



— Diocese of —  
**Hereford**

Proclaiming Christ ✦ Growing Disciples



Supporting Documents  
Archdeacon of Ludlow

# Supporting Documents



## Legal Responsibilities of an Archdeacon in the Church of England

The office of Archdeacon has its origins in the early history of the Church. An archdeaconry is a legal division of a diocese for administrative purposes within which the Archdeacon exercises an ordinary jurisdiction. The essential nature of the role has been described as 'being a good steward so that others are freed to be the worshipping, witnessing and ministering Church'. The legal responsibilities of an Archdeacon are summarised below.

### Diocesan governance

1. The Archdeacon is a member, ex officio, of:
  - the Diocesan Synod (Church Representation Rules 2011, Rule 30(4));
  - the Diocesan Advisory Committee (DAC) (Care of Churches and Ecclesiastical Jurisdiction Measure 1991, Schedule 1);
  - the Diocesan Parsonages Board (Repair of Benefice Buildings Measure 1972, s.1(4)); and
  - the Diocesan Mission and Pastoral Committee (Mission and Pastoral Measure 2011, Schedule 1).

### Parochial governance

2. An Archdeacon has a duty to hold visitations in his or her archdeaconry as provided in Canon C 22, paragraph 5.
3. On receiving a valid request to convene an extraordinary meeting of a PCC, the Archdeacon must do so if he or she deems there is sufficient cause. The Archdeacon must also chair the meeting or appoint a deputy to do so (Church Representation Rules 2011, Rule 23)<sup>1</sup>
4. At the direction of the bishop, the Archdeacon inducts a priest who has been instituted to a benefice into the possession of its temporalities (Canon C22, paragraph 5). Although the Archdeacon has no statutory role under the Patronage (Benefices) Measure 1986, in practice he or she is usually actively involved in guiding parishes through the appointments procedure.

<sup>1</sup> *Ravenscroft, the Ven. R.L. The Role of the Archdeacon Today, (1995) 3 Ecc LJ 387*



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## Buildings and property

5. In his or her own archdeaconry, the Archdeacon is a key player in the operation of the faculty jurisdiction under the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 and the Faculty Jurisdiction Rules 2013. He or she is ex officio a member of the DAC and has statutory powers:

- To grant faculties without reference to the Chancellor in certain types of case listed in Part 7 and Schedule 2 of the Faculty Jurisdiction Rules 2013;
- To grant a licence for temporary minor re-ordering on an experimental basis for a non-renewable period of 15 months, after which the experiment must be ended – in which case the Archdeacon has a duty to ensure that the previous position is restored -or a faculty obtained for permanent changes; and
- To order the removal to a place of safety of an item of architectural, artistic, historic or archaeological value which appears to be at risk.

The Archdeacon may initiate or intervene in faculty proceedings and may be asked by the Chancellor to seek local resolution of a particular case. The Archdeacon is normally present at any Consistory Court hearing in his or her archdeaconry.

6. Canon C22, paragraph 5, requires the Archdeacon to survey, in person or by deputy, all churches and churchyards and give direction for the amendment of all defects in the fabric, ornaments and furniture. He or she also has power under the Inspection of Churches Measure 1955, s.2 to enforce the requirement for a quinquennial inspection of a church by a qualified person.

## Pastoral reorganisation

7. The Archdeacon is an 'interested party' under s6 of the Mission and Pastoral Measure 2011 in relation to pastoral proposals affecting any benefice or parish in his or her archdeaconry. In practice, the Archdeacon is usually actively involved in identifying the need for pastoral reorganisation and initiating discussions with other interested parties.



# Supporting Documents



## Clergy: pastoral care and discipline

8. Canon C22, paragraph 4 provides that an Archdeacon 'shall within his archdeaconry carry out his duties under the bishop and shall assist the bishop in his pastoral care and office, and particularly he shall see that all such as hold any ecclesiastical office within the same perform their duties with diligence, and shall bring to the bishop's attention what calls for correction or merits praise.'

9. Canon C7 provides for the Archdeacon to assist the bishop in the examination of candidates for ordination.

10. Under Part 1 of the Incumbents (Vacation of Benefices) Measure 1977, a request for an enquiry on the grounds of serious pastoral breakdown must in the first instance be referred by the bishop to the archdeacon, who is required to report to the bishop whether such an enquiry should, in his or her opinion, be instituted.

11. The Archdeacon has no statutory role in proceedings under the Clergy Discipline Measure 2003, but the Code of Practice (paragraphs 10-12) describes circumstances in which it may be appropriate for the Archdeacon to act as the complainant, or (paragraph 100) to provide pastoral support.

12. The Archdeacon will normally be the person appointed by the bishop to oversee an enquiry into the capability of an office holder under Common Tenure (paragraph 4.1 of the Code of Practice issued under Regulation 31(3) of the Ecclesiastical Offices (Terms of Service) Regulations 2009).

13. The Archdeacon is also usually responsible for overseeing the formal stages of the grievance procedure established under Regulation 32 of the Ecclesiastical Offices (Terms of Service) Regulations 2009.

**The Legal Office February 2015**



# Supporting Documents



## Safeguarding - Archdeacon's Role

Extract from:

*Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance*  
House of Bishops - Published October 2017

### Archdeacons

The position of Archdeacon is pastoral, administrative, disciplinary and quasi-judicial. The essential nature of the role has been described as "being a good steward so that others are freed to be the worshipping, witnessing and ministering Church."<sup>37</sup> In particular, the Archdeacon shall assist the bishop "in his pastoral care and office, and...shall see that all such as hold any ecclesiastical office within the same perform their duties with diligence, and shall bring to the bishop's attention what calls for correction..."<sup>38</sup>. They also, within their archdeaconry, "...hold yearly visitations" to parishes and "induct any priest"<sup>39</sup>. They are key to offering leadership and direction in promoting a Safer Church and supporting parishes with safeguarding concerns.

**In terms of safeguarding, an Archdeacon's role is to work closely with the DSO:**

- Working with the DSA to assist in monitoring good safeguarding practice in parishes<sup>40</sup> and during their annual visitation ensuring that parishes (PCCs and clergy) are adhering to good safeguarding practice by paying due regard to the House of Bishops' guidance;
- When new in post, have a one-to-one induction session with the Diocesan Safeguarding Advisor regarding House of Bishops' safeguarding policies and practice guidance, and how they are implemented in the diocese; and for information about past and current safeguarding issues in churches in his/her archdeaconry.
- In the handling of serious safeguarding situations relating to church officers in parishes, which relate to allegations against church officers;
- Supporting and advising parishes in relation to safeguarding policy and practice;
- Supporting Incumbents to attend safeguarding training and be familiar with the House of Bishops' safeguarding policy and relevant guidance for parishes;
- Attend senior staff safeguarding training (C4);
- Attend diocesan refresher safeguarding training every 3 years;

**It is important that the diocese makes arrangements to support archdeacons in their safeguarding role.**

# Supporting Documents



## Current commitments and links:

The Archdeacon of Ludlow is a member of the College of Canons of Hereford Cathedral and is installed as a Prebend.

The Archdeacon of Ludlow has the following responsibilities:

- Bishop's Staff Meeting
- Diocesan Synod
- Bishop's Council
- Diocesan Finance Committee
- Diocesan Advisory Committee for the Care of Churches
- Project Management Board
- Chair, Ludlow Archdeaconry Mission and Pastoral sub-committee
- Regular meetings with Rural Deans and Deanery Lay Co-Chairs
- Diocesan Board of Education

The Archdeacon is often the point of contact for people who wonder whether there may be assistance available for a priest who is at a particular point of stress or need. There is a useful list of national charities, and their various criteria. The Archdeacon works with the Bishop and his Chaplain to share information and sources of funds.

