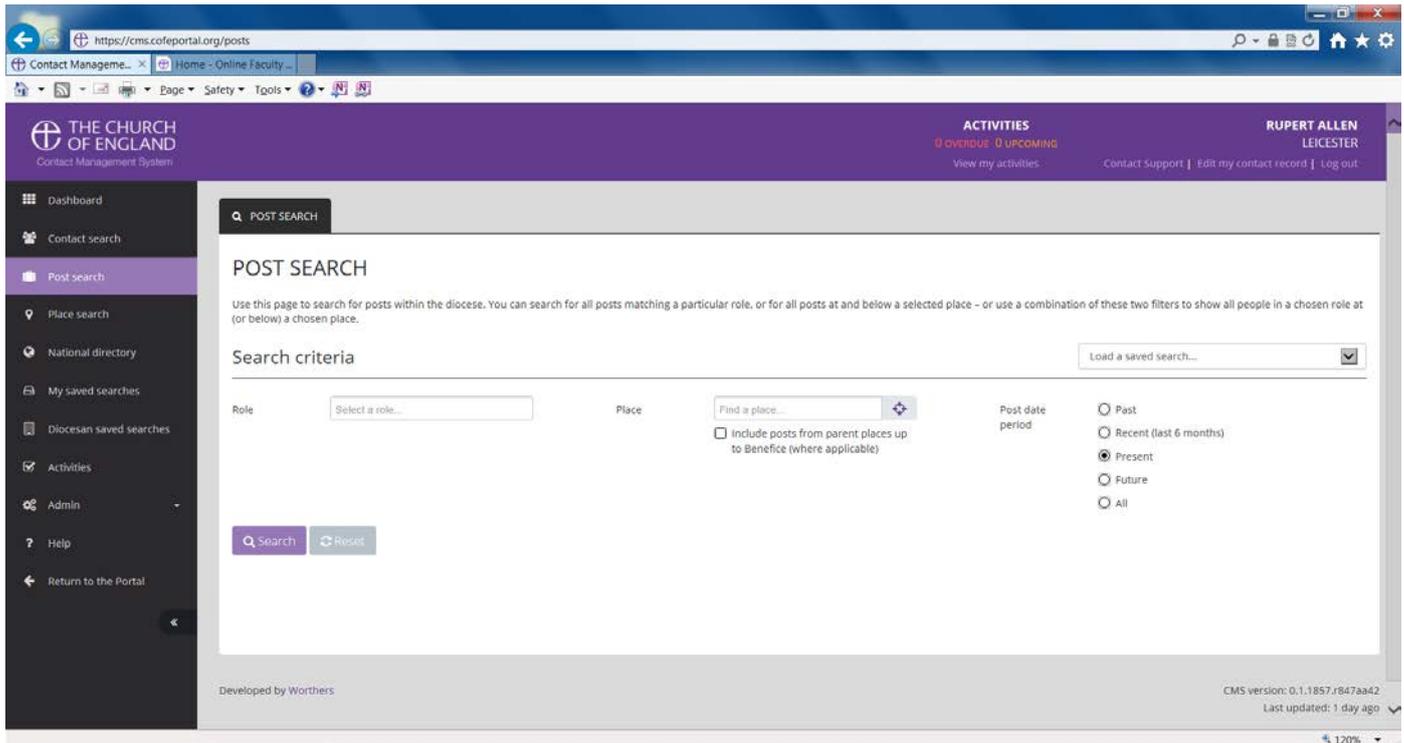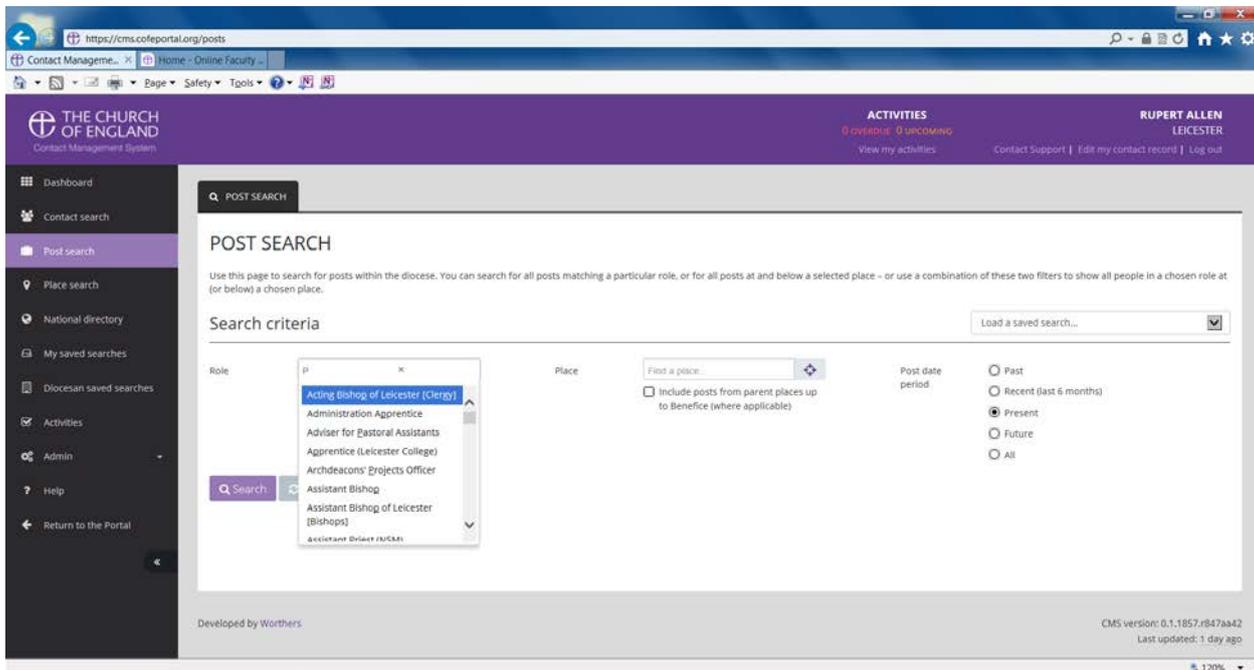# How to find a post holder
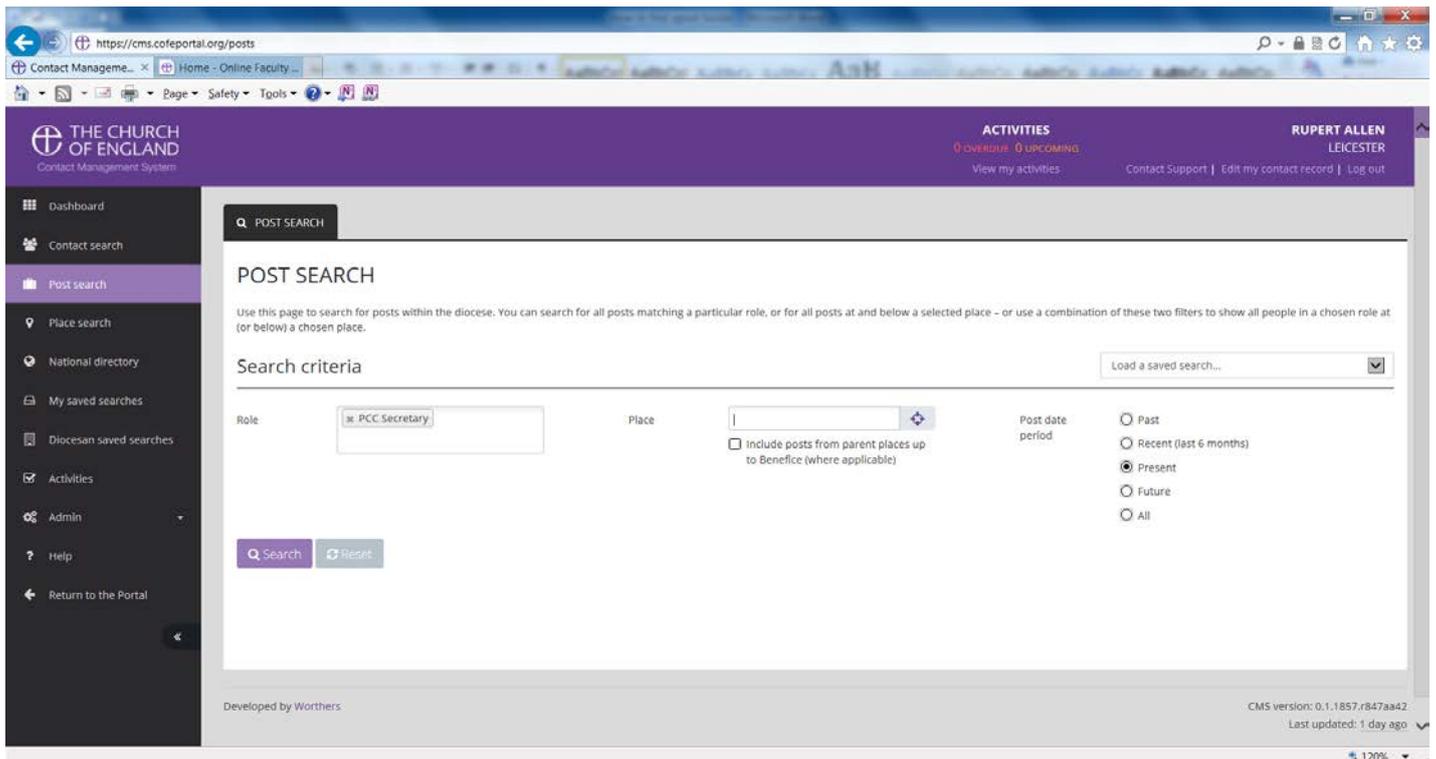
1. Go to the **Post Search** tab

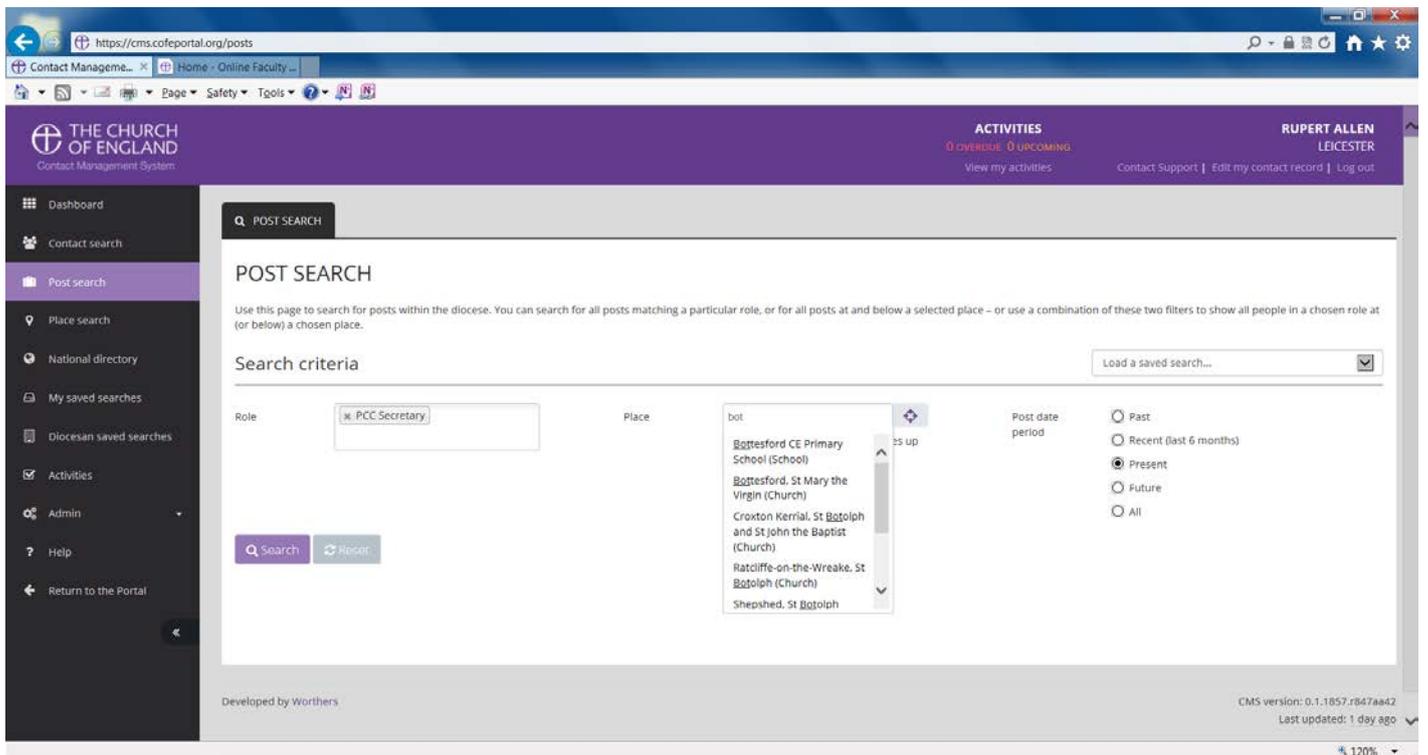2. Start typing into the **Role** box and the options will appear

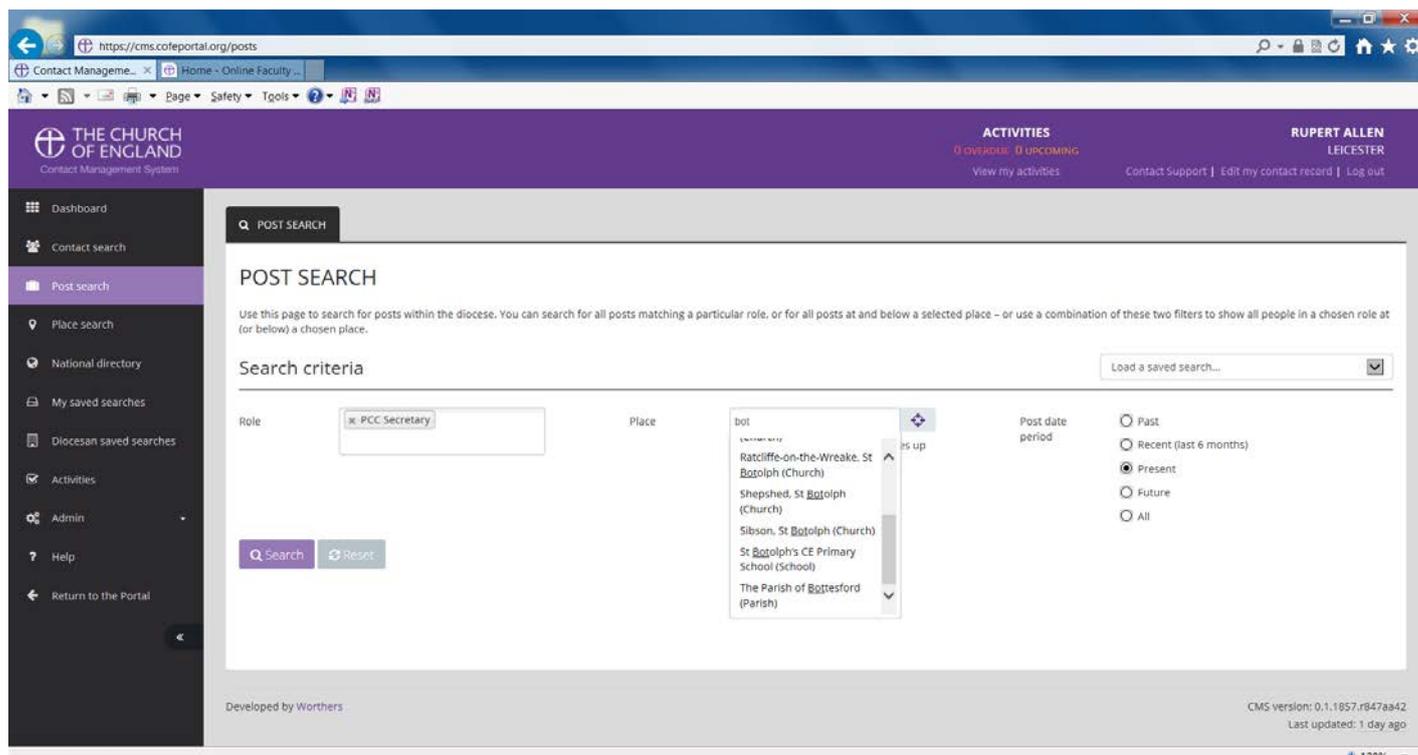**N.B.** As you type the options will reduce

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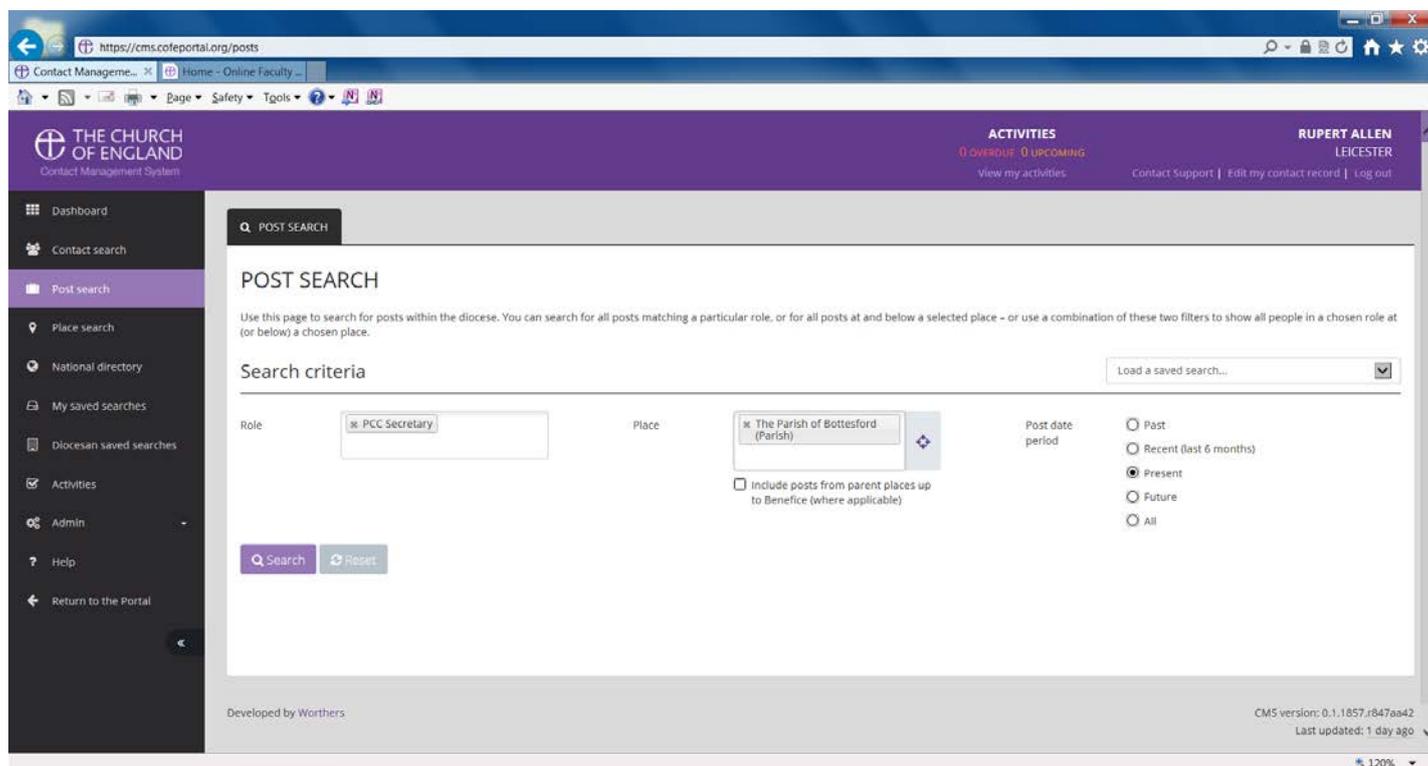

4. In the **Place** box, type the name of the parish you want

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

6. Select the one you need

7. Press **Search**

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

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

10. Press **Search**

to see all the post holders within the benefice.