 **The Methodist Church**

 **East Anglia District**

Application for Chapel Closure / Society to Cease to Meet

*Please read the notes on the next page and complete each part of this form.*

1. Name of Circuit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name of Chapel / Methodist Society: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Application for closure of Chapel: yes / no

4. Application for Methodist Society to cease to meet: yes / no

5. Reasons for application. These may include replacement or redundancy of the building, local depopulation, fulfilment of the Society’s purpose, or other reasons.

6. Dates on which Managing Trustees and Circuit Meeting recommended closure:

Managing Trustees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Circuit Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. What is the current membership of the Society? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. If continuing, where will the Society meet? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. If permission is sought for the Society to cease to meet, what provision will be made for the current members?

10. Which will be the nearest Methodist Society? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How far is it? \_\_\_\_

11. What possibilities for other forms of mission are presented by the Chapel’s facilities and location?

*Please contact the District Property Secretary and the District Mission Enabler for guidance as to the use or sale of the building.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent Minister

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secretary of the Circuit Meeting

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**District Policy Committee Decision**

Name of Circuit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Chapel / Methodist Society: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consent for closure of Chapel: yes / no

Consent for Society to cease to meet: yes / no

Date Consent by District Policy Committee given: \_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair of District

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District Property Secretary

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**Notes**

**For regulations for the closure of a chapel, see CPD, SO 943. For a Society to cease to meet, see SO 605A. SO 654 addresses the issue of funds. These regulations must be followed.**

Please complete this form electronically if possible and then email it to the District Property Secretary, DPS@eangliamethodist.org.uk . If consent is given, one form signed by the District Officers will be returned to remain in the Circuit files and a copy will remain in the files of the District Property Secretary.

**Procedure**

1. Managing Trustees and Circuit Meeting agree to apply for permission to close and/or cease.
2. The Superintendent completes the form, obtains the necessary signatures and sends the form to the District Property Secretary.
3. The application is brought to the next meeting of the District Finance & Property Committee.
4. If approved, the application is then considered by the District Policy Committee which has a delegated authority, from the East Anglia District Synod, to act on their behalf in such matters.
5. If approved by the District Policy Committee, the form is signed by the Chair of the District and the District Property Secretary.
6. The form is returned to the Superintendent and a copy kept by the District Property Secretary.

**Closure and Sale**

No place of worship should be closed, however temporarily, without the permission of the District Policy Committee.

Permission to close does not carry with it permission to advertise a building for sale or to execute a sale or lease. These matters are dealt with under separate procedures and the advice of the District Property Secretary should be sought.

**Resources**

Helpful resources are available on the Connexional website, including Orders of Service for Chapel closure and ceasing to meet, advice on leadership through transition and guidance on practicalities: <https://www.methodist.org.uk/for-churches/equipping-circuits/endings/>