



St Martha & St Mary's

ANGLICAN CHURCH LEUVEN

16th August 2023

Dear M&M's,

A letter from your Churchwardens regarding the vacancy

We hope you are enjoying the summer and look forward to seeing you all again in September.

As you will know, our Chaplain, Catriona, left us at the end of July and we are now in a period of vacancy. This letter is to inform you of the process we are obliged to follow which will conclude in the appointment of a new Chaplain to our community.

Your Council met with Sam van Leer, Archdeacon of NW Europe, in July to discuss the vacancy process. The Church of England has a set process that all churches must follow when seeking a new incumbent. Your Council is required to prepare the following documents which will form the application pack that is then sent to prospective candidates:

1. Chaplaincy profile – a description of who we are as a church and what we do.
2. Role description – the duties we expect our Chaplain to perform.
3. Person specification – the experience and qualifications we require of a future Chaplain.
4. Financial questionnaire – the financial package on offer.
5. Country entry requirements – visa requirements if non-EU.

These documents must be approved by Council with the Archdeacon in attendance. Once approved, the documents are submitted to the Diocesan office of the Diocese of Europe and the vacancy can then be advertised. We are hoping to hold this Extraordinary Council meeting to approve the documentation at the end of September.

In addition to these documents, the Council must also vote in two people known as 'vacancy representatives' (vacancy reps). The role of the vacancy reps is to sift through the application forms alongside the Bishop of Europe and the Archdeacon, to select candidates to interview, to be present at interview, and be involved in the final decision making. The

only requirement for a vacancy rep is that they are on the electoral roll and their role is to represent M&M's interests.

Two members of our community have put themselves forward for this role: Lydia Patmore (Churchwarden) and Karen Papellero (former Council member).

It is important that your voices and your views are heard by your Churchwardens and by your Council. You voted us into our positions in order to represent your views and to ensure your voices are heard in our Council discussions. We would therefore ask you to get in touch if you have any questions about this process or if you would like to discuss anything further. Please email us at anglicanchurchleuven@gmail.com or speak to us after a service. We value your views and contributions as we, with your trust, discern what is right for our community.

Finally, please do keep your churchwardens and council members in your prayers as we work to support M&M's during this vacancy.

With best wishes to you all,

Your churchwardens, Lydia and Sarah

Lydia Patmore and Sarah Jones