



ADVERTISING YOUR VACANCY

When the Parish Profile and any paperwork is ready the patrons will advertise the vacancy in whichever ways the PCC(s) prefer. Simeon's and Hyndman's Trustees rely almost entirely on donations from parishes to support our work and therefore we are unable to pay for advertising. The PCC(s) will therefore be responsible for meeting the cost and will need to bear this in mind when deciding which methods should be used.

Apart from personal contact and word of mouth there are three main ways of making known your vacancy to possible applicants. The first method will be used and it is up to you whether to make use of the second and/or third options.

1. WEBSITES

The vacancy will appear **free of charge** on **Simeon's website** (<http://www.simeons.org.uk>) and the profile will be available for download. You can also expect the vacancy to be advertised free of charge on your **Diocesan website**.

If any other patrons are involved it may be published on their website, if they have one. Certain other organisations, such as New Wine, also have vacancy sections on their websites; use of these usually incurs a charge.

The free websites will invariably be used and a lot of clergy will visit them if they are looking for a post. But they may not be seen by clergy who are less certain that they should be looking for a move at the particular time.

2. PATHWAYS

This is a 'central recruitment hub' for the Church of England and we expect it to become the main method used for advertising and the first port of call for clergy looking to move. Clergy can browse the website <http://pathways.churchofengland.org> for vacancies across the country. The application process is managed by Simeon's through Pathways.

To cover the cost of using this system Simeon's charge the PCC(s) £200 (incl. VAT); adverts can remain on Pathways for any length of time.

Again, this method will mainly be used by those actively seeking a new post, but it will probably have a wider reach than the patrons' and Diocesan websites.

3. THE CHURCH PRESS

The **Church Times** publishes adverts for clergy and other posts every week. The Church Times, both the print and on-line edition, is read widely by clergy. Press adverts may catch the eye of clergy who are less intent on seeking a new post, though the cost has to be borne in mind.

We strongly recommend using the 'until filled' option. This costs the price of two insertions plus an extra 20% with adverts appearing for four weeks. If the post is not filled after the first round of advertising, the same advert (with only the dates altered) may be reinserted free of charge. Currently there is a special 'until filled' offer of £1050 for adverts between 13-16cm high, including colour.

The Trustee responsible for your vacancy can advise you further about the *pros* and *cons* of each of these methods and with our Executive Officer, Ann Brown, will work with you on drawing up the text of the advert.