

A Pastoral Flowchart for the Closure/Sale Of Church Property

1. The closure or redundancy of any church property should first be raised in discussion with the Churchwardens. The Diocese should be consulted through the Registrar, and the **Flowchart on the Closure of Church Property** be distributed.
2. The proposed property for closure/sale should be listed on the Agenda for Parish Council for discussion.
3. At the Parish Council meeting issues to be considered should include:
 - How closure may impact on the mission of the parish.
 - Pastoral implications, who will be affected?
 - Demographic factors,
 - Community interest
 - Ongoing ministry to the area
4. The Parish council needs to pass a resolution supporting the closure and send this to the Registrar for consideration by the Diocesan Executive committee. The Executive will formally resolve the closure and sale of the property.

The Parish Council needs to be cognizant of the resolution of Synod that requires parishes to contribute 10% of any property sale to the **Diocesan Ministry Trust Fund** (Bishopric Endowment). This fund has been established to raise \$3M to enable the Bishopric to be funded independently of the Parish Share.

5. Where the property is a church property a final service will need to be organised at which the Bishop or his nominee will read the Certificate of Deconsecration which returns the building to secular use.
6. Where necessary a community meeting may need to be held to consult the wider community about the intended closure and sale. Consideration should be given as to whether a diocesan representative should be present such as the Registrar, the Property Manager, or the Bishop.
7. The clergy, churchwardens and Parish Council members should give consideration in regard to the pastoral care of church members affected directly by the closure. Members should be visited to ascertain their concerns and as to where they might attend church in future. If it is to be in another parish the clergy should take care to contact the Rector of that parish to which they wish to transfer.
8. Clergy are to take special care that all holy vessels associated with a church to be closed are accounted for.