

# BUCKINGHAM AREA BENEFICE VACANCY PROCESS

## SUGGESTED SECTION 12 MEETING AGENDA

Attendees: Bishop/Archdeacon, Patron, PCC, Area Dean/Lay Chair, PDA (when necessary)

Note: This meeting is open to all PCC members. Other people may attend the Section 12 meetings, if they wish. However, if a contentious issue requires a vote only PCC members and those involved in the formal vacancy process will be able to vote.

1. Prayer
2. Purpose and structure of the meeting  
(explanation)
3. Parish Profile  
(final approval of the Parish Profile, Role Description and Person Specification)
4. Interview day (s)  
(discuss and agree an outline structure for the interview day(s))
5. Advertising  
(agree arrangements and timescales for preparation of the advert)
6. Dates for the vacancy process  
(final agreement on dates for advertising, shortlisting, and interview. Proposed dates should already have been agreed with the Bishop's/Archdeacon's office)
7. Prayer

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