**NOTIFICATION OF CLERGY MOVES**

TO BE COMPLETED BY ALL CLERGY WHERE A DEED OF RESIGNATION IS NOT REQUIRED

|  |  |  |  |
| --- | --- | --- | --- |
| Please complete ALL details and send to:  The HR Department  Church House  5500 Daresbury Park  Daresbury  Warrington WA4 4GE | | | Or send by email to both:  [liz.geddes@chester.anglican.org](mailto:liz.geddes@chester.anglican.org) and [maxine.southwick@chester.anglican.org](mailto:maxine.southwick@chester.anglican.org)  Please call us on 01928 718834 if you have any queries regarding this form. |
| Surname |  | | | |
| Forename(s) |  | | | |
| Present Appointment |  | | | |
| Address |  | | | |
| With the agreement of the Diocesan Bishop/Incumbent/Priest-in-Charge\* | | | | |
| I intend to leave my present appointment on | |  | | |
| and to vacate the above property on | |  | | |
| From this date my new address will be | |  | | |
| **Please also complete the following section if you are taking up another clerical appointment** | | | | |
| I have accepted the appointment of | |  | | |
| in the parish/benefice of | |  | | |
| in the diocese of | |  | | |
| and will be instituted/collated/licensed to it on | |  | | |
| I have/have not got a car loan from the Church Commissioners. \* | | | | |
| Signed | |  | | |
| Date | |  | | |

\*Delete as necessary

This form should be completed before leaving an appointment in the Diocese of Chester. If you are moving to a new post, it should normally be completed as soon as a formal announcement of the new appointment has been made, even though the date of the move may not have been settled. The form is required so that official notification can be given to the Church Commissioners and Crockfords. Copies will be sent to the Bishop of Chester, Suffragan Bishop, the Archdeacon and the DDO, if appropriate.