew	Patron - Godalming & Farncombe
Revd Chris Bessant	Area Dean
Ven Paul Davies	Archdeacon of Surrey

SUMMARY OF MAIN PROVISIONS OF DRAFT SCHEME (NOT PART OF THE DRAFT SCHEME)

*This draft Scheme provides for:*

- (i) terminating the group ministry established for the benefice St John, Farncombe and the benefice of Godalming;*
- (ii) terminating the team ministry established for the area of the benefice of Godalming;*
- (iii) the union of the benefice of Godalming and the benefice of Busbridge and Hambledon and their constituent parishes, for the appointment of the first incumbent of the new benefice and for his parsonage house to be that of the benefice of Busbridge and Hambledon, for the transfer of the parsonage house of the benefice of Godalming to the Guildford Diocesan Board of Finance for diocesan purposes and for the future patronage arrangements for the new benefice*

*in the diocese of Guildford.*

**DRAFT**

**PASTORAL SCHEME**

This Scheme is made by the Church Commissioners ("the Commissioners") this        day of                        20        in pursuance of the Mission and Pastoral Measure 2011, the Right Reverend Andrew, Bishop of Guildford, having consented thereto.

**Termination of group ministry**

1.        The group ministry established for the benefice of Saint John, Farncombe (also known locally as Farncombe) and the benefice of Godalming in the diocese of Guildford by a Scheme made by the Commissioners in pursuance of the Pastoral Measure 1983 ("the 1983 Measure") on the 15th day of March 2005 shall be terminated.

**Termination of team ministry**

2.        The team ministry established for the area of the benefice of Godalming in the diocese of Guildford by a Scheme made by the Commissioners in pursuance of the 1983 Measure on the 22nd day of May 2001 shall be terminated.

**Union of benefices and parishes**

3.        (1)        The benefice of Godalming and the benefice of Busbridge and Hambledon in the diocese of Guildford shall be united to create a new benefice which shall be named "The Benefice of Godalming Minster".

              (2)        The parish of Godalming, the parish of Busbridge and the parish of Hambledon shall also be united to create a new parish which shall be named "The Parish of Godalming Minster" and shall comprise the area of the new benefice.

**Parish churches and number of churchwardens**

4.        (1)        The church of Saint Peter and Saint Paul, being the parish church of the parish of Godalming, the church of Saint John the Baptist, being the parish church of the parish of Busbridge, and the church of Saint Peter, being the parish church of the parish of Hambledon, shall all be parish churches of the new parish.

(2) The number of churchwardens to be appointed to the new parish of Godalming Minster created pursuant to clause 3(2) hereof shall be two.

### **Archdeaconry and deanery**

5. The new benefice and parish shall belong to the archdeaconry of Surrey and the deanery of Godalming.

### **Designation of first incumbent**

6. If immediately before this Scheme comes into operation the Reverend Simon Dominic Kent Taylor is incumbent of the benefice of Busbridge and Hambledon he shall be the first incumbent of the new benefice.

### **Assistant curates: consequential provision**

7. (1) If immediately before this Scheme comes into operation the Reverend Simon Peter Willetts and/or the Reverend Sheila Tarona Samuels and/or the Reverend Patrick Solomon Samuels hold the office of assistant curate (however described) in either of the benefices and/or any of the parishes referred to in clause 3 hereof he, she or they shall, in consequence of the union of benefices and parishes effected by the Scheme hold that office or offices subject to the same terms of service in the new benefice and/or parish as the Bishop shall direct.

(2) If immediately before this Scheme comes into operation any other person holds an office of assistant curate (however described) in either of the benefices and/or any of the parishes referred to in clause 3 hereof he, she or they shall as consequence of the union of benefices and parishes effected by the Scheme hold such office or offices subject to the same terms of service in the new benefice and/or parish as the Bishop shall direct.

### **Place of residence**

8. The parsonage house of the benefice of Busbridge and Hambledon (known as Spinney Copse, Hambledon Road, Godalming, GU7 1PJ) shall be the place of residence of the incumbent of the new benefice.

### **Transfer of parsonage house**

9. The parsonage house of the benefice of Godalming (known as The Rectory, Westbrook Road, Godalming, GU7 1ET), together with the site and appurtenances thereof and the grounds usually occupied and enjoyed therewith, shall without any conveyance or other assurance be transferred to the Guildford Diocesan Board of Finance for diocesan purposes.

### **Patronage**

10. The patronage of the new benefice shall be vested in the Church Pastoral Aid Society Patronage Trust, whose registered office is at Sovereign Court One (Unit 3), Sir William Lyons Road, University of Warwick Science Park, Coventry, CV4 7EZ.

### **Coming into operation of this Scheme**

11. If on the date on which this Scheme is made by the Commissioners ("the Scheme Date") the Reverend Canon John Patrick Harkin ("Canon Harkin") has ceased to hold an ecclesiastical office in the benefice of Godalming it shall come into operation on the first day of January 2024; but if on the Scheme Date Canon Harkin holds such an office this Scheme shall then come into operation on the date on which he ceases to do so or on the first day of January 2024, whichever is the later.



### The Reverend Canon John Harkin

Canon Harkin's current licence as Interim Minister will come to an end on 31 December 2023. The diocesan intention is that following the coming into effect of the proposed Scheme he will be licensed to continue to minister in the new parish of Godalming Minster as assistant curate until his retirement in June 2024, after which time a new appointment will be made in order to ensure ministry will continue. Canon Harkin will continue to live in The Godalming Rectory until his retirement.

### Other clergy provision

It is the diocesan intention that the Reverend Andrew Spencer, the Reverend Margot Spencer, the Reverend Hilary Pettman and the Reverend David Jenkins will all continue to serve in the area of the new benefice and/or parish with Permission to Officiate.

### The Godalming Rectory

Once Canon Harkin retires and vacates the Godalming property, it will be available for use as a place of residence for one of the clergy of the new benefice and parish in agreement with the new PCC.

### Clause 7(2)

The above clause has been included to ensure that any person holding an office of assistant curate (however described) shall as consequence of the union of the benefices and parishes effected by the Scheme hold such office or offices subject to the same terms of service in the new benefice and/or parish as the Bishop shall direct. Although there is currently no such unnamed office holder in post, this clause is included in case any such office holder is appointed before this Scheme comes into operation.

### Number of churchwardens

Clause 4(2) limits the number of churchwardens to the proposed new parish to two notwithstanding that there will be three parish churches in it. Section 41(5) of the Mission and Pastoral Measure 2011 allows for such a provision which takes precedence over the Churchwardens Measure 2001 requirement that each parish church has two churchwardens.

### Churches etc

This Scheme does not alter the existing status of any of the churches, chapels of ease or licensed places of worship in the affected parishes. St Mark's, Ockford Ridge will continue as a licensed place of worship serving the area under the Reverend Sheila Samuels who will have oversight of the mission and ministry here as Associate Minister.



### Patronage arrangements in relation to the proposed Godalming Minster benefice

The Bishop of Guildford is the sole patron of the current team ministry Godalming benefice.

The Church Pastoral Aid Society Patronage Trust is the sole patron of the Busbridge and Hambledon benefice.

The Bishop is happy to relinquish his patronage interest in the proposed arrangements, so clause 10 makes provision for CPAS to be the sole patron of the new benefice.

### Other related matters

The Godalming team ministry is being terminated as it is no longer considered to be appropriate to the mission and ministry envisaged here.

The group ministry established for the two benefices of St John, Farncombe; and Godalming is also being terminated as it is no longer required for the delivery of mission and ministry in the area. The other existing pastoral care arrangement in relation to the St John, Farncombe benefice will be unaffected by these proposals, with the Reverend James Rattue continuing to be its incumbent living in The Rectory at Farncombe Hill, Godalming.

### **Not a matter for the current 2011 Measure Scheme process:**

#### Representation of the laity

It is intended that this will be dealt with as per the Church Representation Rules 2020 and a scheme under Rule M34 of the Rules which will be voted on in a Special PCM of the new parish (should the proposed Scheme be capable of reaching that stage) in January 2024. The intention is that the new PCC will include 15 elected laity as set out in the July 2022 'Godalming Minster Evaluation' paper, which anticipated that: eight would be from the congregations of Busbridge; three from the congregation of Hambledon; and four from the congregations of Godalming (three from St. Peter and St. Paul's church, and one from St. Mark's).

## Glossary of words commonly used in Pastoral Reorganisation

A fuller version is available in the Code of Recommended Practice to the Mission and Pastoral Measure 2011

<https://www.churchofengland.org/more/parish-reorganisation-and-closed-church-buildings/mission-and-pastoral-measure-2011-and-code#na>

Archbishop	Senior bishop with authority over a Province - of Canterbury and of York.
Archdeacon	An office held by a senior clergy person appointed by the bishop with an administrative responsibility over an archdeaconry. Some of his/her duties are laid down by law but in other respects his/her duties vary according to diocesan practice: they include care for church property.
Archdeaconry	Sub-division of the diocese over which an archdeacon has administrative responsibility.
Benefice	An ecclesiastical office carrying certain duties. An incumbent's benefice is therefore not a geographical area (see parish) but the office to which (s)he is appointed and may comprise one or more parishes. A benefice may be a rectory or vicarage from which the incumbent is called rector or vicar.
Bishop	In the Church of England the bishop is the central focus of organisation and ministry within his/her diocese. He/She is the chief pastor and authority and shares the cure of souls with all the incumbents of that diocese. He/She is also, in his/her own person, the chief representative of the diocese in the work of the wider church. He/She may be assisted by suffragan or assistant bishops.
Bishop's Pastoral Order	An amendment made in 2018 to the Mission and Pastoral Measure 2011 to enable fairly minor matters to be dealt with by the Bishop at the local/diocesan level and for which there are no rights of objection. e.g. changing the name of a benefice or parish.
Common Tenure	The basis on which all Church of England offices will eventually be held under the Ecclesiastical Offices (Terms of Service) Measure 2009. Existing holders of freehold offices may decide not to opt-in to Common Tenure but new office holders will be on Common Tenure. (not going to mention here about continuing to retain freehold on e.g. a union, but not when named 1st TR or TV of a new TM – as likely to be unnecessarily confusing for a 'glossary' – which just 'glosses' on certain matters)
Chapel of Ease	A consecrated church that it is not a parish church but is within a parish that (normally) does have a parish church. Originally for the ease of parishioners who could not attend the parish church.
Church Representation Rules	Schedule 3 to the Synodical Government Measure 1969 but updated as a separate booklet. They contain the mechanism for the setting up of representative bodies in the Church of England from parochial church councils to the House of Laity of the General Synod.
Cure of Souls	'Cure' means 'care'. The bishop has the universal cure of souls in a diocese but, subject to this, the incumbent of a benefice (or team rector and team vicar(s) in a team ministry) has the exclusive cure of souls within his or her parish or parishes. The expression should not be confused with the more general phrase 'pastoral care'.
Deanery	A sub-division of an archdeaconry usually comprising between 10 and 20 parishes.
Declaration of closure for regular public worship	The act of closing a church for public worship under the Mission and Pastoral Measure 2011.
Diocesan Board of Finance	A company constituted by the diocesan synod and regulated by the Companies Acts. A board of finance holds property for Church of England purposes, transacts business in that connection and acts as a committee of the diocesan synod. It normally also acts as the diocesan trust.
Diocesan Mission and Pastoral Committee	Statutory Committee established by the Mission and Pastoral Measure 2011. Its duty is to review the arrangement for pastoral supervision in the diocese and, as appropriate, to make recommendations to the bishop.
Diocese	One of 41 main territorial units of the Church of England over which a bishop has responsibility. Divided into archdeaconries, deaneries and parishes.
District Church Council	If a parish comprises two or more places of worship or churches then individual councils can be set up for the districts in which each place of worship or church is situated to exercise such functions as may be delegated by the parochial church council.
Glebe	Land or buildings vested in the Diocesan Board of Finance that either provides a rental income to augment the Diocesan Stipends Fund or provides housing for those involved in the cure of souls.
Group Ministry	An arrangement, authorised by the Mission and Pastoral Measure 2011, whereby the clergy of two or more separate benefices can assist each other to make the best possible provision for the cure of souls in the area as a whole.
Incumbent	Holder of a benefice (which can be either a freehold or a Common Tenure office) – and can be either a rector or a vicar - with responsibility for the cure of souls. May be assisted by curate, deacon, licensed lay worker, retired priest etc.

## Glossary of words commonly used in Pastoral Reorganisation

Joint Council	A provision brought about by the Church Representation and Ministers Measure 2019, which may only be established under the Church Representation Rules, and deals with matters that may be delegated to it by the PCCs concerned. Please note that it is now no longer possible for any new group councils, team councils or joint PCCs to be established under the CRRs (or for a time-limited permissive option under the Mission and Pastoral Measure 2011 process).
Leave to Appeal	Any person who makes a representation to the Commissioners against a pastoral scheme has a right to apply for leave to appeal to the Judicial Committee of the Privy Council against a decision of the Commissioners to proceed notwithstanding that representation.
Members ('Other') of a Team Ministry	May be clerical or lay (see s.34 of Mission and Pastoral Measure 2011). They share the pastoral care of the area with the team rector and team vicars, but NOT the cure of souls.
Mission and Pastoral Measure 2011	The Measure of the General Synod which authorises changes in pastoral reorganisation. Designed to "make better provision for the cure of souls". Part of the law of the land and equivalent to an Act of Parliament.
Mission, Pastoral and Church Property Committee	A Committee of the Commissioners' Board of Governors which makes decisions on representations on pastoral, church buildings, houses and glebe matters. It is chaired by the Third Church Estates Commissioner.
Parish Centre of Worship	An unconsecrated Place of Worship designated by the bishop under s.43 of the Mission and Pastoral Measure 2011 whereupon for most purposes (other than marriage) it is regarded as a parish church.
Parish Church	A consecrated building in a parish in which, subject to canon law, the statutory services must be held unless there are other churches in the benefice where this can happen and/or certain other dispensations have been provided for under the Canons. Parishioners have a right to be married, baptised etc. in the parish church. S.41(2) of the Mission and Pastoral Measure 2011 requires that any new church or existing building which is to become a parish church must be approved by the bishop, subject to the bishop having consulted both the Diocesan Pastoral Committee and the Diocesan Advisory Committee.
Parochial Church Council	Representative body of parishioners elected from those on the electoral roll in accordance with the Church Representation Rules. Usually chaired by incumbent.
Parsonage House	The official place of residence of an incumbent of a benefice. The house belongs to the incumbent in right of his or her office.
Pastoral Order	A document which effects changes in pastoral reorganisation made under the Mission and Pastoral Measure 2011. Differs from a pastoral scheme mainly in that it deals with lesser matters.
Pastoral Scheme	A document which effects more complex changes in pastoral reorganisation made under the Mission and Pastoral Measure 2011. A Pastoral Church Buildings Scheme is required where a closure of church building is being proposed – or a Pastoral (Church Buildings Disposal) Scheme if it deals with an already closed (former) church building
Patron	The person or body owning an advowson (i.e. right to present a priest to a benefice) who may be a private individual or a corporation (ecclesiastical or lay).
Plurality	The holding of two or more separate benefices by one incumbent. This can only be authorised by a scheme or order or Bishop's Pastoral Order under the Mission and Pastoral Measure 2011.
Priest in Charge	A priest given charge of a suspended benefice by licence of the bishop. (S)he has not been presented and is not the incumbent but holds office under common tenure.
Representations	The Mission and Pastoral Measure 2011 requires that any draft scheme or order be published and made available to the public. Any person can make written representations to the Commissioners either for or against what is proposed.
Restriction/Suspension of presentation	Where a patron's right of presentation is restricted (where consultation about pastoral reorganisation has begun or the bishop has asked the DMPC to consider it) or suspended (where pastoral reorganisation or replacement of parsonage house may be considered).
Team Ministry	A special form of ministry whereby a team of clergy and possibly lay people share the pastoral care of the area of a benefice. Can only be established by a pastoral scheme.
Team Rector	The priest in a team ministry who heads the team and owns the property of the benefice. (S)he shares the cure of souls with the team vicars.
Team Vicar	A priest of incumbent status in a team ministry, other than the team rector. (S)he shares the cure of souls with the team rector and other team vicars.

Diocesan Mission & Pastoral  
Committee

8 June 2023

## NOTICE

### Mission and Pastoral Measure 2011 Draft Pastoral Scheme

The Guildford Diocesan Mission and Pastoral Committee has prepared a draft Pastoral Scheme for:

- (i) terminating the group ministry established for the benefice St John, Farncombe and the benefice of Godalming;*
- (ii) terminating the team ministry established for the area of the benefice of Godalming;*
- (iii) the union of the benefice of Godalming and the benefice of Busbridge and Hambledon and their constituent parishes, for the appointment of the first incumbent of the new benefice and for his parsonage house to be that of the benefice of Busbridge and Hambledon, for the transfer of the parsonage house of the benefice of Godalming to the Guildford Diocesan Board of Finance for diocesan purposes and for the future patronage arrangements for the new benefice*

*in the diocese of Guildford.*

A copy of the draft Scheme may be inspected at:

**St Peter & St Paul, Godalming**  
**St Mark, Ockford Ridge**  
**St John the Baptist, Busbridge**  
**St Peter, Hambledon**  
**St John the Evangelist, Farncombe**

You may also access the draft Scheme on the Commissioners' website at [www.ccpastoral.org](http://www.ccpastoral.org) or obtain or inspect a copy during normal office hours by applying to me. **Large print and/or audio copies are available on request.**

- Anyone may make representations to the Church Commissioners **for or against** all or any part or parts of the draft [Scheme] [Order] (please include the reasons for your views) in writing or by email to reach them no later than **24<sup>th</sup> July 2023**.  
**Please send your representation marked for the attention of Rex Andrew, Pastoral Division, Church Commissioners, Church**

Church House Guildford, 20 Alan Turing Road, Guildford, Surrey, GU2 7YF

**T:** 01483 790313 **E:** [wendy.harris@cofeguildford.org.uk](mailto:wendy.harris@cofeguildford.org.uk) **www.cofeguildford.org.uk**

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**House, Great Smith Street, LONDON SW1P 3AZ (e-mail: [rex.andrew@churchofengland.org](mailto:rex.andrew@churchofengland.org)).** If they have not acknowledged receipt of your representation before this date, please ring 020 7898 1743 or e-mail them to ensure it has been received. For administrative purposes, a petition will be classed as a single representation and the Commissioners will only correspond with the sender of the petition, if known, or otherwise the first signatory – “the primary petitioner”.

- When making a representation, please also indicate the nature of your interest in the proposals (e.g. parishioner, member of parochial church council, etc) and whether you would like an opportunity to speak to the Committee regarding your representation if the Commissioners decide a hearing should be held regarding the case.
- If the Commissioners receive representations against the draft Scheme, they will send them, and any representations supporting the draft Scheme, to the Bishop whose views will be sought. Individual representors and the primary petitioner will then receive copies of the correspondence with the Bishop (including copies of all the representations) and will be told whether a hearing is to be held. They and individual petitioners may comment further to the Commissioners. Copies of all of the representations received and associated correspondence will be published on the Commissioners’ website if the matter needs to be considered by the Commissioners.
- If a hearing is held, anyone may attend the meeting of the Mission and Pastoral Committee that considers the case and representors may have an opportunity to speak to the Committee. Otherwise the case will be considered in private.
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- If they so decide the Scheme should proceed, any representor or petitioner against the draft Scheme may seek leave from the Privy Council to appeal against the decision.
- Please see [www.ccpastoral.org](http://www.ccpastoral.org) for further information about the procedure.

Secretary  
Guildford Diocesan Mission and Pastoral Committee