



St Michael and All Angels, Ledbury

Minutes of Joint Parochial Church Council – 3 December 2025

Present: Ven. Derek Chedzey (Archdeacon of Hereford)(Chair)

Eastnor PCC	Ledbury PCC
Jo Potts (Churchwarden)	David Houghton (Churchwarden)
Juliet Rowland (Asst. Churchwarden)	Cath Beech (Churchwarden)
James Hervey-Bathurst (Secretary)	Andrew Beech (Secretary)
Alan Bagworth	Sue Cooper
Sue Tandy	Maria Dineen
Rev. Joan Wakeling	Rev. Tony Hodder
	William Hopkinson
	Ian James
	Richard Nightingale
	Anne Scull

1. The meeting was held to enable Ven. Derek Chedzey to explain to the two PCCs the sequence of stages leading to the installation of a new rector to the benefice. Ven. Chedzey introduced the parish profiles, Statement of Needs and Person Specification that will need to be drafted (see Annex). These will form a major part of the PCCs' work over the next few months and will need to be signed off by the respective PCCs. Derek stressed the need to get these papers right – there are more jobs available in the Church of England than there are clergy to fill them.
2. The following points emerged in discussion:
 - The outgoing rector, Rev. Keith Hilton-Turvey, will play no role whatsoever in the process of finding his successor;
 - The benefice should appoint one person to be the normal point of contact between the parishes in the benefice and the diocese;
 - Prayer is essential to support the process;

- Most day to day power during the vacancy rests with the Rural Dean and churchwardens, acting jointly. They will be the ones arranging Sunday service cover;
 - It is important to keep parish websites and social media up-to-date;
 - The Rural Dean and Archdeacon stand ready to answer questions, and to help the two parishes through the recruitment process;
 - The interview panel will consist of the Bishop, Derek Chedzey, Chris Moore (Rural Dean) and two people nominated by each parish. These latter must be lay members of the PCC, and should be chosen before the APCM takes place;
 - The Bishop would take up references for any candidate from outside the diocese;
 - Any candidate found to have lied to the interview panel would be subject to the disciplinary process;
 - The parish representatives have the right of veto over any candidate, but it is the Bishop who appoints the rector;
 - An orientation day will be held to show the candidates round the parishes.
- 3.** Derek Chedzey presented the following proposed timetable for the recruitment process:
- First PCC meeting of the new year – appoint four people from each parish to work on producing the Parish Profiles, Statement of Needs and Person Specification. Others with specialist knowledge (say, of the church’s history) can be drafted in to write parts of the profile. But the drafting group have the final say, and the duty to present the draft profile to the PCC;
 - End January to mid-February – parish consultation meeting¹
 - By the end of March – PCCs should (a) appoint parish representatives to the interview panel, and (b) sign off the Parish Profile, Statement of Needs and Person Specification;
 - After Easter (i.e. early April) - advertise the post;
 - Early June – interviews
 - September – new rector installed.
- 4.** The meeting closed with prayer.

Andrew Beech

¹ Scheduled for the morning of 31 January in the Burgage Hall, Church Lane, Ledbury

PCC Secretary
St Michael and All Angels
Ledbury

PARISH PROFILE

The aim of the Profile is to showcase your Parish/Benefice honestly and succinctly. If well drawn up, it will greatly help potential candidates to sense whether or not they feel God is calling them to apply for the post.

Benefices/parishes need to be clear about their needs and the specific gifts, skills and characteristics they are looking for in a new incumbent.

The tone and language used in this document is important. It will convey a sense of who you are and what is important to you. There can be a tendency for profiles to become very formal and information-heavy, but we encourage you to use it as a way of enabling prospective candidates to understand something of the character and personality of your benefice, and how you are different from the other benefices advertising similar posts. Try to think about your faith journey and how you will tell it. You will need to include a clear description of the key roles and the personal attributes needed in your next priest. The roles and responsibilities will also form part of the Role Description and a template for this is available separately.

Usually a small group taking overall responsibility for the production of the profile works well, ideally not more than 5 or 6 people. It is helpful, though not essential, if at least one or two of the Parish Reps are included. Working with a small group avoids the pitfalls of the whole PCC trying to draw up the documents by committee, but draws on the insights and perspectives of several people, not just one or two. Experience shows, too, that different skills are needed - for information gathering, writing and editing, and formatting and layout. These gifts are not usually contained within the same person!

In addition, the Diocesan Communications team are also available for help in putting your profile together or for general guidance.

The following pages are simply guidelines based on much experience, but there is no need to stick rigidly to them – your profile might develop slightly differently. You could look online at jobs advertised by other benefices to get some ideas.

<https://jobs.churchtimes.co.uk/search-results?jts=1>

Photographs from the life of the parish(es) will play an important part in bringing the Profile to life. It is important that there are more photographs of people and activities than there are of buildings, though. You may already have a good library of photos or you may wish to ask a congregation member to take photographs of church and community activities especially for this purpose.

Do make sure that if you include photographs which have identifiable children in them that you have parental permission – this might be specific permission (probably good if it is a close up) or in the form of a blanket permission that you ask from parents each year. However, remember it is also polite to ask adults their permission too!

Layout is important as well. The most common format is A4 portrait, but an A4 landscape booklet can be used to good effect – mindful, for example, that many profiles will now be read electronically. Think, too, about what font you wish to use for the text – this can say a lot about you! **Never use comic sans.**

Please also keep in mind the visually impaired readers when developing typography. For example, for the partially sighted Arial 12 pt type (As in this document) is suggested as a minimum. Sometimes 16pt may be needed by some visually impaired readers.

The Parish Profile and Statement of Needs is your document. However there is a great deal of experience available in the Diocesan Communications team, and they will be delighted to assist you with layout, format and style. An external view can sometimes be extremely helpful and the Archdeacon will also help you finalise your documents.

Part 1

Front page

Title of post, Title of benefice, logos (e.g. diocese, parish), photo/illustration etc. Please remember that pictures of people rather than buildings on the front cover give a greater sense of life and mission. A Diocesan logo is available from the Communications team.

Foreword from the Bishop or Archdeacon

Leave a page blank at this stage, so that a Foreword from the Bishop or Archdeacon can be added at a later stage.

Introduction

- A paragraph or brief section which introduces the parish/benefice, it's context & location
- If you are in a Team Ministry, a letter of welcome or statement from the Team Rector
- If there has been recent pastoral re-organisation, or this is planned for the future, this should also be flagged here. It may be good to consult with the Rural Dean on this. This might include changes to the role from that of the previous minister.

Deanery perspective

This statement is usually prepared by the Rural Dean / Lay Co-chair and reflects the nature of the deanery and key strategic issues which affect this appointment, eg the Deanery Plan.

Diocesan perspective

A brief summary of the Diocese of Hereford can be include here.

Part 2 - Detailed description of the Benefice / Parish

Much general information is available via the internet. It is good to include here some weblinks to local schools, community websites, census information, county and district councils etc. This will help you to avoid lengthy descriptions in this section.

a) General Description of the Parish/Benefice and its context

This section helps potential candidates to get a feel not just of the ministry in your parish or benefice, but of what it is like to live here.

Map of the wider area and of the benefice/parish - emphasise potential transport links with large centres, anything remarkable about general communications.

Social Geography - area, location, housing, industry/economy, culture, local councils, natural centres, schools, hospitals, key networks, shops, leisure facilities. *Refer to websites where possible.*

Schools - details of nearby schools in and beyond the benefice (to help a potential incumbent with children of school age). *Refer to websites where possible.*

Issues and concerns - closure of facilities, young people, house prices, rural issues, unemployment, projected by-pass, expansion etc.

b) The Worshipping Community

Parish/Benefice/Team Parish boundaries, presence of other Christian churches or other faith communities - Numbers on electoral roll. Any other staff or voluntary help. Parish Office/secretarial help.

The Church Building(s) - short history of church buildings, points of main interest – architecture, listing if any, main features (visitors, tourists), is the church left open? General state of repair and any issues highlighted in last quinquennial report. Any plans to re-order church buildings. If there are issues, be honest about them.

Churchyards - open or closed?

Worship - pattern and style of services (including average Sunday attendance for adults and children), vestments, mid-week & special services /occasions, Ecumenical links, books used, music, Mums and Toddlers, Messy Church, homes for elderly, prisons, home communions. Who leads/takes part in leading worship?

Occasional Offices - numbers of baptisms, weddings and funerals in the last calendar year. May be best presented in a table for comparison with the last couple of years.

Life of the church - Sunday School, Youth Group, After School Clubs, Open the Book, Choir, M.U., uniformed organisations, regular social events, house/study groups, nurture courses, prayer groups/partners, links with organisations both in the UK and overseas. This could include something that gives the reader a “flavour” of your parish/benefice team unless you have put it elsewhere.

Events - Regular “specials” that you know will happen - fete, carnival, special links with village organisations, flower festival and so on.

c) Organisation and Finance

PCC/DCC/Benefice Council - how many, how they relate to each other, other bodies, how often meetings are held, sub-committees etc.

Giving and money - some information about money, covenants, envelope scheme, about the congregation’s philosophy about money, stewardship of time and talents. You should include a brief summary of your accounts and a note of the Parish Offer figure and whether you are “paying your way.” If there are financial challenges, be honest.

Local Trusts - List the local Trusts of which the applicant would become a trustee, including what these trusteeships involve (eg is it one meeting a year to disperse £150 to time-honoured recipients or a meeting a month coping with £20000 pa)

d) Other Buildings

Attached buildings - kitchen/ cloakroom, halls, foyer, side chapels etc Other church buildings – halls, other houses, property

e) Ministers

It is helpful to give a sense of the people behind the roles, so include details of those currently licensed or authorised in your benefice or Team Ministry (e.g. Licensed Lay Ministers, Self Supporting Ministers (SSMs), House-for-Duty, Ordained Local Ministers (OLMs), Local Ministry Team members, anyone in training). Photographs of the Ministry team would be helpful, as this will assist candidates on Interview Day! If you are in a Team Ministry or multi parish benefice, how do the parishes work together in reality, who is in the Team, how do colleagues work together?

Safeguarding - information about safeguarding arrangements in the benefice/parish and the name of the Parish Safeguarding Officer

Part 3 - The Mission of your Church

This section is the “heart and soul” of your profile. It is here that the vision, hopes and sense of direction for the mission and ministry of your church will be spelt out. This is the ‘story’ of your benefice – where it has come from, where you are now and where you hope to be in the future.

This section needs to be an accurate, honest and realistic reflection of where you are as a church and where you might hope to be in 5 years’ time.

It is from this sense of direction for the mission and ministry that the **key priorities for the role will emerge along with the key personal gifts, skills and attributes of the person appointed which will be needed to help you work towards your vision and mission.**

Potential candidates should be able to see what the challenges and opportunities of your benefice/parish are and to judge how their particular gifts and skills might “fit”. This process will require consultation and discussion with at least the whole PCC to ensure agreement and “ownership” across the benefice/parish. Your Parish MAP will help you with this section of the profile as will the work you did at the Consultation morning. Please remember to show prospective candidates how your mission and ministry fit within our Diocesan Priorities.

- SP1 Growing Christian disciples of all ages and backgrounds - spiritually and numerically
- SP2 Serving the common good – transforming lives and communities
- SP3 Reimagining, developing, and sharing ministry for mission in the 21st century

a) How your Benefice/Parish sees themselves

- ‘Headlines’/successes or causes for celebration. Where parishes are linked within a multi-parish benefice, the distinctiveness of each parish briefly appears.
 - The Vision the church/es has/have been working towards
 - Strengths & ‘weaknesses’. There are a number of tools a parish can use to help them understand themselves better and your consultation morning will have helped you draw these thoughts out.
- b) Looking to the Future In this section, please outline
- the opportunities and challenges which you face as a benefice/parish;
 - any priorities which you have identified and any mission strategies or plans which you have or are hoping to develop.

You could group the information under the headings used in your parish/benefice Mission Action Plan (MAP). Alternatively, you could group them under these headings, which are some of the ones used in the Role Description:

- **Leadership in mission**
- **Collaboration, team leadership and ministry development**
- **Encouraging**
- **Ministering in a wider context**

Section 4 - The Vicarage/Rectory

General description, site in the benefice/parish relative to the church(es), age, garden, number of rooms – rather as an estate agent would describe – significant features, if any. This is where your new incumbent will be living, so please include a couple of attractive photographs!

Section 5 – Describing the Role

Here you should outline the key priorities of the role for the person you are appointing. This is best done as a separate document, you should include a more formal and detailed Statement of Need as outlined in the guidelines and template provided.

Please note that the Statement of Need included with the profile will help the Bishop create a more formal Role Description. Please also remember we are not appointing a super-vicar! It is better to identify 2 or 3 key areas rather than a wish list, which can never be attained.

The document may look scarier than it actually is! Much of it is generic to any role. Some of simply needs some information inserting. The key section for you to work on, and which will be summarised here in the Parish Profile, is the Statement of Need.

Here you will describe the key responsibilities specific to your local situation which you would like your Incumbent/Priest-in-Charge to exercise. These should relate to the plans and priorities identified under the headings in the section of the Profile on the Mission of the Church. The Statement of Need may be broad in nature or quite specific (eg ministry in the local school).

In any parish or benefice, substantial consultation across the whole church and wider community is highly recommended. In a Multi Parish Benefice, it is essential that the interests of the separate parishes, together with the life of the whole benefice, all come together in an agreed statement of need.

Part 6 – Person Specification

This is a description of the person you hope to appoint to the role. This focus here is on what the person is like, **not what you want them to do**. It is very important that anything you have as part of the Person Specification is based on something that is said in the Statement of Need or in the Profile. Substantial consultation across the whole church and wider community is highly recommended.

The person specification describes the skills; knowledge, attributes and experience which a person will need to have, or be able to acquire, in order to fulfill the responsibilities well. The layout below gives a suggested structure. The individual traits specified are the ones that the Diocese of Hereford believes should be included. This section defines the role in human terms and is key to supporting the process of discernment through which all those involved in the appointment process assess whether someone has been called by God to serve in your parish.

It does this by

- focusing on the attributes that are essential to carry out the responsibilities of the post
- listing the qualities and skills which will enable someone to carry these out to a good standard
- avoiding unnecessary assumptions that might deter good candidates (eg- “have previous experience as an incumbent” – there may be an outstanding Curate who could do the role equally as well)

Areas which need to be considered are:

- Qualifications/training
- Personal qualities & skills
- Proven Experience and Competencies
- Knowledge and own development
- Other

You will find guidance to inform your thinking in the supporting document on role descriptions and person specifications, but it is important that you formulate your own words where possible. The document should not be copied slavishly but is to guide your thinking

It is best to offer a summary of the key characteristics in your parish profile, and then to offer a fuller and more formal, Person Specification, of the sort laid out in the supporting document, as an appendix or supporting document to your Profile. The more formal person specification will provide the basis for shortlisting.

Part 7 - Support you will offer

Having highlighted what you are hoping for in your new incumbent, now outline what they can expect from you in terms of your care and support of them and commitment to the ongoing development of your shared ministry. You will also need to commit as a PCC/s to working with your new priest to deliver the vision and mission of the church you have outlined. e.g.

- encouragement to maintain a sustainable ministry, including days off, holidays, retreats, opportunities for learning and development, adequate time for family life, friendship and recreation.
- proper and full expenses, financial support for retreats and ministerial development
- shared commitment to meeting the challenges identified
- prayer, friendship, fellowship