

Proposed Route Map for the Establishment of the Conventional District of St Michael and All Angels, Mount Dinham

| Date | What? | Who? | Notes |
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| Tuesday 6 th July – Monday 9 th September | Consultation with the interested parties on the draft CD Agreement & Framework for Collaboration | <p>Consultees:</p> <ul style="list-style-type: none"> • City Dean • Deanery Synod Lay Chair • Patron • Representatives of St David's Church on the St David's PCC • Representatives of St Michael's Church on the St David's PCC • The Revd Mike Clark, Interim Incumbent (designate) <p>Consultation coordinated by Sophie West, Mission and Pastoral Secretary.</p> | <ul style="list-style-type: none"> • The Reps of St David's Church on the St David's PCC are consulted as a corporate body – any comments submitted should be a consensus view. • The Reps of St Michael's Church on the St David's PCC are consulted as a corporate body – any comments submitted should be a consensus view. • Responses to the consultation should be submitted by e-mail to: sophie.west@exeter.anglican.org These will be shared with the Archdeacon and Acting Bishop, and will inform any amendments to the documentation. • Consultees are welcome to ask questions and seek clarification or conversation with the Archdeacon or Sophie West during the consultation period. <p>The Ven. Andrew Beane ADE@exeter.anglican.org 01392 425 577</p> <p>sophie.west@exeter.anglican.org 01392 294 910</p> |
| Thursday 29 th August | Institution of the Revd Mike Clark as Interim Incumbent of the St David's benefice. | Bishop's and Archdeacon's Offices; and Patron | <ul style="list-style-type: none"> • Once instituted, Mr Clark will have the authority to enter into the CD Agreement with the Acting Bishop. |
| Tuesday 10 th September – Friday 20 th September | Consideration of comments received, further engagement | <ul style="list-style-type: none"> • Archdeacon and Acting Bishop to consider comments received and engage with consultees as needed. | |

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| | with consultees and amendments to paperwork | <ul style="list-style-type: none"> • Sophie West and Registrar to amend paperwork if required. | |
| w/c 26 th September | Paperwork to be signed | <ul style="list-style-type: none"> • Sophie West to coordinate. • Acting Bishop and Interim Incumbent to sign. | <ul style="list-style-type: none"> • It is hoped that this will enable the CD of St Michael and All Angels, Mount Dinham to be celebrated at Michaelmas, on Sunday 29th September. |
| Ongoing, beginning during consultation period | Preparatory Actions | <p>PCC of St David's and St Michael's Representatives, supported by Interim Incumbent, Archdeacon and diocesan staff.</p> <p>For queries re. the Electoral Roll, contact Sara Ashton, Executive Assistant to the Governance Team: sara.ashton@exeter.anglican.org 01392 294 931</p> <p>For queries re. finance and accounting, contact Lizzy Anderson, Parish Support Officer: elizabeth.anderson@exeter.anglican.org 01392 294 967</p> <p>For queries re. Safeguarding requirements, contact safeguardingenquiries@exeter.anglican.org or contact Ruth Putnam, Safeguarding Administrator and DBS Coordinator: 01392 294 929</p> <p>For other queries, contact the Archdeacon or Sophie West, who will endeavour to point you in the right direction.</p> | <p>There will be an inevitable transition period as the governance of the two parishes is separated. To help to ease the transition, it will be helpful for preparatory work to be completed in advance of the CD coming into being:</p> <ul style="list-style-type: none"> • Before a Special Parochial Church Meeting can be held for the election of a PCC for St Michael's, St Michael's will need to have its own Electoral Roll, established in accordance with Part 1 of the Church Representation Rules. In the first instance, the Roll will comprise (Rule 10) every person who, on the date when the CD comes into existence, has his or her name on the roll of St David's and who habitually attends public worship at St Michael's. There will be no geographical qualification for membership of the Electoral Roll, since the CD will have no geographical area beyond the footprint of the church building. • The PCC of St Michael's will need to have its own bank account in the name of the PCC. Relevant assets will need to be transferred from the St David's accounts. • Common Fund arrangements will need to be put in place. • Arrangements will need to be made for the St Michael's PCC to take on the insurance of the church building. |

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| Following signing of paperwork | Curate-in-Charge of CD to be appointed and licensed | Bishop's and Archdeacon's Offices | |
| Following signing of paperwork – and with Notices to be displayed for at least 2 Sundays beforehand | Special Parochial Church Meeting (SPCM) to be held for the new CD of St Michael | <ul style="list-style-type: none"> • To be chaired by the Curate-in-Charge (if licensed) or some other person appointed by the Bishop. • All those on the St Michael's Electoral Roll eligible to attend, vote and stand for election. | <ul style="list-style-type: none"> • The meeting must be held in accordance with Part 9 Rule M3 of the Church Representation Rules. • It is to be treated as the 2024 Annual Parochial Church Meeting (APCM) for the CD. • As with the APCM, notice of the meeting must be displayed on or near the principal door of the church for a period including the last two Sundays before the day of the meeting. • The meeting will follow the format of the APCM, and will include the election of the new St Michael's PCC – again, in accordance with the Church Representation Rules. • Since the CD does not serve a particular geographical area, the Churchwardens cannot be elected by a Meeting of Parishioners. Rather, it is members of the Electoral Roll who will be eligible to stand and to vote. • NB. DBS checks and regular completion of national Church of England Safeguarding training are statutory requirements for Churchwardens and PCC members as the trustees of an organisation that works with children and vulnerable adults. All Churchwardens and PCC members must adhere to these requirements and take the necessary actions as promptly as possible after the SPCM. • Once the Churchwardens and PCC have been elected, they will be required to run the church and the life of the CD, in accordance with the provisions of the Church Representation Rules. |

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| Following the SPCM | First meeting of the new PCC | To be chaired by the Curate-in-Charge or (if not yet appointed) a formally appointed Vice-Chair. | <p>The PCC will need to put in place a number of procedures and practices at an early stage, including but not limited to:</p> <ul style="list-style-type: none"> - Adoption of Safeguarding policies; - Establishment of best practice procedures for handling money, approving expenditure etc. - Approval of budget; - Adoption of Health & Safety policy and procedures |
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