**Church Commissioners**

Your stipend is paid through the Church Commissioners in twelve equal payments. If you have any queries regarding your stipend, please contact them on 020 7898 1613 or [clergy.payments@churchofengland.org](mailto:clergy.payments@churchofengland.org)

It is useful if you can provide your unique ID number, and/or your national insurance number which is found on your payslip.

**Stipends Administrator**

Sue Atkins [sue.atkins@chichester.anglican.org](mailto:sue.atkins@chichester.anglican.org) is Stipends Administrator for the Diocese. You can contact Sue for support and advice. Sue liaises with the Church Commissioners and also arranges removals and resettlement grants for clergy.

**Sickness absence**

If you are off work unwell (even for one day), please notify [ClergyHR@chichester.anglican.org](mailto:ClergyHR@chichester.anglican.org)

**Jury Service**

If you are participating in Jury Service, please notify [ClergyHR@chichester.anglican.org](mailto:ClergyHR@chichester.anglican.org)

**Maternity/Paternity Leave**

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 athttp://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.

**Full details can be found in the Clergy Manual** [**https://chichester.blancdemo.com/documents/diocesan-clergy-manual/**](https://chichester.blancdemo.com/documents/diocesan-clergy-manual/)