

CONTENTS CHECKLIST

WHAT'S INCLUDED AND WHO IS DOING IT?

This page contains a table detailing all the tasks that need managing in order to create a parish profile.

Use this checklist and take copies to your initial meeting with the Archdeacon. With the help of your current priest try to give some time to allocating these tasks, so that you know exactly who is responsible for them.

TASK	WHO?	CONTACT
1. Our Archdeacon introduction		
2. Our Bishop introduction		
3. The Deanery & Vision background information		
4. The Deanery Plan information		
5. Our Leadership team information		
6. Our Mission & Ministry information		
7. Our local area background information		
8. Our parishes information		
9. Schools, hospitals, community amenities information		
10. The role information		
11. Essential & desirable skills information		
12. Vicarage information		
13. Statistics information		
14. Financial information		
15. Stewardship information		
16. Safeguarding information		
17. Image sourcing		
18. Proof-reading		
19. Amendments		
20. Parish sign-off		

