## 1. Go to the Post Search tab

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2. Start typing into the Role box and the options will appear

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N.B. As you type the options will reduce

3. If you want the PCC Secretary (for example) for a particular parish, type PCC Secretary into the **Role** box

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4. In the **Place** box, type the name of the parish you want

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5. Either continue typing or scroll down the list to find the one you need

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## 6. Select the one you need

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## 7. Press Search

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				Displaying results 1-1 of 1 result found.			

- N.B. Area Deans / Assistant Area Deans are attached to Deaneries Clergy, Readers, Pastoral Assistants etc are attached to Benefices PCC ... officers are attached to parishes DCC ... officers are attached to churches
- 8. Alternatively, just type into the Place box the benefice / parish / church

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9. Put a tick into the Include posts from parent places up to Benefice ...

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«	Role	Place	Occupied by	Actions	
	Administrator	The Parish of Bottesford (Parish)	Marsh, Mrs Laura	C Open post C Open place	Open contact
	Child Protection Co-ordinator	The Parish of Bottesford (Parish)	Gibson, Mrs Glenda	C Open post C Open place	Open contact
	Churchwarden	The Parish of Bottesford (Parish)	Topps, Mr John	ぼ Open post  ぼ Open place  ぼ	Open contact
	Churchwarden	The Parish of Bottesford (Parish)	Willcock, Mrs Jane	G Open post G Open place	Open contact
	Eucharistic Minister	The Parish of Bottesford (Parish)	Berrisford, Mrs Elaine	🕼 Open post 🛛 🕼 Open place 🗍 🕼	Open contact
	Eucharistic Minister	The Parish of Bottesford (Parish)	Bridge-Collins, Ms Mary	🕼 Open post 🕼 Open place 🕼	Open contact
	Eucharistic Minister	The Parish of Bottesford (Parish)	Galpin, Mr Stephen	G Open post	Open contact
	Eucharistic Minister	The Parish of Bottesford (Parish)	Gibson, Mrs Glenda	G Open post G Open place G	Open contact
	Eucharistic Minister	The Parish of Bottesford (Parish)	Jones, Mr David	C Open post C Open place	Open conlact
	Eucharistic Minister	The Parish of Bottesford (Parish)	Marsh, Mrs Laura	🕼 Open post 🛛 🕼 Open place 🗍 🕼	Open contact
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to see all the post holders within the benefice.