Letter 1 from the Archdeacon to churchwardens upon the Notification of Departure of an incumbent or other stipendiary minister

Dear X and X,

Re: Discerning future ministry resource for the parish/benefice of XXXXXXXXXX

Following the announcement of the departure of XXXXXXXXXX, I am writing to outline the process that will follow as we work together to discern future ministry resource for your parish/benefice.

As you are aware, the diocese is no longer able to provide stipendiary ministers in parishes whose share contribution does not cover their ministry cost. Your parish paid XXX in share in 20XX which, taking into account the subsidy we receive from national Church for low income communities of XXX, covers your ministry cost of XXX in full.

We will therefore be recommending to the AMPC that your parish/benefice receives a like for like stipendiary replacement. I will be in touch shortly to work through the next stages of the appointment process which will include agreeing a parish/benefice profile.

In the meantime, please be assured of my prayers and support as you move towards the vacancy. Your Area Dean, XXXXXXXXXX, is also available to help, particularly in regard to arranging cover for services.

It would be good to set a provisional date for a meeting with the whole PCC sometime in [insert month] so that we can discuss the way forward together. I will ask my PA to negotiate a suitable potential date for this PCC meeting with you when she is in touch to set up our initial conversation.

With thanks for all you are and do,

Yours etc. etc.