Appendix 1.1 - Glossary of Terms Commonly Used in Pastoral Reorganisation and Dealing with Church Buildings

**Advowson**
The right to appoint a priest to [fill] a beneficiary by presentation or collation. The owner of an advowson is called the patron. (Note: An advowson is 'property').

**Appropriation**
To change the use to which any land is put without necessarily changing the ownership of the land. Commonly used when land is held for charitable purposes.

**Archbishop**
Senior bishop with authority over a Province - of Canterbury and of York.

**Archdeacon**
An office held by a senior member of clergy appointed by the bishop with an administrative responsibility over an archdeaconry. Some of his/her duties are laid down by law but in other respects vary according to diocesan practice: they include care for church property.

**Archdeaconry**
Sub-division of the diocese over which an archdeacon has administrative responsibility.

**Area Bishop**
In some larger dioceses a bishop who shares spiritual oversight with the diocesan bishop over a particular area.

**Assistant Bishop**
Usually a retired bishop or a bishop who has served abroad, who helps the diocesan bishop in some of his work.

**Benefice**
An ecclesiastical office carrying certain duties. An incumbent's benefice is therefore not a geographical area (see parish) but the office to which (s)he is appointed and may comprise one or more parishes. A benefice may be a rectory or vicarage from which the incumbent is called rector or vicar.

**Bishop (See also Area Bishop, Assistant Bishop, Flying Bishop and Suffragan Bishop)**
In the Church of England the bishop is the central focus of organisation and ministry within his diocese. He is the chief pastor and authority and shares the cure of souls with all the incumbents of that diocese. He is also, in his own person, the chief representative of the diocese in the work of the wider church. He may be assisted by suffragan or assistant bishops.

**Bishop’s Legal Secretary**
Office always held by a solicitor, and not a freehold. Duties are not precisely tied down but include advising and assisting bishop in legal matters which affect his episcopal jurisdiction and office (e.g. formalities connected with ordination, filling of vacant benefices, suspension of presentation, institutions etc.). Office usually held in plurality by registrar.
**Bishop’s Mission Order**
The Dioceses, Pastoral and Mission Measure 2007 made new provisions whereby a bishop may, following consultation, make an order providing recognition, accountability and oversight for a ‘mission initiative’ – see House of Bishops’ Code of Practice on Bishops’ Mission Orders. These provisions are now incorporated in Part 7 of the 2011 Measure.

**Canon Law**
Canon law forms part of the law of the Church of England. The Canons are, in essence, 'by-laws' for the guidance of the church.

**Cathedral**
The church in each diocese in which the bishop's throne is located. Although the bishop enjoys the pre-eminent rights in his own cathedral, its day-to-day administration is in the hands of a cathedral chapter. The cathedrals of dioceses founded since circa 1870 have remained as parish churches with parochial as well as cathedral responsibilities. Cathedrals dating from before the mid-19th Century are extra-parochial.

**Cathedral Chapter**
The body which governs and administers a cathedral. There is usually a 'greater' chapter which meets infrequently and has very limited duties and responsibilities. The 'administrative' chapter consists of the dean with the residentiary canons (i.e. those canons whose ministry is based wholly or in part on the cathedral). In parish church cathedrals administrative responsibility resides with a somewhat larger cathedral council which includes the dean, residentiary canons and a number of diocesan representatives. The property of the cathedral is legally vested in the chapter.

**Chapel of Ease**
A consecrated church that it is not a parish church but is within a parish that does have a parish church. Originally for the ease of parishioners who could not attend the parish church.

**Church**
Strictly, and exclusively for the purposes of the Mission and Pastoral Measure 2011, a consecrated building used for public worship.

**Church Buildings Council (CBC)**
Statutory body serving as the unified national Church source of advice on church buildings. Under the Mission and Pastoral Measure 2011 it produces a report for the Diocesan Mission and Pastoral Committee on any church which it is proposed to declare closed and advises the Church Commissioners on churches closed for regular public worship on matters relating to the historic, architectural, and archaeological importance of such churches. Set up by the Dioceses, Pastoral and Mission Measure 2007, the CBC assumed in amended form the responsibilities formerly held by the Advisory Board for Redundant Churches and the Council for the Care of Churches. The CBC’s Statutory Advisory Committee (SAC) advises the Church Commissioners on churches closing or closed for regular public worship.
**Church Buildings (Uses and Disposals) Committee**
A statutory committee of the Commissioners’ Board of Governors (appointed under s.56 of the 2011 Measure) which makes decisions on closed churches matters. It is chaired by the Third Estates Commissioner.

**Churches Conservation Trust (CCT)**
A body established by the Pastoral Measure 1968 to care for closed churches of particular historic or architectural interest transferred to it by the Commissioners. (Formerly called the Redundant Churches Fund.)

**Church Representation Rules**
Schedule 3 to the Synodical Government Measure 1969 but updated as a separate booklet. They contain the mechanism for the setting up of representative bodies in the Church of England from parochial church councils to the House of Laity of the General Synod.

**Churchwardens**
The chief lay officers of a parish elected annually by parishioners with the consent of the incumbent. The number and qualifications of and the time and manner of choosing churchwardens are regulated by the Churchwardens Measure 2001. There are normally two churchwardens of every parish. They have various statutory duties. They have the right to make representations on a proposed glebe sale when the benefice is vacant and to receive notices under the Pastoral Measure and the Parsonages Measures if there is no parochial church council. They are frequently appointed as sequestrators during vacancies of benefices.

**Churchyard**
Consecrated land attached to a church that has often been used for burials.

**Civil consents**
See under secular consents.

**Civil Parish**
Until 1866 ecclesiastical parishes were also used as units of local government, but from this date a new unit known as the 'civil parish' was established. Sometimes these were identical to the older church parishes, but more often they were based around other divisions. Since 1866 these two types of parish have followed separate patterns of change, so in most cases the boundaries of these two units do not coincide.

**Closure, declaration of**
The act of closing a church for regular public worship under the Mission and Pastoral Measure 2011.

**Collation**
The act of both presenting a priest to a benefice and of instituting him or her to that benefice when the bishop is patron.

**Commonwealth War Graves Commission**
A body established by Royal Charter whose duties are to mark and maintain the graves of Commonwealth forces that died in the two World Wars.
**Consecration**

The act of setting apart land or buildings for sacred uses for all time. Performed by the bishop upon the decree of an ecclesiastical court. In the eyes of the law consecrated land can be used for none other than sacred purposes unless this legal aspect is set aside by due process of law. As a result of the Pastoral (Amendment) Measure 2006 it is now possible to lease under faculty part of a church building, provided that taken as a whole the building continues to be used primarily as a place of worship.

(Note: The law does not provide for 'deconsecration'; when the future of a closed church is settled under the Mission and Pastoral Measure 2011 this normally removes the 'legal effects of consecration': the spiritual effects of consecration cannot be removed by legal process.)

**Conventional District**

A defined area placed under the care of a curate in charge (called the Minister of the Conventional District) with a district church council, by agreement between the incumbent(s) and bishop. They are not parishes but can have all the apparatus of a parish. They are often thought of as experimental parishes pending their creation as proper parishes in their own right.

**Conveyance/Transfer**

The act by which title to property is conveyed/transferred from one party to another. Commonly refers to the legal document which sets out the details of what is to be conveyed/transferred. (Transfers relate to titles registered with H.M. Land Registry.)

**Covenant**

A legally binding agreement included in a conveyance, transfer or lease, between two or more parties to do, or to refrain from doing, a specified act. Covenants can be positive or negative.

**Curate**

Generally used to describe an assistant curate to an incumbent. Such assistant curates are licensed to their work by the bishop.

**Curate in Charge**

An assistant curate put in charge of an area within the parish, often with responsibility for a second or daughter church.

**Cure of Souls**

'Cure' means 'care'. The bishop has the universal cure of souls in a diocese but, subject to this, the incumbent of a benefice (or team rector and team vicar(s) in a team ministry) has the exclusive cure of souls within his or her parish or parishes. The expression should not be confused with the more general phrase 'pastoral care'.

**Curtilage**

Land attached to a church, usually consecrated, but which has not been used for burials.

**Deanery**

A sub-division of an archdeaconry usually comprising between 10 and 20 parishes.
**Deanery Synod**

A body of clergy and laity elected or appointed by the PCCs in a deanery.

**Deed**

A written document giving effect to some legal arrangement or transaction, signed and sealed by the parties involved.

**Detached area**

Part of the area of a parish detached from the main area of the parish.

**Diocesan Advisory Committee for the Care of Churches (DAC)**

Statutory Committee established by the Faculty Jurisdiction Measure to advise on matters affecting changes to church buildings, their contents and curtilage.

**Diocesan Board of Finance**

A company constituted by the diocesan synod and regulated by the Companies Acts. A board of finance holds property for Church of England purposes, transacts business in that connection and acts as a committee of the diocesan synod. It normally also acts as the diocesan trust.

**Diocesan Board of Patronage**

A statutory body which may acquire, hold and transfer rights of patronage. (See Schedule 3 to the Patrons (Benefices) Measure 1986 for its constitution and rules of procedure.)

**Diocesan Parsonages Board/Committee**

Statutory Board/Committee for which provision is made by the Repair of Benefice Buildings Measure 1972. Its duty is to oversee the management of the diocesan housing stock and to provide a residence house for stipendiary ecclesiastical office holders other than diocesan bishops, incumbents and cathedral clergy. (See section 1 of the 1972 Measure for its constitution and ss. 4-7 of the Ecclesiastical Offices (Terms of Service) Measure 2009 for its duties as a housing provider).

**Diocesan Mission and Pastoral Committee**

Statutory Committee established by the Dioceses Pastoral and Mission Measure 2007 to replace the former diocesan pastoral committee and redundant churches uses committee. Its appointment and functions are now provided for in the 2011 Measure (see Chapter 2). Exercises a major role in relation to reviewing the arrangements for pastoral supervision in the diocese and, as appropriate, making recommendations to the bishop. (See s.2, s.3 and Schedule 1 to the Mission and Pastoral Measure for its constitution and rules of procedure.) Also maintains an overview of matters relating to church buildings and exercises functions in relation to church buildings closed for regular public worship.

**Diocesan Synod**

A body of clergy and laity, elected from the Deanery Synods, and chaired by the bishop of the diocese.

**Diocesan Trust**

A body, normally the diocesan board of finance, holding property upon trust for diocesan or parochial purposes.
**Diocese**

One of 43 main territorial units of the Church of England over which a **bishop** has responsibility. Divided into **archdeaconries**, **deaneries** and **parishes**.

**Dispossession**

The act under the **2011 Measure** of depriving an incumbent of his or her benefice by dissolving it or uniting it with another and not naming him or her as incumbent of any new benefice created by a pastoral scheme. Not to be confused with **technical dispossession**.

**District Church Council**

If a parish comprises two or more **places of worship** or churches then individual councils can be set up for the districts in which each place of worship or church is situated to exercise such functions as may be delegated within prescribed limits by the **parochial church council**.

**Draft**

As in draft “pastoral”, “pastoral church buildings” or “pastoral (church buildings disposal)” **scheme**. A document issued for consultation purposes.

**Easement**

A legal right to use some other person's land for a specific purpose e.g. to provide a right of access or to lay service pipes or wires.

**Ecclesiastical Commissioners**

The body which from 1836 to 1948 managed certain estates and revenues of the Church of England. It also took over the role of the Church Building Commissioners and gradually undertook national administrative tasks in relation to pastoral reorganisation. It was united with Queen Anne's Bounty in 1948 to form the Church Commissioners.

**Electoral Roll**

A register of lay members of the Church of England in each parish who are entitled to elect the **parochial church council** and attend the annual parochial church meeting.

**Endowment**

Capital (including land or securities) often deriving from gifts and held to provide an income, e.g. to the holder of an office.

**Extra-Parochial Place**

An area of land belonging to no parish. The exact historical reasons in any given case may be lost but often an extra-parochial place comprises a royal peculiar, a cathedral, or the site of an ancient priory etc.

**Faculty**

Official permission of the chancellor of a diocese (or an **archdeacon**) to make any changes to a **consecrated** building or land. Any such changes, e.g. structural works, must not alter the sacred nature of the building or land. A faculty is also required to authorise works to most unconsecrated places of worship and rights of way over a churchyard or church site - e.g. to provide access to the parsonage house.
**Faculty Jurisdiction**

The consecration of a piece of land has the automatic effect of bringing it within the jurisdiction of the bishop of the diocese whose permission by the granting of a faculty is necessary before alteration can be lawfully effected. In practice this jurisdiction is exercised on the bishop's behalf by the Chancellor of the diocese or an archdeacon. Jurisdiction would normally be claimed over unconsecrated places of worship. Faculty jurisdiction ensures that neither the structure nor the contents of churches are altered without authority. A church which has been declared closed by a pastoral scheme and has entered the "use seeking period" is still subject to faculty jurisdiction during this period (in addition, where applicable, to listed building consent).

**Flying Bishop**

The term commonly used to describe the suffragan bishops nominated by the archbishops as provincial episcopal visitors to undertake episcopal duties in those parishes who have petitioned their bishop for alternative arrangements in the light of their opposition to the ordination of women.

**Fee Simple**

To hold property "in fee simple" means to do so as one's absolute and rightful possession. It is another expression for freehold.

**Freehold**

An incumbent appointed before 1976 has, subject to certain conditions, the tenure of his benefice for life, even if the benefice to which he was originally appointed is subsequently affected by a pastoral scheme or order. Post 1976 appointees may only continue up to the age of 70. Certain other ecclesiastical office holders own a freehold. (See parson's freehold.)

**General Synod**

The 'Parliament' of the Church of England comprising the Houses of Bishops, Clergy and Laity. It replaced the former Church Assembly and continues to exercise the functions delegated by Parliament in 1919. The General Synod usually meets twice a year to debate and discuss matters of interest and to consider and approve amendments to Church legislation.

**Green Guide**

The commonly used name for the booklet giving the Commissioners' advice to dioceses and benefice architects on the standards of accommodation and design recommended for parsonage houses.

**Group Council**

Where a group ministry is established the parochial church councils of the individual parishes can form a group council to act in the area as a whole in such matters as the individual PCCs together decide.
**Group Ministry**

An arrangement, authorised by the *Mission and Pastoral Measure 2011*, whereby the clergy of two or more separate benefices can assist each other to make the best possible provision for the **cure of souls** in the area as a whole.

**Guild Church**

A church in the city of London designated as a Guild Church under the City of London (Guild Churches) Act 1952. Formerly **parish churches**, they have been converted to 'weekday churches' to take account of the large working, and small resident, population of the City of London. A Guild Church does not have a **parish** but does have a Guild Church Council equivalent to a parochial church council.

**Incumbent**

The **freehold** owner of a **benefice** - can be either a **rector** or a **vicar** - with responsibility for the cure of souls. May be assisted by curate, deacon, licensed lay worker, retired priest etc.

**Incumbent Designate**

A priest who has been presented to a benefice by the patron but not yet instituted and inducted. Such a person does not enjoy the legal rights of an **incumbent**. Alternatively a priest on the point of presentation and often named in a **pastoral scheme**.

**Interested Party**

One of the statutory persons or bodies that the DMPC is required to consult in accordance with s.6 and s.21 of the *Mission and Pastoral Measure 2011*.

**Joint Parochial Church Council**

Where a **benefice** comprises two or more **parishes** the **parochial church councils** of the individual parishes can form a joint parochial church council to act in the benefice as a whole in such matters as the individual PCCs together decide.

**Lease**

A legal agreement by which one party grants possession of property to another for a defined period of time, normally for a rent or capital sum (premium) or both. Also the deed by which the agreement is made.

**Leasehold**

The holding of property on the terms and by the authority of a **lease**.

**Leave to Appeal**

Any person who makes a **representation** to the Commissioners against a **pastoral scheme** or **pastoral church buildings scheme** has a right to apply for leave to appeal to the Judicial Committee of the **Privy Council** against a decision of the Commissioners to proceed notwithstanding that representation.

**Lessee**

A person to whom property is leased.

**Lessor**

The owner or head **lessee** of the property which is leased.
**Local Ecumenical Project** (or Partnership)
A scheme under which Churches of more than one denomination agree, in relation to an area or institution specified in the scheme, to co-operate in accordance with the provisions of the scheme in matters affecting the ministry, congregational life or buildings of the Churches which are participating in the scheme.

**Measure**
The Church of England equivalent of an Act of Parliament. The General Synod has powers to formulate Measures which must be approved by Parliament and receive the Royal Assent. Whilst Parliament can reject a Measure it has no power to amend one. Measures form part of the laws of England.

**Members (‘Other’) of a Team Ministry**
May be clerical or lay (see s.34 of Mission and Pastoral Measure 2011). They share the pastoral care of the area with the team rector and team vicars, but NOT the cure of souls.

**Memorials**
See under Tombstones.

**Mission and Pastoral Measure 2011**

**Mission Church**
Used loosely to describe a 'daughter church' in a particular area of a larger parish, usually an unconsecrated building.

**Monuments**
See under Tombstones.

**Non-statutory Public Inquiry**
Similar to a Public Inquiry. May be called by Secretary of State where sustained qualifying objections to the proposed demolition under a scheme under the 2011 Measure of a listed closed church or an unlisted one in a conservation area are made by the SAC of the CBC, English Heritage, the Local Planning Authority or a national amenity society.

**Non Stipendiary Minister**
See Self Supporting Minister

**Order**
See Pastoral Order.

**Order in Council**
Ordinarily a government decree made under the authority of a statute. Also the means by which some ecclesiastical legislation becomes law. Formally a decree of the sovereign and Privy Council. (Schemes under the Pastoral Measure 1983 used to be confirmed by an order in Council; this is no longer the case.)

**P2/2A**
The forms sent in by a diocese indicating which Interested Parties have been consulted.
**Appendix 1.1 – Glossary of Terms**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>P10</td>
<td>The form completed by a diocese giving details of a church to be declared closed.</td>
</tr>
<tr>
<td>P20</td>
<td>The form completed by a diocese giving details of any consecrated land which is to be disposed of or appropriated under s.44 of the Mission and Pastoral Measure 2011.</td>
</tr>
<tr>
<td>P30-P35</td>
<td>Consent forms under the shortened procedure (section 17 of the Mission and Pastoral Measure 2011).</td>
</tr>
<tr>
<td>Parish</td>
<td>The basic geographical unit over which an incumbent has cure of souls. There may be several parishes within the area of one benefice.</td>
</tr>
<tr>
<td>Parish Centre of Worship</td>
<td>An unconsecrated Place of Worship designated by the bishop under s.43 of the 2011 Measure, whereupon for most purposes (other than marriage) it is regarded as a parish church.</td>
</tr>
<tr>
<td>Parish Church</td>
<td>A consecrated building in a parish in which, subject to canon law, the statutory services must be held. Parishioners have a right to be married, baptised etc. in the parish church. S.41(2) of the Mission and Pastoral Measure 2011 requires that any new church or existing building which is to become a parish church must be approved by the bishop, subject to the bishop having consulted both the DMPC and the DAC.</td>
</tr>
<tr>
<td>Parish Information Form (P100)</td>
<td>The form sent to a diocese when representations are received to gain information about parochial life that is useful to the Commissioners' Pastoral Committee when it considers the representations.</td>
</tr>
<tr>
<td>Parochial Church Council</td>
<td>Representative body of parishioners elected from those on the electoral roll in accordance with the Church Representation Rules. Usually chaired by incumbent.</td>
</tr>
<tr>
<td>Parsonage Building Fund</td>
<td>A Fund held by the Commissioners, under s.5(3) of the Parsonages Measure 1938, from the sale of a parsonage house or other parsonage land. It can be used for parsonage purposes or, if not required for that use, for certain other purposes.</td>
</tr>
<tr>
<td>Parsonage House</td>
<td>The official place of residence of an incumbent of a benefice. The house belongs to the incumbent in right of his or her office.</td>
</tr>
<tr>
<td>Parsonage Land</td>
<td>Generally, any land or property no longer required as the official residence of an incumbent for which future provision has not yet been made. It is formally defined by s.45 of the Endowments and Glebe Measure 1976. It does not simply mean land adjoining the parsonage house.</td>
</tr>
</tbody>
</table>
**Parson's Freehold**
Until 1969 the incumbent of a benefice could not be removed (except for misconduct) if he chose to stay. The freehold has been limited in recent years in two main ways: (a) by schemes now under the *Mission and Pastoral Measure 2011* introduced in 1969 which may have the effect of dispossessing the incumbent of his or her benefice by its dissolution, with proper provision for compensation; and (b) by the Ecclesiastical Office (Age Limits) Measure 1975 which provides that all those newly appointed to benefices after the coming into effect of that Measure on 1/1/1976 must retire at age 70. Those appointed before 1/1/1976 may, if they choose, stay for life so long as they are not dispossessed. This applies even if their benefices are subsequently affected by pastoral schemes or orders.

**Pastoral Committee**
A Committee of the Commissioners' Board of Governors which makes decisions on *representations* on pastoral, houses and glebe matters. It is chaired by the Third Church Estates Commissioner.

**Pastoral Order**
A document which effects changes in pastoral reorganisation made under the *Mission and Pastoral Measure 2011*. Differs from a *pastoral scheme* mainly in that it deals with lesser matters and the procedures are simpler.

**Pastoral Scheme**
A document which effects more complex changes in pastoral reorganisation made under the *Mission and Pastoral Measure 2011* (excluding the closure of church buildings).

**Pastoral Church Buildings Scheme**
A document made under the *Mission and Pastoral Measure 2011* which effects the closure of a church building for regular public worship (and may settle its future). Other reorganisation may also be included in the scheme.

**Pastoral (Church Buildings Disposal) Scheme**
A document made under the *Mission and Pastoral Measure 2011* which settles the future of a church closed for regular public worship (or makes new provision for a church whose future had previously been settled, including under earlier legislation).

**Patron**
The person or body owning an *advowson* (i.e. right to present a priest to a benefice) who may be a private individual or a corporation (ecclesiastical or lay).

**Patronage**
Another word for *advowson*.

**Place of Worship**
An unconsecrated building in a *parish* licensed by the bishop for public worship. It may additionally be licensed for marriages.
Planning Permission
Consent to a development or change of use given under Town and Country Planning Acts by a local planning authority. An 'outline' application establishes whether consent for the proposal will, in principle, be forthcoming and may set out such further details as will be required before 'full' or detailed planning permission is given. A 'full' planning application seeks authority for a particular proposal which has been worked out in detail. In some circumstances e.g. in a conservation area, a 'full' application is required at the outset. Listed Building consent or Conservation Area consent may be separately required.

Plurality
The holding of two or more separate benefices by one incumbent. This can only be authorised by a scheme or order under the Mission and Pastoral Measure 2011.

Presentation
The act, by a registered patron, of presenting a priest to fill a benefice.

Priest in Charge
A priest given charge of a parish by licence of the bishop. (S)he has not been presented and therefore does not own the benefice property.

Privy Council
The private council of the Sovereign largely comprising present and former government ministers.

Province
An area of the church under the authority of an archbishop comprising a number of dioceses. There are two in England - Canterbury and York.

Queen Anne's Bounty
A corporation formed by Queen Anne in 1704 to distribute income which had previously been payable to the Pope and confiscated for the Crown by Henry VIII. Queen Anne surrendered this income for the benefit of the Church, initially to augment the livings of poorer clergy. Later the Bounty was empowered to make loans and (from 1830) grants for building and repair of parsonage houses. In 1948 it was united with the Ecclesiastical Commissioners to form the Church Commissioners.

Quinquennial Report
A building inspection report of a church or parsonage required to be undertaken every five years.

Quota
The annual contribution asked of each parish towards diocesan funds for clergy stipends, building, maintenance, diocesan purposes, Synod purposes etc. Also, in some dioceses, referred to as 'the parish share'.

Rector
The incumbent of a rectory.
**Rectory**

Historically a **benefice** where the whole of the tithe and glebe land were available for the maintenance of the minister. Rectories have also been created by statute e.g. a benefice where a **team ministry** is established. Also the house where a rector lives.

**Redundant Churches Fund**

See **Churches Conservation Trust**.

**Representations**

The **Mission and Pastoral Measure 2011** requires that any draft **scheme** or **order** be published and made available to the public. Any person can make written representations to the Commissioners either for or against what is proposed.

**Resolution A**

A resolution passed by a PCC preventing a woman ordained as a priest from exercising certain priestly functions in the parish concerned.

**Resolution B**

A resolution passed by a PCC preventing a woman ordained as a priest from holding the office of incumbent, priest in charge or team vicar in the benefice.

**Resolution C**

A resolution passed by a PCC petitioning the bishop for special arrangements for episcopal duties under the Episcopal Ministry Act of Synod 1993. (See **flying bishop**.)

**Reverter**

Provision in a **conveyance** for all or part of the property to return to the original grantor or his or her successors either at a specified time or when no longer required for its original purpose.

**Rural Dean (In some dioceses called Area or Urban Dean)**

The incumbent or priest-in-charge of one of the benefices in a **deanery** who acts as chairman of the clergy in the deanery and as a channel of communication between diocesan administration and parishes. His or her duties are not closely defined by statute and will vary from diocese to diocese. (S)he is however ex-officio a **sequestrator** of a vacant benefice.

**Rural Deanery**

See **deanery**.

**Scheme**

See **pastoral scheme**, **pastoral church buildings scheme** or **pastoral (church buildings disposal) scheme**.

**Sealing**

The final step in concluding a legal agreement or transaction by which the seals of the parties concerned are fixed to the document. (Only corporations need affix their seal.)
**Section 42**  
The section of the Mission and Pastoral Measure 2011 which provides for a consecrated church which is not required as a parish church or chapel of ease to be declared closed for regular public worship, but does not settle its future.

**Section 44**  
The section of the Mission and Pastoral Measure 2011 which permits the disposal or appropriation to another use of any land consecrated for the purpose of burials. In certain circumstances unconsecrated churchyards may also be dealt with under this section.

**Section 58**  
The section of the Mission and Pastoral Measure 2011 which permits the whole of the proceeds of disposal of a church to be closed or church site to be used, so far as required, for the provision of a new church or place of worship.

**Section 59**  
The section of the Mission and Pastoral Measure 2011 which permits both the closure of a church and its appropriation to a new use or its care and maintenance by the Churches Conservation Trust. Can also be used to authorise demolition if a church is unlisted and outside a conservation area.

**Section 66(1)**  
The section of the Mission and Pastoral Measure 2011 which permits simplified procedure for churches to be declared closed where they have not been used for divine service since 1 April 1964 (five years before Pastoral Measure 1968 came into effect).

**Section 66(2)**  
The section of the Mission and Pastoral Measure 2011 which permits the making of a pastoral (church buildings disposal) scheme to dispose of the site of any church or part thereof demolished before the commencement of the Measure or which is demolished otherwise than under Part III of the Measure.

**Secular (or Civil) consents**  
The consents required to enable a change of use for a closed church (planning permission) or for alterations to a listed building (listed building consent) or a building in a conservation area (conservation area consent).

**See**  
The official "Seat" or throne of a bishop, hence the place where the cathedral is generally situated and often used to denote the entire diocese. The See house is the bishop's official residence but need not be in the Cathedral City.

**Self Supporting Minister**  
A deacon or priest who does not receive a stipend or clergy pension or a house but supports himself or herself from his or her own resources. An SSM may hold an office, such as incumbent or team vicar, which would usually be a stipendiary one.
Sequestrator(s)  The person(s) responsible for administering the income of a benefice in sequestration. The churchwardens of every parish in the benefice and the rural dean act as sequestrators together with a person appointed by the bishop if he so desires (s.1(1) of the Church of England (Miscellaneous Provisions) Measure 1992).

Shortened Procedure  Common name for the procedure under s.17 of the Mission and Pastoral Measure whereby, if all the interested parties agree to pastoral proposals which can be implemented by a pastoral order, the bishop can make the order without the need for a period inviting representations (includes provisions for ‘deemed consent’). The Commissioners are not involved in such cases.

Stamp Duty  Tax payable to the government on conveyances/transfers of property. Since the Finance Act 1982 all transfers to Charities (including glebe purchases) are exempt. An historic concession on most parsonage sales was removed by the Finance Act 2003.

Statement of Reasons  A written statement from the Church Commissioners explaining their reasons whether to allow diocesan proposals under the Mission and Pastoral Measure 2011, or proposals for the future of a closed church, to proceed notwithstanding representations.

Statutory Advisory Committee (SAC)  Statutory Committee of the Church Buildings Council with responsibilities (in amended form) formerly held by the Advisory Board for Redundant Churches, primarily advising the Church Commissioners on churches closed or closing for regular public worship.

Statutory Declaration  Obtained when title deeds to a property cannot be found. It is a declaration made by someone who has known the property for an amount of time and is to the effect that they are not aware of anyone other than person X claiming title to the property. It is almost invariably the case that title documents to ancient churches cannot be found (if they ever existed at all).

Statutory Notice  Issued to certain statutory parties when a draft pastoral, pastoral church buildings or pastoral (church buildings disposal) scheme is published.
**Suffragan Bishop**
A suffragan bishopric, to which is attached the name of a prominent or ancient town within a diocese other than the cathedral city, is an office to which a bishop is appointed to assist the diocesan bishop in those functions which can only be undertaken by someone in episcopal orders e.g. confirmation or ordination. A suffragan bishop also shares in the diocesan bishop's pastoral care of the clergy and people of the diocese in such a way as the diocesan bishop requires him to. In some dioceses there are a number of suffragans each responsible for a geographical area in the diocese; elsewhere a suffragan operates on behalf of the bishop throughout the diocese.

**Suspension of Presentation**
A priest is 'presented' to the bishop as a candidate for a living by the patron. However, the bishop can initiate a period of suspension with the consent of the DMPC and after local consultation. During such a period of suspension no-one may be presented to the living without the consent of the bishop and the diocesan pastoral committee. Such periods of suspension may not exceed five years but are capable of renewal for further periods of five years.

**Team Council**
Where a team ministry is established a team council can be established, either under the authority of a scheme or under the Church Representation Rules. Such a council is similar to a joint parochial church council and provides a formal structure for all the parishes in the team to discuss matters of mutual concern.

**Team Ministry**
A special form of ministry whereby a team of clergy and possibly lay people share the pastoral care of the area of a benefice. Can only be established by a pastoral scheme.

**Team Rector**
The priest in a team ministry who heads the team and owns the property of the benefice. (S)he shares the cure of souls with the team vicars.

**Team Vicar**
A priest of incumbent status in a team ministry, other than the team rector. (S)he shares the cure of souls with the team rector and other team vicars.

**Technical Dispossession**
The informal term used to describe the type of dispossession that would occur if a rector or vicar in a team ministry did not have his or her term of office renewed. Can only occur when the priest had a freehold prior to a pastoral scheme which created an office for a term of years. This is, in fact, a real dispossession (subject to (a) the age and length of service of the priest concerned and (b) whether (s)he is offered another post).
<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th>Documentary proof of ownership of land. This may take the form of deed(s), a Land or Charge Certificate issued by H.M. Land Registry or, where no such evidence exists, a <strong>statutory declaration</strong> by a person who has known the property for many years. Before property is conveyed or transferred it is necessary for the vendor to establish title to the satisfaction of the purchaser.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tombstones, monuments and memorials</strong></td>
<td>Found within churches or churchyards. They commemorate deceased persons whether or not they are buried in the building or land. They remain the property of the heirs-at-law of the deceased and may, in certain circumstances, be removed or re-sited in advance of the disposal of a closed church/churchyard. If not removed they will pass into the ownership of the new user.</td>
</tr>
<tr>
<td><strong>Trust</strong></td>
<td>The holding of money or property for a particular purpose by a body or group of individuals legally entrusted with its administration.</td>
</tr>
<tr>
<td><strong>Trust Deed</strong></td>
<td>A legal document by which a <strong>trust</strong> is created and in which its conditions are set out.</td>
</tr>
<tr>
<td><strong>Use-seeking period</strong></td>
<td>Period within which <strong>Diocesan Mission and Pastoral Committee</strong> has to seek suitable alternative uses for closed church buildings. Normal maximum of 2 years but can be extended in exceptional circumstances.</td>
</tr>
<tr>
<td><strong>Vesting</strong></td>
<td>The transfer of church property to e.g. the Churches Conservation Trust or a diocese without any conveyance or other assurance (usually provided for within a <strong>scheme</strong>).</td>
</tr>
<tr>
<td><strong>Vicar</strong></td>
<td>The incumbent of any benefice that is not a <strong>rectory</strong>.</td>
</tr>
</tbody>
</table>