

## The Elements of the Visitation & Suggested Time Table

The Visitation comprises a number of elements. These can be fitted together in different ways but the suggested pattern works well.

### 1. Meeting of the Archdeacon and Incumbent

*The Incumbent briefs the Archdeacon on the vision of the parish, specific issues which may come up later and what it is hoped might come from the Visitation. The Archdeacon may ask about things which the previously submitted papers have brought up. He will also ask the incumbent a bit about personal morale, and check about expenses and care of the Vicarage.*

**Time** This can all be done in half an hour, but some incumbents may wish to give more time to it and it need not be a meeting which has to take place just before the visitation meetings themselves. Sometimes the incumbent may wish to involve members of the family for some parts of the conversation.

### 2. Meeting of the Archdeacon and assistant staff

*Assistant staff meet with the Archdeacon. Part of this could be with the Incumbent in discussing together the vision for the parish, but there should be time given for a brief one – to one discussion with each member of a team about personal morale, and check about expenses and care of the accommodation provided.*

**Time 5 - 10 minutes each**

### 3. Meeting of the Archdeacon and Churchwardens

*The Churchwardens share their view of the parish Mission. The Archdeacon may raise specific issues which have come up in his meeting with the Incumbent especially about expenses and care of the Vicarage. The Churchwardens present the papers called for in the Visitation Questionnaire checklist, including the church register books, child protection policy, Health and Safety Documents and the Terrier and Inventory. The silver is checked.*

**Time 30 – 45 minutes**

### 4. Meeting of the Archdeacon and other members of the leadership team

*Where a parish has other leaders it might be helpful for time to be given for a brief meeting to hear how they see themselves serving the mission of the church.*

**Time 15 minutes**

### 5. Meeting of the Archdeacon and the PCC

*The Incumbent is not present nor are members of staff. The agenda for the PCC meeting is not fixed, as I have found a numbered agenda to be a distraction. However I always cover the following areas in what is a free flowing conversation:*

- *who everybody is, what their roles are, and what they do when they are not church*

- *any immediate feedback on the Visitation so far*
- *what is going well in the parish*
- *what are the opportunities and challenges for the mission of the church*
- *the main issues facing the parish at this time, which will sometimes be mainly about people and mission, but may also include building works and other projects,*
- *finances (an opportunity to say thank you, explore what the issues are, and sometimes to challenge)*
- *safeguarding,*
- *the pastoral life of the parish including work amongst elders, children and youth work*
- *any issue that has arisen during the Visitation which the PCC wish to raise with the Archdeacon*

### **Time 60 minutes**

6. Optional meeting of the Incumbent and Archdeacon  
*Incumbents may wish to meet with the Archdeacon briefly after the PCC meeting.*

7. Written Report  
*A written report is prepared for the Bishop, the PMDA, the Area Dean, the Deanery Lay Chair, the Churchwardens, PCC and Incumbent. Other follow up may take place depending on the individual visitation.*

8. Action List  
*Where actions have been recommended or required they are added to the Visitation Action list kept in the Archdeaconry Office and monitored until completed.*

9. Subsequent Visits  
*The Area Dean, PMDA or Archdeacon may make subsequent visits to work with the parish on issues that may have arisen.*

*After 18 months the area Dean will make a follow-up visit to discuss with the PCC (with the Parish Priest and staff present) development since the Visitation. The Area Dean will produce a short written report to the Archdeacon of this meeting.*

### **A Suggested Time Table**

A time table for an evening Visitation could look like this. It can be varied to suit local needs.

1. 5.30/6pm Meeting of the Archdeacon and Incumbent
2. 6.15/6.45pm Meeting of the Archdeacon and assistant staff
3. 6.30/7pm Meeting of the Archdeacon and Churchwardens
4. 7.30/8pm Meeting of the Archdeacon and PCC
5. 8.30/9pm Meeting of the Archdeacon and other members of the leadership team
6. 9/9.30pm Optional 2<sup>nd</sup> meeting of Archdeacon and Incumbent

## **PCC Agenda**

This can be varied by prior agreement to cover specific things desired by the PCC; see above for a note on the conduct of the PCC meeting.

1. Prayers
2. Apologies
3. Introduction to the scope and purpose of the meeting
4. Report on any obvious immediate issues from the inspection of policies and terrier and inventory
5. Discussion of the Vision and life of the parish (see above)
6. What next? how the Visitation is carried forward
7. Final Prayer and Blessing.