

# Parish Fact Sheet

## Incumbent



This form is designed to give an overview of a parish to be used in a vacancy to help it find an appropriate incumbent. It will be accepted as the “statement describing the conditions, needs and traditions of the parish” required by the Patronage (Benefices) Measure 1986. Additional information may be given by way of a Parish Profile document.

PARISH: \_\_\_\_\_ DATE: \_\_\_\_\_

DEANERY: \_\_\_\_\_

### SUMMARY OF INFORMATION

1. Number of C of E churches/places of worship in the parish: \_\_\_\_\_
2. Population. \_\_\_\_\_
3. Number on electoral roll. \_\_\_\_\_
4. Usual Sunday attendance (*taken from last annual return*)  
under 16 years of age: \_\_\_\_\_ 16 and over: \_\_\_\_\_
5. PCC ordinary income (*i.e. total of voluntary income and other ordinary income taken from last annual return*): £ \_\_\_\_\_
6. Average weekly gift per regular giver: £ \_\_\_\_\_

### PERSONNEL

1. Name of (former) incumbent: \_\_\_\_\_
2. Name(s) of Assistant Clergy (*indicate whether stipendiary (SM) or self-supporting (SSM)*): \_\_\_\_\_
3. Name(s) of Readers, Pastoral Workers and any other licensed lay workers:  
\_\_\_\_\_
4. Name(s) and office of any other staff (*such as Church Army Captain, community worker, administrator*) employed. Please state number of hours worked per week:

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## THE PARISH

1. Is the parish inner urban/urban/suburban/village/scattered rural?

\_\_\_\_\_

2. Is the population

(a) static rising or falling? \_\_\_\_\_

(b) settled or mobile? \_\_\_\_\_

3. Is the population

(a) Predominantly retired/middle-aged/young families?

\_\_\_\_\_

(b) Does it include: professional/executive/manual/unemployed?

\_\_\_\_\_

(c) Describe any ethnic groups resident in the parish:

4. Estimate the proportion of housing:

(a) owner-occupied: \_\_\_\_\_

(b) local authority: \_\_\_\_\_

(c) privately rented: \_\_\_\_\_

5. Please list:

(a) number and types of schools in the parish:

(b) number of nursing homes/elderly persons' homes \_\_\_\_\_

(c) any youth centres? \_\_\_\_\_

(d) any community centres? \_\_\_\_\_

(e) name(s) of hospitals in the parish: \_\_\_\_\_

6. Name of hospital, if any, of which the incumbent is chaplain:

\_\_\_\_\_

7. Does the incumbent have specific civic responsibilities? If so, what?  
\_\_\_\_\_
8. Are there any links with local industry?  
\_\_\_\_\_
9. Does the parish have any significant social problems, e.g. high unemployment?  
\_\_\_\_\_

### **CHURCH SERVICES**

1. How do you describe the church tradition? Traditional catholic / modern catholic / central / open evangelical / conservative evangelical or some other label?  
\_\_\_\_\_
2. Give the pattern of Sunday services:
3. Which prayer book is used for the services of Holy Communion – if both, please State? Book of Common Prayer or Common Worship: \_\_\_\_\_
- Is there a traditional use of
- |                      |              |
|----------------------|--------------|
| eucharist vestments? | Yes/No _____ |
| coloured stoles?     | Yes/No _____ |
| scarf and hood?      | Yes/No _____ |
4. What hymn book(s) is/are used?
5. (a) What percentage of the congregation lives outside the parish? \_\_\_\_\_  
(b) Does any one age group, gender or social class predominate in the congregation? \_\_\_\_\_
6. Average number of communicants on a normal Sunday:  
\_\_\_\_\_

7. Numbers during the last year

of baptisms: \_\_\_\_\_

of confirmation candidates: \_\_\_\_\_

of weddings: \_\_\_\_\_

of funerals in church: \_\_\_\_\_

in crematoria: \_\_\_\_\_

8. Has the parish received permission from the bishop to admit baptized children to Holy Communion before confirmation? Yes/No

\_\_\_\_\_

If so, how many children were admitted to Holy Communion before confirmation during the last year? \_\_\_\_\_

### **BUILDINGS AND CHURCHYARD**

1. Name of the parish church: \_\_\_\_\_

Year(s) built: \_\_\_\_\_

Date of last quinquennial inspection: \_\_\_\_\_

List any urgent repair work still to be done:

2. Other C of E churches (*mission church/daughter church/chapel of ease*) in the parish: Name and condition of repair:

3. In your view, is the parsonage house likely to need extensive refurbishment/ replacement? Yes/No \_\_\_\_\_

4. What other buildings (*e.g. church hall, curate's house*) and land (not churchyard) does the parish own? (*Give addresses, use and condition*)

5. Has the church got a churchyard? Yes/No \_\_\_\_\_  
 Is it still in use? Yes/No \_\_\_\_\_  
 How many new graves were opened last year? \_\_\_\_\_  
 How many re-openings were there last year? \_\_\_\_\_  
 Estimate how many years are available for new graves: \_\_\_\_\_  
 Is there a special area for the interment of ashes? \_\_\_\_\_

## FINANCE

1. Please e-mail (or send) a copy of last year's accounts and last year's annual report of the PCC.
2. Does the church have a stewardship, thanksgiving or planned giving scheme? \_\_\_\_\_
3. If special money-raising events are held during the year, please give details.

4. (a) What was the amount of expenses paid last year to the:  
 incumbent £\_\_\_\_\_ assistant clergy £\_\_\_\_\_  
 (b) Were these the full amounts claimed? If not, why not  
 \_\_\_\_\_  
 (c) Does the PCC pay a lump sum or reimburse actual expenses claimed  
 \_\_\_\_\_  
 Is a claim form used? \_\_\_\_\_
5. What is the current amount of Parish Share payable by the parish? £\_\_\_\_\_
6. In the last financial year, did the PCC meet its financial obligations to the Diocese in full for payment of its Parish Share? Yes/No \_\_\_\_\_  
 If not, what amount was paid: £ \_\_\_\_\_  
 In the current financial year, is the PCC up to date with its Parish Share?  
 Yes/No \_\_\_\_\_
7. Is there any capital project in hand at the moment? Yes/No \_\_\_\_\_  
 Please give brief details with costs and how they are to be met.  
 \_\_\_\_\_

## CHURCH EDUCATION AND SOCIAL PROVISION

1. (a) Is there a church school in the parish? Yes/No \_\_\_\_\_  
Is it controlled or aided? Yes/No \_\_\_\_\_  
(b) Number of children on roll: \_\_\_\_\_  
Is the number static/rising/falling? \_\_\_\_\_

(b) What relationship/links are there between church and school?

(d) If the school is aided, what is the condition of the building?

2. What provision is made by the church for teaching:

(a) children:

(b) young people:

(c) adults

3. List church organisations with approximate numbers for:  
(a) children: \_\_\_\_\_  
(b) young people: \_\_\_\_\_  
(c) adults: \_\_\_\_\_

4. Give details of house/prayer groups:

5. Are the leaders clergy or lay? \_\_\_\_\_

### **DISCIPLESHIP AND LAY MINISTRY**

1. How do you rate the strength of lay leadership in the parish? To what do you credit the strength or lack of it?

2. Does the parish have a discipleship course? (e.g. Alpha, Emmaus, Christianity Explored). \_\_\_\_\_

3. What other opportunities does the parish provide to lay people to deepen their discipleship and vocation?

## **ECUMENICAL RELATIONS**

1. State involvement in local council of churches, if any.

2. Is there a formal covenant with any other denominations?

3. What informal contacts are there?

## **OUTREACH AND MISSION**

1. Please give details of the support of the Church overseas. How much is given annually?

2. Give details of the support for home missions and charities.



3. Is there an organised system of evangelism in the parish? If so, please describe it.

4. Is there an organised system of follow-up to baptisms, weddings, funerals? If so, please describe.

5. What part does the church play in community care (e.g. the unemployed/homeless/ drug addicts/disabled)?

6. Is there an organised system of care for the sick and elderly? If so, what?

7. What work does the church undertake with young people, other than in church-based organisations (e.g. open youth work)?

## **PUBLICATIONS**

1. Is there is a history of the church/parish? If so, please e-mail (or send) a copy.  
Yes/No \_\_\_\_\_

## **ADDITIONAL INFORMATION**

1. What are your current goals to achieve for the next 5 years?

2. List the areas of church life which you consider are in most need of development.

Signed on behalf of the PCC: \_\_\_\_\_

Office held: \_\_\_\_\_

Electronic copies of this form, duly completed, should be sent to the following:

1. The Bishop of Chester
2. The Suffragan Bishop
3. The Archdeacon
4. The Patron (if the Bishop is the patron, he need not be sent a second copy)
5. The Designated Officer (Mrs E A Geddes, Church House).
6. The Rural Dean
7. The Deanery Lay Chair
8. The PCC representatives