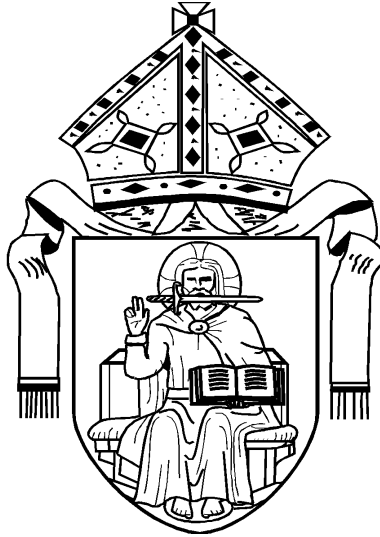


Diocese of Chichester
Diocesan Clergy Manual



November 2018

Contents

1. Introduction.....	1
2. Common Tenure.....	2
2.1 Freehold	2
2.2 Common Tenure.....	2
2.3 Qualified Common Tenure.....	2
2.4 Clergy not covered by Common Tenure.....	3
3. Statement of Particulars.....	3
4. Role Descriptions.....	4
5. Stipend	5
6. Augmentation of Stipends	5
7. Housing Allowances.....	5
8. Grants	6
8.1 First Appointment Grant	6
8.2 First Incumbency Grant	6
8.3 Removal Grants and Expenses	6
8.4 Continuing Ministerial Education Grant.....	6
8.5 Other Grants.....	6
9. Parochial Fees.....	6
10. Expenses.....	7
11. Termination of Appointment	8
11.1 Full Common Tenure.....	8
11.2 Qualified Common Tenure.....	9
12. Housing.....	9
12.1 Incumbents.....	9
12.2 Other Clergy	10
12.3 Vacating the Premises.....	10
12.4 Removals	10
13. Ministerial Development Review.....	10
14. Continuing Ministerial Development	11
14.1 Aims for Continuing Ministerial Education (CMD).....	11
14.2 Expectations	12
14.3 Current Continuing Ministerial Development Provision.....	12
14.4 Allowances	12
14.5 Extended Ministerial Development Leave	12
14.6 Study Leave	13
15. Well-Being	13
16. Annual Leave	13
17. Rest Period	14
18. Special Leave	15
19. Family Friendly Pay and Leave.....	15
20. Time Off for Dependants.....	15
21. Time Off for Public Duties.....	16
22. Jury Service.....	16
23. Sickness	17
24. Pension.....	18
25. Retirement Housing.....	19
26. Disciplinary Measures	20
27. Capability Procedure	20

28. Grievance Procedure.....	21
29. Pastoral Care.....	21
30. Spiritual Direction.....	21
31. Grants	21
32. Holiday Accommodation.....	21
33. Other Guidance and Policies	21

Diocese of Chichester

Diocesan Clergy Manual

I have a great concern that my clergy receive the best and most effective support possible, to enable us to exercise our ministry as effectively as we can within our parishes and institutions of the diocese. This Diocesan Clergy Manual will help those who hold office on Common Tenure to understand both their entitlements and their responsibilities. Clergy who do not enter into Common Tenure will still find much information here which will be helpful in their ministries. I pray that this manual will help our common life and make our ministries more effective, in our service of Our Lord Jesus Christ.

+ Martin, Bishop of Chichester

1. Introduction

At the end of January 2011, significant changes occurred in the way in which clergy hold office in the Church of England. These changes were the result of a number of years of careful deliberation concerning the way to deal appropriately with the issues that have developed from the increased level of employment legislation in the world, which affects the employment of individuals and groups.

The manual is on the Diocesan website (<http://www.chichester.anglican.org/clergy-handbook/>) and has links that enable other diocesan documentation to be easily accessible. Printed copies of the documentation are also available from the Diocesan Office at Church House Hove.

Clergy who hold office under Common Tenure are entitled to a written Statement of Particulars that sets out the obligations and rights of office holders conferred by the Ecclesiastical Terms of Service Measure and Regulations. This is supported by the Diocesan Clergy Manual which provides more detailed information on Common Tenure and on the custom and practice in this Diocese.

The Manual also contains a range of matters that apply to all clergy and that are not directly linked to clergy terms of service. Some sections will be specifically for clergy in particular positions (stipendiary or non-stipendiary).

The Manual is a document which will develop and change over time as new policies are introduced and further information of interest and help to clergy becomes available.

It should be noted that neither the Statement of Particulars nor this Diocesan Clergy Manual constitutes or forms any part of a contract of employment. While this Manual may include some information on matters that are legally binding on clergy, lay ministers and other lay officers and volunteers, it should be generally understood as guidance and for information unless it explicitly states otherwise.

2. Common Tenure

Over the years, it has become apparent that the process for holding office that exists in the Church of England no longer sits comfortably with the process of employment. Therefore, the Church has sought to maintain the system of office holding which is valued by both clergy and laity in the Church while allowing for the introduction of rights that are equivalent to those rights enshrined in employment law for those in secular occupations.

Common Tenure is the form of office holding introduced by the Ecclesiastical Offices (Terms of Service) Measure 2009. This form of holding office applies to all those appointed to office after the implementation date of 31st January 2011. It also applies to those who held office prior to that date but did not have the freehold.

Those who held the freehold at the date of implementation were invited to transfer to Common Tenure but were not obliged to do so.

This means that following the implementation of the Measure and Regulations the Church of England has a variety of arrangements for tenure of office.

Clergy on freehold will be able to opt into Common Tenure at any point following the implementation date.

2.1 Freehold

The traditional method of holding office in the Church of England for incumbents.

2.2 Common Tenure

The new method of holding office resulting from Ecclesiastical Offices (Terms of Service) Measure 2009. Common Tenure applies to both stipendiary and non-stipendiary priests.

2.3 Qualified Common Tenure

Under Regulations 29 and 29A some Common Tenure posts are on a fixed term or under terms which provide for the appointment to be terminated on the occurrence of a specific event and this is known as Qualified Common Tenure. It occurs in situations where the post is:

2.3.1 created to cover the absence of another office holder

2.3.2 held by a member of clergy over the age of 70

2.3.3 a training post

2.3.4 subject to sponsorship funding

2.3.5 probationary

- 2.3.6 created by a Bishop's Mission Order
- 2.3.7 held with another office or employment
- 2.3.8 held by a member of the clergy with limited leave to remain in the UK
- 2.3.9 designated as a Locally Supported Ministry Post
- 2.3.10 designated as an interim post.

A post may only be designated as a Locally Supported Ministry Post if:

- It is held by an assistant curate who is not in sole or principal charge of the parish in which he or she serves;
- The PCC has entered into a legally binding agreement with the DBF to meet all the costs, including stipend, expenses, pension and housing;
- The office holder, Bishop and PCC have all given their consent in writing.

Under regulation 30 an office may be designated as subject to potential pastoral reorganisation, in which case the Statement of Particulars must contain a declaration of this designation. Should the office cease to exist compensation will be based on the loss of one year's service.

2.4 Clergy not covered by Common Tenure

2.4.1 Those with Permission to Officiate (PTO)

2.4.2 Non-stipendiary Readers, Deaconesses and Lay Workers

2.4.3 Honorary Canons

2.4.4 Employed Clergy

There are some posts that are likely to be classed as employment when considered under the legislation and therefore these posts are held on contracts of employment and not Common Tenure.

3. Statement of Particulars

3.1. The Statement of Particulars (SOP) is a factual statement of the basic terms and conditions of service that apply to the office holder of a particular office.

3.2. Under the Ecclesiastical (Terms of Service) Regulations 2009 the

Bishop is required to nominate officer(s) to give the Statement of Particulars to an office holder. The nominated officers for the Diocese are the Archdeacons, each with responsibility for their own Archdeaconry.

3.3. All clergy on Common Tenure will be issued a Statement of Particulars within one month of the date from which the office holder took up office or moved onto Common Tenure.

3.4 The information that must be provided in the Statement of Particulars is set out in the Ecclesiastical Offices (Terms of Service) Regulations 2009.

Further information can be found on the Common Tenure website:

www.commontenure.org

4. Role Descriptions

4.1 A role description is not mandatory under the Terms of Service legislation but it is good practice in the context of making appointments, Ministerial Development Review, grievance and capability. It also helps to set expectations of parishioners.

4.2 Most dioceses have introduced role descriptions in parallel with the Statements of Particulars and a revised Ministerial Development Review process. The Archdeacons will prepare role descriptions for new appointments, which will be refined through the MDR process. Clergy without role descriptions will be encouraged to prepare them for review by the Archdeacon as part of the MDR process; a person to assist with the preparation will be identified during the MDR. Role descriptions should be approved by the Bishop.

4.3 Role descriptions will be revised when there is a vacancy. It will also be good practice for the new incumbent to review it with the Archdeacon after about 6 months in office.

4.4 In addition to the role description there are a number of other sources which define the role of the priest.

4.4.1 The Ordinal, which describes the role of a priest in a number of different ways at ordination.

4.4.2 Canon Law, which sets out church legislation which governs the way a priest should carry out their role.

4.4.3 The Licence from the Bishop

4.4.4 Guidelines for the Professional Code of Conduct for Clergy, which is a more recent document providing guidance on acceptable conduct. It can be found at

<https://www.churchofengland.org/about-us/structure/general-synod/about-general-synod/convocations/guidelines-for-the-professional-conduct-of-the-clergy.aspx>

4.4.5 Legislation of a more general nature which affects the role of the priest.

5. Stipend

5.1 Full time clergy receive an annual stipend of not less than the National Minimum Stipend or a stipend that together with any other income related to the office is not less than the National Minimum Stipend.

5.2 The National Minimum Stipend is determined by the Archbishops' Council.

5.3 The Diocesan Stipend is applicable to all stipendiary clergy (reduced appropriately for those working less than full-time). It is agreed by the Diocesan Board of Finance each year. Further information is available in the booklet Financial Aspects of Ministry.

5.4 For any queries regarding Stipends please contact the Stipends Administrator at Church House.

6. Augmentation of Stipends

It is the responsibility of the Diocesan Board of Finance to ensure that all incumbents' stipends are made up to the Diocesan Stipend for incumbents after taking into account their income from the following:

- a) Guaranteed Annuities and Personal Grants
- b) Parochial Giving Direct for Stipends (including contributions towards the costs of heating, lighting and cleaning the parsonage house)
- c) Easter Offerings
- d) Fees (both church fees and non-church fees)
- e) Income from Chaplaincies and Public and Educational appointments (after allowing for agreed expenses properly incurred in earning this income)
- f) Income from local trusts

Clergy who receive any such income must therefore give details to the Diocesan Finance Team.

The computation of income for augmentation purposes does not include:

- a) Spare-time earning
- b) Spouse's earning
- c) Private income
- d) Approved Working Expenses

There is therefore no need for clergy to provide details of income in these categories.

7. Housing Allowances

In some circumstances, the diocese will pay a Housing Allowance to clergy who are not living in a diocesan house. The amount is determined by the Diocesan Board of Finance.

8. Grants

The Diocese pays the following grants to clergy:

8.1 First Appointment Grant

The diocese pays a First Appointment Grant which is equal to 10% of the National Minimum Stipend. This is paid to Assistant Curates in training taking up their first appointment and is towards the cost of robes, theological books and any other equipment that they need for the new appointment.

8.2 Second Appointment Grant

The diocese pays a Second Appointment Grant which is equal to 10% of the National Minimum Stipend. This is towards the cost of setting up home for the first time in a house of the size normally provided for an incumbent or post of equivalent status. It is payable to clergy taking up their first parochial appointment after training, whether that is as incumbent, priest in charge or a second curacy.

8.3 Removal Grants and Expenses

When moving into a vicarage or Diocesan house, the Diocese will pay removal expenses. Quotes from three contractors should be obtained, and the preferred quote authorised by Archdeacon via the Stipends Administrator, Mrs Sue Atkins, at Church House 3 weeks before removal where possible to allow time for payment. One quote should be from Pickfords as they have a discounted rate with the Diocese (contact Mita Bhadresa on 0203 188 2143). It is advisable to ensure contractors visit before making a quote. The Diocese also pays a resettlement grant which is 10% of the National Minimum Stipend. This is in addition to any first or second appointment grant payable.

8.4 Continuing Ministerial Development Grant

The diocese will fund training required as a result of CMD and other work required by the Bishop. Enquiries have to be made **before** going on a course and application forms are available from the Continuing Ministerial Development Officer. Parishes are also encouraged to contribute to their ministers' ongoing learning needs.

8.5 Other Grants

Various bodies offer financial help to clergy and their families. Further details should be sought from the Archdeacon.

9. Parochial Fees

9.1 Since 1 January 2013, incumbents are no longer entitled to receive fees in accordance with the Parochial Fees Order made under the Ecclesiastical

Fees Measure 1986 unless they gave notice before 2012 to take advantage of transitional arrangements. The fees formerly payable to incumbents now belong to the DBF. The current level of fees can be found at:
<http://www.chichester.anglican.org/documents/guidance/parochial-fees-table-2018/>

9.2 Clergy must therefore report and pay over all fees received to the DBF. The Assigned Fees Return Form for quarterly reporting is available at <http://www.chichester.anglican.org/church-finances/>. All fees should be paid to the PCC and not received by the minister personally.

9.3 It is Chichester diocesan policy that clergy retired from stipendiary ministry are entitled to a casual duty fee for Sunday or mid-week services conducted in a parish in which they do not habitually worship to cover for an interregnum or for sickness. The DBF also pays limited travelling expenses, but not fees, to stipendiary clergy, SSMS and clergy in full time employment. The appropriate forms for both sequestration and covering sickness are available at <http://www.chichester.anglican.org/church-finances/>

9.4 Retired clergy means formerly stipendiary clergy who have reached state pension age, are not in stipendiary ministry, secular employment or self-employment, and who are beneficed, licensed or hold permission to officiate. It therefore includes retired house for duty clergy even if they are in receipt of an honorarium and/or housing allowance but no stipend or secular employment income. It does not include ministers who are over the state pension age but have earnings from part-time employment or self-employed work. Ministers who have taken early retirement may apply to the Remuneration Committee to be granted the right to claim fees. This will normally be granted in the case of ill health retirement, but not in the case of early retirement on financial grounds. It should be noted that clergy who are not beneficed, licensed or holding permission to officiate may not lawfully conduct occasional offices or any services.

9.5 Where a funeral has been taken by a retired clergy person, after the PCC receives a cheque for the statutory fees, the PCC should retain its own element of the fees, pay 20% of the DBF figure to the DBF on a quarterly basis, and pay 80% to the retired priest. It is the obligation of the clergy person officiating at a funeral service to ensure that the fees are paid over to the PCC for apportioning or, failing that, that the DBF and the PCC both receive the correct portion of the fees.

10. Expenses

10.1 The Central Stipends Authority's annual recommendations for the level of stipends are made on the basis that parochial expenses are reimbursed in full. If, therefore, clergy do not claim all their expenses, or their expenses are not fully reimbursed, they are receiving less than their full stipend. PCCs should be committed to reimbursing clergy expenses in full. In circumstances where PCCs are unable to reimburse appropriate expenses, clergy should inform their Archdeacon.

10.2 The Statement of Particulars for those on Common Tenure sets out the entitlement to be reimbursed for expenses reasonably incurred in connection with carrying out the office. It also makes it clear that reimbursement is the responsibility of the PCC(s).

10.3 A booklet that gives guidelines to parochial clergy and PCC treasurers about the reimbursement of expenses, including the types of expenditure which are properly reimbursable, is available from the Church of England website using this link:

<https://www.churchofengland.org/clergy-office-holders/remuneration-and-conditions-of-service-committee/the-parochial-expenses-of-the-clergy.aspx>

10.4 The Diocese recommends that HMRC rates for mileage be used. The rates for the current year including those for cycling can be found using this link:

<https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>

10.5 In addition to parochial working expenses, PCCs are responsible for meeting the council tax, water rates and environmental charges for all parish stipendiary staff.

10.6 The PCC should be expected to make funds available for redecorating a room annually and clergy are advised to use this capacity. It is important to remember that the PCC is responsible for funding redecoration when the property becomes vacant and so the financial aspect of catching up with this task will be considerable if no works have been done in the meantime. It is not permitted to apply textured paint finishes to ceilings or walls.

10.7 Where the cleric has a large garden, it is expected that the PCC will help with its upkeep.

10.8 If there is any difficulty with expenses, clergy should seek the advice of the Archdeacon.

11. Termination of Appointment

11.1 Full Common Tenure

The term of the office may only be terminated on the following grounds:

11.1.1 Resignation

Clergy are required to give written notice of not less than 3 months to resign their office but this can be varied by agreement with the Diocesan Bishop.

11.1.2 Capability

The Diocesan Bishop is required to give written notice of not less than 3 months to remove a member of clergy from office following a decision to do so under the Capability Procedure.

11.1.3 Discipline

A member of the clergy can be removed from office following a finding of guilt under the Ecclesiastical Jurisdiction Measure 1963 or the Clergy Discipline Measure 2003.

11.1.4 Death

11.1.5 Reaching retirement age

The office terminates when the office holder reaches the retirement age specified in relation to the office in the Ecclesiastical Offices (Age Limit) Measure 1975 or the expiration of any period for which the appointment is continued after retirement age.

11.1.6 The office ceases to exist because of a pastoral scheme or order.

11.1.7 The office holder is a priest in charge and the vacancy ends.

11.2 Qualified Common Tenure

In addition to the reasons given in section 11.1 above, Qualified Common Tenure may be terminated at the expiry of a fixed term or on the occurrence of a specified event.

11.2.1 Under Common Tenure a person may be appointed to office for a fixed term or under terms which allow the office to be terminated on the occurrence of a specified event. The circumstances under which this Qualified Common Tenure can be used are set out in paragraph 2.3 above.

11.2.2 Where a Qualified Common Tenure post is terminable under specified circumstances or is fixed term, the circumstances or end date of the fixed term must be included in the Statement of Particulars.

12. Housing

The majority of clergy are required to live in accommodation provided for the better performance of their duties.

12.1 Incumbents

Incumbents must occupy the parsonage house owned by the benefice, unless otherwise agreed by the Bishop. This is subject to the rights and duties set out in the Repair of Benefice Buildings Measure 1972 and its code of practice.

12.2 Other Clergy

Every full time office holder other than an incumbent who receives a stipend is entitled under the Ecclesiastical Offices (Terms of Service) Measure 2009 to be provided by the relevant housing provider with accommodation reasonably suitable for the purpose. Part-time office holders may also be provided with such accommodation. This is known as a 'house of residence'. It is occupied for the better performance of the duties of the office holder. It does not create a relationship of landlord and tenant between the relevant housing provider and the office holder. Details relating to the provision of housing and the duties and responsibilities of the housing provider and officer holder can be found at paragraphs 12-14 of the Ecclesiastical Offices (Terms of Service) Regulations. The Regulations can be accessed at www.common tenure.org

12.3 Vacating the Premises

Clergy are required to vacate the house within one month of vacating office or within such longer period as the Bishop may allow.

12.4 Removals

When moving into a vicarage or diocesan house, the Diocese will pay removal expenses. The arrangements for this are described above.

Further information about housing is available in the Diocesan Property Handbook, and, for clergy who have them, in the property licence agreement.

13. Ministerial Development Review

13.1 Under common tenure each Diocesan Bishop is required to provide a scheme for Ministerial Development Review and each office holder is required to co-operate and participate.

13.2 In providing a scheme, the Bishop has to have regard to Archbishops' Council Guidance.

13.3 MDR provides a guided discussion framed round the office holder's ministry. It should allow reflection on the last two years and the opportunity to plan for the future.

13.4 MDR is founded on the assumption that all office holders are responsible to God for the ministry entrusted to them and that they are accountable to the Church and to one another for the way in which it is exercised. Ministry is a gift and a trust for which each individual holds

account. Accountability is about preparedness to grow and develop on the basis of experience and the learning gained from it. It is also about how the work is done and how individual ministry can make a real difference. It is about affirmation and encouragement as well as challenge.

13.5 Each Diocese is able to develop its own scheme which incorporates principles, which have been established nationally. The national principles include:

- making it available to all
- that it should be carried out not less than once every two years
- reviewers to be appointed by the Bishop
- should be one to one
- it should include written feedback from a range of those who know about the person's ministry
- it should result in objectives being set
- it should be recorded

13.6 In outline the MDR scheme for the Diocese of Chichester includes:

- A requirement from the Bishop to take part in MDR every second year.
- After personal reflection, the consultation with others and the review interview, a summary review document is prepared by the reviewer and agreed with the reviewee. This is sent to the Bishop. The document should highlight ministerial objectives for the next two years, and what learning and development opportunities will enable them to be met.
- A copy of the section of the document with development objectives is sent to the Continuing Ministerial Development Officer, who will offer advice as to how these objectives can be met.
Full details of the scheme, including the relevant forms, can be obtained at <http://www.chichester.anglican.org/clergy-review/> or from the MDR Administrator, Ruth McBrien.

13.7 Although there is no requirement that those who remain on freehold should take part, the Diocese will offer MDR to everyone.

14. Continuing Ministerial Development

Continuing Ministerial Development is about equipping and developing the Church's ministers in order that they may stimulate and enable the whole Church to participate more fully in the mission of God in the world. It involves fostering a culture of lifelong learning.

14.1 Aims for Continuing Ministerial Development (CMD)

- 14.1.1 To provide, resource and encourage professional development in ministry.

- 14.1.2 To ensure that authorised clergy are equipped to enable others to witness and minister.
- 14.1.3 To help clergy to engage in dialogue with scripture and tradition and to develop the skills of critical theological reflection.
- 14.1.4 To assist clergy to understand the society of today and how the gospel may be interpreted in relation to the key issues.
- 14.1.5 To provide particular resources at times of transition in ministry.

14.2 Expectations

The Bishop expects that clergy will set aside regular time for study and for professional development. Consideration of continuing education and professional development is a key aspect of MDR.

14.3 Current Continuing Ministerial Development Provision

Details of the current provision relating to CMD can be accessed on the Diocesan website at <http://www.chichester.anglican.org/cmd/> or from the CMD Officer.

14.4 Allowances

Some of the CMD budget is allocated for personal learning and development needs. These are usually highlighted in the report following the MDR process. The CMD Officer can be approached at any time for information or advice.

14.5 Extended Ministerial Development Leave (EMDL)

Extended Ministerial Development Leave (EMDL) is a three-month period away from the parish or sphere of ministry. (Periods of time less than this do not qualify for EMDL as the whole point of this is that it is *sabbatical*. The full benefit cannot be enjoyed if the period is shorter, though CMD grants may be available for shorter periods)

The purpose of EMDL for those in stipendiary ministry must include a systematic and prayerful review of ministry to date and setting of priorities for the coming years

It should also include the following:

- Study space for self and God
- Refreshment
- Personal and professional development
- learning reflection

Clergy wishing to explore this possibility must raise it with their MDR reviewer. Once it has been agreed via MDR they should read the EMDL policy and complete the application form, both obtained from the CMD Officer. This application must be agreed by the Diocesan Bishop.

14.6 Study Leave

Study leave is for times when a prolonged period of study is needed for a research degree or when a thesis or book/publication is being written up, or a period of study is needed to write a paper that has diocesan or national significance.

Study leave is more flexible than EMDL in length and structuring of time. It is available in two-week blocks from a minimum of two weeks up to a maximum of twelve weeks and over as many as three years. This has to be planned and agreed from the outset. The process of applying for this is the same as EMDL – study leave policy and application form are available from the CMD Officer.

15. Well-Being

Clergy are encouraged to develop and maintain a good work-life balance. Ordained ministry is demanding – physically, emotionally, mentally and spiritually. No priest can ever ‘switch off’ his or her vocation and calling to serve Christ. However, periods of rest, refreshment and time off are important and should be taken. The Bishop recommends that clergy should have some relaxation time each day in addition to their uninterrupted 24 hour period of rest each week.

16. Annual Leave

16.1 Clergy as office holders are responsible for planning their working lives and ensuring that sufficient time is allowed for holiday and rest. The Bishop and Archdeacons will support the clergy to achieve a proper balance.

16.2 Clergy are encouraged to discuss and coordinate their holiday plans and days off with fellow clergy in the parish, team, group, cluster or chapter, and with parish officers and to plan holiday absence well in advance so that proper provision for cover can be organised. It is their responsibility to organise cover for periods of absence from the parish.

16.3 Clergy should ensure that the Rural Dean is informed of any absence from the parish.

16.4 Churchwardens and PCCs are encouraged to ensure that their clergy are taking time off in accordance with this guidance, and to help make this possible.

16.5 Clergy are encouraged to take time for an annual retreat (maximum of six days and not including a Sunday) and for CMD. This is in addition to the annual leave entitlement. If parishes are unable (or unwilling) to support the retreat financially, clergy are advised to consult their archdeacon.

16.6 Clergy wishing to take other time away from the parish (for example attending non-CMD conferences, leading parish weekends, participation in trips and visits) should discuss this with their churchwardens prior to making the arrangement.

16.7 Where there is any uncertainty about the appropriateness of clergy having time away from the parish this should be resolved with the involvement of the Rural Dean in the first instance.

16.8 Clergy on Common Tenure

16.8.1 Full time clergy on Common Tenure are entitled to take 36 days annual leave in each leave year. This includes leave traditionally taken after Christmas and Easter.

16.8.2 The leave entitlement for part time clergy is calculated on a *pro rata* based on a six-day working week. This is set out in the Statement of Particulars.

16.8.3 The leave year begins on 1st January each year. Clergy appointed part way through a leave year are entitled to take a *pro rata* amount of annual leave.

16.8.4 Clergy should not take annual leave on the following days
More than 5 Sundays in a year
Any of the principal feasts of the Church of England as set out in Canon B6 paragraph 2
Ash Wednesday
Holy Week
Christmas Eve

16.8.5 Clergy in this diocese are also expected to take New Year's Day, Easter Monday, the early May bank holiday, the spring bank holiday, the summer bank holiday and Boxing Day or days in lieu as additional leave, but not Good Friday or Christmas Day.

16.9 Clergy on Freehold

For clergy on freehold, holiday arrangements continue as before Common Tenure was introduced, i.e. Clergy are encouraged to take a week off after Christmas and Easter, plus four full weeks holiday each year, including four Sundays.

17. Rest Period

17.1 Clergy on Common Tenure are entitled to a minimum rest period of 24 hours within any 7 days. Although this is not an entitlement for clergy on

freehold, it is the policy of the Diocese to encourage all clergy to take this rest period.

17.2 Rest days should not be taken on:

A Sunday

Any of the principal feasts of the Church of England as set out in Canon B6 paragraph 2

Ash Wednesday

Maundy Thursday

Good Friday

Christmas Eve

17.3 Clergy are often required to work evenings and long, unsociable hours. They are therefore encouraged to take reasonable breaks within the working day.

18. Special Leave

Special leave may be granted on compassionate grounds. It is subject to the Bishop's discretion and should be applied for by contacting the Archdeacon.

19. Family Friendly Pay and Leave

The Diocese is committed to family friendly working and offers maternity, paternity and adoption pay and leave in excess of statutory entitlements. A separate guide to family friendly leave is available at

<http://www.chichester.anglican.org/documents/guidance/family-friendly-policy-clergy/>

If you have any questions please contact the HR Officer at Church House on 01273 425695.

20. Time off for Dependants

20.1 An office holder may make a request to the Bishop to allow him or her to take time off work or make adjustments to the office to care for a dependant.

20.2 For the purpose of the right to time off, a dependant is defined as follows: "A partner, child or parent of the employee, or someone who lives with the employee as part of their family e.g. elderly aunt or grandparent". In cases of illness or injury, or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.

20.3 The request should be made in writing, setting out the date of the request and stating that it is made under the Ecclesiastical Offices (Terms of Service) Directions 2010. It should set out the reasons for the need for

making an adjustment to the duties of the office and what adjustment is requested. It should also identify the effect that the change could have on the parish and suggest steps as to how this could be mitigated.

20.4 The Bishop must consider the request promptly. He must consult the PCC. There is no obligation to agree to the request. He may also wish to consult colleagues who will be affected.

20.5 If the Bishop agrees to the changes then the office holder and the PCC(s) should be informed in writing. If the Bishop cannot agree immediately to the change then he should meet with the office holder as soon as possible to discuss the request. The office holder may bring a colleague or union representative with them.

20.6 If the Bishop is not in a position to agree to the request, he must write to the office holder explaining the reason behind the refusal. The office holder may appeal against such a refusal (usually within 14 days) and any appeal should be heard within 14 days.

20.7 A new Statement of Particulars should be issued to reflect the changes (unless they are very minor or for a very short period). The officeholder will need to be informed that that this is a permanent change and that there is no automatic right to go back to the original terms at a later date – unless this has been agreed in advance. The Bishop may impose an appropriate variation in stipend.

21. Time off for Public Duties

21.1 Office holders are entitled to reasonable time off for public duties. This does not include time off for activities that would normally be considered to be part of the office.

21.2 Public duties are defined as

- (a) any work done for a public authority including membership of a court or a tribunal, or for a charity within the meaning of the Charities Act 2006 or a registered friendly society, and
- (b) work done in connection with the activities of an independent trade union representing office holders of a description which includes the person in question.

21.3 In circumstances where there is compensation for loss of income when undertaking public duties, the office holder should claim from the appropriate body and notify the Diocese so an appropriate reduction can be made to the stipend.

22. Jury Service

On receipt of notice of jury service, you should inform your Archdeacon. You are expected to claim the attendance allowance and that allowance will then be deducted from your stipend.

Please also contact the [HR Officer Stipends Administrator](#) at Church House, by emailing ClergyHRforms@chichester.anglican.org
Tash.Islam@Chichester.Anglican.Org

23. Sickness

23.1 Cover for Sickness

In times of illness, office holders must use all reasonable endeavours to make arrangements for the duties of the office to be covered by another person. In parochial posts where the individual is unable to do this the responsibility lies with the churchwardens, in consultation with the Rural Dean. In cases of serious illness, please ensure the Archdeacon is informed as soon as possible.

23.2 Sickness Payments

23.2.1 All stipendiary clergy are entitled to payment of Statutory Sick Pay by virtue of the payment of national insurance contributions.

23.2.2 In order to comply with the statutory requirements for Statutory Sick Pay you must report your sickness absence to the [HR Officer Stipends Administrator](#) at Diocesan Church House (the designated person for this purpose). This must be done by email to ClergyHRforms@chichester.anglican.org
Tash.islam@chichester.anglican.org or by telephone to 01273 421021 on the first day of your sickness absence. You must also inform him or her when you return to work. Clergy on common tenure must provide a medical certificate for absence of more than 7 days to the [HR Consultant Stipends Administrator](#).

23.2.3 Clergy are entitled to receive in full any stipend which is payable in respect of their office if they are entitled to receive statutory sickness payments under part XI of the Social Security and Contributions and Benefits Act 1992(a)

23.2.4 Statutory sick pay (SSP) is payable for 28 weeks in respect of any one period of incapacity for work. One period of incapacity can be linked to another if they are separated by no more than 56 days. The linked periods constitute a single period for the purpose of calculating the maximum entitlement.

23.2.5 The payment of full stipend will include the entitlement to SSP.

- 23.2.6 If the sickness absence continues beyond the date when entitlement to SSP ceases (i.e. beyond 28 weeks), the continued payment of stipend will be at the discretion of the Bishop.
- 23.2.7 In cases where the payment continues, it shall be reviewed every three months in the light of the medical evidence available.
- 23.2.8 After 28 weeks of SSP, the office holder is entitled to claim Employment and Support Allowance (ESA) directly from the government. Office holders will be notified by the Church Commissioners, Clergy Payments Dept when SSP ceases and will be given information on how to claim ESA. The stipend will be reduced by the amount of ESA received.
- 23.2.9 There is no entitlement to SSP during a phased return to work.
- 23.2.10 Where there is no prospect of the individual returning to work in the near future and all reasonable efforts have been made to resolve the situation, a decision may be taken by the Diocesan Bishop to cease payment of the stipend.

23.3 Self-supporting clergy, including House for Duty clergy, are not required to provide fit notes or medical certificates but should nonetheless consult their GP if there are concerns over their fitness to work and inform the archdeacon in case of serious ill health.

24. Pension

24.1 The service of stipendiary clergy is pensionable within the Clergy Pensions Scheme.

24.2 Self-supporting clergy, including House for Duty clergy, are not covered by the Clergy Pensions Scheme.

24.3 If you retire at normal pensionable age and you have acquired full-time pensionable service in the Church of England, you will get a full pension which (from 1 April 2018) will be between £11,900 and £15,867 pa plus a lump sum retirement benefit of between £35,700 and £47,600 depending on when you joined the scheme. If, when you retire, you have less than full pensionable service, your pension and lump sum will be reduced appropriately. Pensions are linked to the National Minimum Stipend for incumbents and are reviewed annually by the Church of England Pensions Board taking effect from 1 April.

24.4 Under the Ecclesiastical Office (Age Limit) Measure 1975 clergy automatically vacate office on the day they attain the age of 70 (if they have not voluntarily retired earlier). With effect from 1 January 1992, all new entrants to the Clergy Pensions' Scheme had a minimum normal pension age of 65. In 2010, clergy pension arrangements were reviewed and from 1st

January 2011 the retirement age increased to 68. For further details of changes to the Pension Scheme see the Pensions Board webpage at www.cofe.anglican.org/about/cepb/pensions/

24.5 Clergy may retire earlier on a Clergy Pension any time from age 55, although the benefits would be reduced for early payment. If you would like to find out more, please see the Clergy scheme member guide.

24.6 Early retirement may also take place because of permanent ill health.

24.7 It is possible to boost your retirement benefits by making additional voluntary contributions for this purpose. There is an approved supplementary Pension Scheme operating under the C of E Pensions Measure. This scheme enables you to save regularly on a voluntary basis. You will obtain full income tax relief on the amounts you save at the highest rate of tax you pay on earned income and your savings will accumulate in a fund free of tax on income and capital gains. The benefits built up by your savings will eventually emerge at retirement as a tax-free cash sum or a pension, which will be in addition to all other benefits you are going to receive. As substantial tax reliefs are available, the contributions and benefits are subjected to certain limits set by HMRC. The scheme is administered by the Pension Board who also acts as Trustee.

24.8 Further details on the scheme can be obtained by reading the member guide at: www.tinyurl.com/Clergymemberguide

24.9 The Church of England Pensions Board is responsible for the administration of the schemes and can be contacted as follows:

Email: pensions@churchofengland.org
Telephone: 020 7898 1802
By post: Pensions Department, Church of England Pensions Board,
PO Box 2026 Pershore WR10 9BW

25. Retirement Housing

25.1 The Church's Housing Assistance for the Retired ministry (CHARM) came into operation in 1983 and the Pensions Board is able to assist beneficiaries with retirement accommodation through the Shared Ownership Scheme, with rental properties or in Supported Housing Schemes (formerly known as Residential Homes). For details see <https://www.churchofengland.org/about-us/structure/cepb/housing.aspx>

25.2 The Pensions Board administers over 1,000 properties which are available from time to time for letting to retired clergy or their widows/widowers who cannot afford, even with help of the pensions Board's Shared Ownership Scheme, to buy a house of their own. Occupants are required to pay a Maintenance Contribution which is a restricted percentage of gross income. If occupants have exceptionally high costs or

low income, smaller contributions may be allowed at the discretion of the Board.

26. Disciplinary Measures

The disciplinary rules and procedures which apply to clergy on both freehold and common tenure are contained in the Ecclesiastical Jurisdiction Measure 1963 and the Clergy Discipline Measure 2003. Details can be found at:

<https://www.churchofengland.org/about-us/structure/churchlawlegis/clergydiscipline.aspx>

27. Capability Procedure

As part of Common Tenure, a procedure for dealing with capability issues has been introduced for those who hold office in this way. Details of this procedure can be accessed at www.common tenure.org

28. Grievance Procedure

Common Tenure also introduces a new procedure for dealing with the grievances of the clergy. Details of this procedure can be accessed at www.common tenure.org

29. Pastoral Care

To seek help at times of personal crisis and stress is a sign of strength not weakness. Moreover, for some people, skilled and professional help at an early stage can be the factor that prevents a major breakdown with all the hurt and waste that that involves. Therefore, it is important that clergy and their partners should know where appropriate help is available. If you feel you need to talk to someone then see the Diocesan Pastoral Care policy at <http://www.chichester.anglican.org/pastoralcare/> or contact the Head of Pastoral Care and Counselling, Rebekah Golds-Jones on Rebekah.GoldsJones@Chichester.Anglican.Org. Alternatively, contact the Bishop, Archdeacon or Rural Dean.

30. Spiritual Direction

For those looking for spiritual direction, please contact the Diocesan Secretary for Spiritual Direction Enquiries on spiritualdirectionenquiries@chichester.anglican.org

31. Grants

Grants to assist clergy in a wide variety of circumstances are available from a number of institutions, such as the Sons & Friends of the Clergy, whose website is <http://www.sonsandfriends.org.uk/>. The Archdeacon is able to give advice.

32. Holiday Accommodation

Some charities will be prepared to help with holidays; the Church Army have some provision and other places that offer holidays include retreat and conference houses are listed in the Church of England Yearbook. 4 Canon Lane in Chichester provides accommodation for retreats and the Sons & Friends of the Clergy offer holiday flats in Eastbourne.

33. Other Guidance and Policies

33.1 Equality and Diversity

The Diocese of Chichester believes that God created all people equal and we try to make sure we follow that value in all that we do.

33.2 Bullying and Harassment

The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. Abuse, harassment and bullying – however rare – will not be tolerated in the Diocese of Chichester. A policy has been developed in order to outline the diocese's position on the matter and to assist

those who feel that they have been bullied and this is available at <http://www.chichester.anglican.org/clergy-handbook/>.

Useful contacts:

Archdeacon of Brighton & Lewes	archbandl@chichester.anglican.org
Archdeacon of Chichester	archchichester@chichester.anglican.org
Archdeacon of Hastings	archhastings@chichester.anglican.org
Archdeacon of Horsham	archhorsham@chichester.anglican.org
Bishop's Palace	01243 782161
CofE Pensions Board	020 7898 1802
Diocesan Church House	01273 421021
Spiritual Direction	spiritualdirectionenquiries@chichester.anglican.org
Human Resources	Tash.Islam@chichester.anglican.org
Pastoral Care & Counselling	Rebekah.Golds-Jones@chichester.anglican.org
Property Department	property@chichester.anglican.org
Removals	Sue.Atkins@chichester.anglican.org
Safeguarding Administrator	Kim.Nash@chichester.anglican.org
Stipend Administrator	Sue.Atkins@chichester.anglican.org