



## **Incumbency Committee Member** **Job Description**

**Our Mission:** to reach a post-church generation with real encounters with God, through authentic people.

### **Appointment:**

Section 14 of the Appointments Act stipulates that at each Annual Meeting, the parish elects two lay members of the Parish Incumbency Committee and the wardens nominate one of their own (a warden). The warden's appointment may be made between the annual general meeting and the first meeting of the incumbency meeting. Details of the composition of this committee are included in the Office Bearers' information forwarded annually to the Registrar.

Once the Incumbency Committee has been convened to fill a vacancy, the committee will operate until an incumbent is appointed and commences his/her tenure. The two newly appointed lay members will form part of the new committee following this appointment.

### **Composition:**

Following the convening of an Incumbency Committee, the committee will consist of:

- three diocesan representatives - the Regional Bishop (chairperson), the local Archdeacon, an elected Consultant appointed by the Registrar from the panel of consultants
- the two elected parish members
- the nominated churchwarden

In parishes where there is more than one vestry, one lay representative from the principal church and one from each of the other churches in the parish are elected as representatives.

On every third occasion the choice, as to which priest shall be offered the appointment, is made by the Archbishop following consultation with the Regional Bishop.

The Regional Bishop and Archdeacon also have responsibility for the Parish during the vacancy, and will keep in touch with it via the Locum and the Parish Incumbency Committee.

### **Role of the Committee:**

The role of the Parish Incumbency Committee is to:

- review and know the parish (its history, achievements, concerns and potential future, as well as its peculiarities and special emphases)
- initiate a Vacancy Consultation if there is to be one,
- consider possible clergy,

- interview potential clergy,
- recommend the selected cleric to the Archbishop for appointment.

The incumbency committee does not appoint the cleric. Further, the committee should not disclose the identity of their recommendation till the Archbishop announces the appointment.

Following the convening of an Incumbency Committee, the lay members of the committee are encouraged to read the following publications which are available from the Parish Office upon request:

- *Making the best use of a vacancy*
- *Procedures for the appointment of a Priest*

**What this role involves:**

Meeting with the Bishop as required when the Incumbent's tenure is coming to an end.

- The tenure of a priest licensed as Incumbent typically ceases at the completion of ten years.
- A priest licensed as Priest-in-Charge may be appointed Incumbent by the Archbishop at the completion of three years. The Incumbency Committee may meet to discuss this with the Bishop or be consulted in writing.
- A priest licensed as Curate-in-Charge may be appointed Incumbent by the Archbishop at the completion of his/her curacy (four year training period). The Incumbency Committee may meet to discuss this with the Bishop or be consulted in writing.

**What you agree to be kept accountable to:**

*I have prayed about and been offered a position as a member of the Incumbency Committee and I now choose to commit myself to the following:*

- I agree with and support our church's Mission, Vision and Values
- I have signed the Code of Conduct.
- I have read my job description and commit to following it to the best of my ability.

*"...whoever wants to become great among you must be your servant..." Matthew 20:26*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_