

Diocese of Chichester

Clergy Manual



2026

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Diocese of Chichester

Diocesan Clergy Manual

Welcome to the 2026 edition of the Diocesan Clergy Manual. This resource has been prepared by diocesan officers, archdeacons, and staff to support you in your ministry to parishes, deaneries, schools, and communities. It provides accurate and current guidance on your conditions of service as an office holder, alongside practical information for day-to-day ministry.

1. What is this manual for?

This manual is a practical resource to help clergy understand their responsibilities and entitlements under Common Tenure and diocesan policy. It provides clear guidance on [the clergy terms of service](#), pastoral support, and best practice for ministry across the Diocese of Chichester.

The Clergy 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 or retired).

It also underpins the diocesan strategy *Living the Mystery of Faith* by equipping clergy to lead and serve in ways that reflect our shared priorities:

- Inspiring prayer and worship
- Resourcing excellent leaders
- Nurturing the Christian faith of children and young people
- Investing in areas of greatest material poverty

By offering clarity and consistency, we hope this manual will enable clergy to focus on mission and ministry with confidence.

The Clergy 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.

Please note: Neither the Statement of Particulars nor this manual constitutes a contract of employment. While some sections include legally binding information, the manual should generally be understood as guidance unless explicitly stated otherwise.

2. Holding Office

Over the years, it has become apparent that the process for holding office that exists in the Church of England is different from the process of employment.

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 stipendiary and non-stipendiary clergy 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.
- **Qualified Common Tenure** refers to posts under Regulations 29 and 29A on a fixed term or under terms which provide for the appointment to be terminated on the occurrence of a specific event. It occurs in situations where the post is:
 - created to cover the absence of another office holder
 - held by a member of clergy over the age of 70
 - a training post
 - subject to sponsorship funding
 - probationary
 - created by a Bishop's Mission Order
 - held with another office or employment
 - held by a member of the clergy with limited leave to remain in the UK
 - designated as an interim post¹
 - designated as a Locally Supported Ministry Post²
- **Freehold** refers to the traditional method of holding office in the Church of England for Incumbents, which some clergy retained prior to the introduction of Common Tenure. Clergy with freehold may opt into Common Tenure at any time.

¹ Under regulation 30 an office may be designated as interim 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 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.

- **Clergy not covered by Common Tenure** include those with Permission to Officiate (PTO), non-stipendiary Readers, Deaconesses, Lay Workers, Honorary Canons, and employed clergy. Some posts may also be classed as employment under legislation, in which case they are held on contracts of employment rather than Common Tenure.

Each type of office holding affects what clergy can expect in terms of support, review, and entitlements. For more details, see the [Common Tenure FAQs](#).

3. Clergy Records & Documentation

- **Clergy Personal Files**

The Bishop of Chichester holds a certain amount of personal data relating to clergy who occupy a benefice or otherwise hold his licence or permission to officiate (PTO), in the form of a Clergy Personal File (generally known as Clergy “Blue Files”, simply because of the colour of the file cover). Such files are covered by the General Data Protection Regulation (GDPR) and the Privacy Notice explaining how these files are managed can be accessed here: [Clergy Personal Files Privacy Notice](#).

- **Statement of Particulars**

The Statement of Particulars (SOP) sets out the basic terms and conditions of service that apply to the office holder of a particular office. 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. The information that must be provided in the Statement of Particulars is set out in Regulation 3(4) and (5) and Regulation 26 of the [Ecclesiastical Offices \(Terms of Service\) Regulations 2009](#).

- **Role Descriptions**

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.

Your Archdeacon (and/or Incumbent for assistant status posts) will prepare a role description 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. A template role description can be requested from the [Clergy HR Officer](#).

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 6 months in office.

- **Other Reference Documents**

- **The Ordinal** describes the role of a priest in a number of different ways at ordination.
- **Canon Law** which sets out church legislation which governs the way a priest should carry out their role.
- **The Licence** is the bishop's authority to the office holder to exercise ministry, under Canon C8.
- [Guidelines for the Professional Code of Conduct for Clergy](#)

4. Termination of Appointment

- **Full Common Tenure**

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

- **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. Please write to the Diocesan Bishop as early as possible. A Deed of Resignation will then be sent to you to sign.

- **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.

- **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.

- **Death**

- **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.

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

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

- **Qualified Common Tenure**

In addition to the reasons given in the section above, Qualified Common Tenure

may be terminated at the expiry of a fixed term or on the occurrence of a specified event.

- 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 section 2 above.
- 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.

5. Stipends

The majority of clergy receive a stipend. This is paid in order to enable the clergy person to exercise their ministry without the need to take another job in order earn their living.

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.

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

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.

Stipends rates 2025/2026:

	From 1 April 2025 £	From 1 April 2026 £
Incumbents and team vicars	32,700	34,950
Associate Vicars	32,300	34,950
Assistant Curates in Training– standard	31,440	33,350
Assistant Curates in Training – with 3+ children	31,890	33,350
National stipend benchmark	31,558	34,950
National minimum stipend	30,110	33,350

Stipends increase on 1 April each year

- **Payment**

The stipend is paid by 12 equal monthly payments from the Church Commissioners (net of tax and national insurance) not later than the last working day in the month. The Commissioners act as agents in paying the clergy for this diocese as they do for dioceses throughout the country.

House for Duty priests do not receive a stipend but are provided with a house in exchange for providing ministry.

For queries regarding Stipends please contact the [Clergy HR Officer](#).

- **Taxation**

The monthly stipend paid into the bank by the Church Commissioners is net of income tax and national insurance.

All stipendiary ministers may set against their taxable income any working expenses for which they have not been reimbursed. Nevertheless, this still means they have to find, at present tax rates, 80% of these expenses out of their own pocket. It is therefore diocesan policy that ministers should be reimbursed expenses incurred by them on behalf of the parish, and stipends are fixed on that basis.

Full-time clergy and most full-time parochial lay workers who occupy an official residence, *i.e.* not their own home, are entitled to claim tax relief for running their office. In practice this amounts to a percentage of the cost of heating, lighting and cleaning the whole residence. For further guidance on the Heating, Lighting and Cleaning (HLC) allowance, see the [Church of England's HLC Scheme guidance](#).

Further information on income tax for clergy can be found in the [Church of England guidance on Ministers of Religion tax return pages](#).

- **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) (if not assigned – see section 7)
- 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 in receipt of 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.

- **Housing Allowances**

Within the Diocese of Chichester, it is the expectation that clergy office holders will live in a house provided for the better performance of the duties of the office held.

By exception, and at the discretion of the bishop, an office holder may be given permission to live in alternative accommodation. There need to be convincing reasons for the request, and the property must be close to the benefice, and suitable for the needs of the office holder.

At the discretion of the Bishop, the DBF will pay a housing allowance which is determined by the DBF (£8,000 p.a. from 1 January 2024) to an office holder who is not living in the provided accommodation.

A housing allowance will not be payable where an office holder lives in the house provided for their spouse/civil partner who is also an office holder.

Council tax and water rates should be met by the appropriate PCC, up to the amount payable in respect of the parsonage house.

The extra cost of travel expenses to and from the house and the parish will not be reimbursed. This is considered a cost to the office holder for choosing not to live in the provided accommodation in the parish. Expenses for work within the parish should be paid as normal.

Office holders and curates who live in their own house or accommodation are not entitled to the heat, light and cleaning allowance as part of their stipend. Those who work from their own home or accommodation should also consider wider issues related to working from home such as insurance, mortgage conditions etc.

In the rare case that the DBF requests that an office holder lives in alternative accommodation, then the DBF will consider the appropriate financial arrangements on a case-by-case basis.

- **Tax Considerations**

The housing allowance is treated as additional stipend and is subject to income tax and national insurance which is collected at source through PAYE.

The council tax and water rates should be paid by the PCC on behalf of the office holder. As long as the property is the residence from which the office holder performs the duties of office, the payments will not be construed as a taxable benefit-in-kind and therefore the amount is not subject to income tax.

On very rare occasions the DBF rents in a property which belongs to the office holder and then makes the house available. In this instance the income is rental income in the hands of the landlord (office holder) and is subject to income tax through a self-assessment tax return. Landlords can deduct allowable expenses from the income, and they are taxed on the net rental income.

6. Removals and Grants

The diocese pays the following grants to clergy:

- **First Appointment Grant**

The diocese pays a First Appointment Grant which is equal to 10% of the National Minimum Stipend. This is paid to stipendiary and house for duty 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. Self-supporting ministers receive a first appointment grant equal to 5% of the National Minimum Stipend.

- **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 stipendiary or house for duty parochial appointment after training, whether that is as incumbent, priest in charge or a second curacy. Self-Supporting Ministers are not eligible to receive a second appointment grant.

Further information regarding First and Second Appointment Grants can be found in the [Church of England guidance on Appointment Grants](#).

- **Removal and Resettlement Grants**

Removal and resettlement grants are normally only paid to clergy moving into DBF provided accommodation. By exception, the DBF will pay discretionary removal and resettlement grants to clergy moving into their own home if

approved by the Diocesan Secretary.

Resettlement grants aim to help with costs of carpets, curtains, etc. Currently the grant is 10% of the national minimum stipend set by the Central Stipends authority. Grants are paid to stipendiary and house for duty clergy moving into DBF provided accommodation. Grants are not normally made to SSMs.

From 2026 Chichester DBF has entered into a corporate contract for removals.

The DBF will cover the removal costs of any stipendiary minister moving into or within the diocese into a DBF provided house up to a maximum of £6,000.

Clergy removals will be arranged by the diocese through [Britannia Beckwith](#). A dedicated member of the Britannia Beckwith team will contact the clergy person to coordinate the move and make the necessary arrangements. Clergy may choose full-packing services and should ensure that insurance cover is included unless they already hold a policy that covers removals.

In exceptional circumstances, where alternative removal arrangements are required, clergy must obtain three independent estimates. In such cases, one quote must still be obtained from Britannia Beckwith, and the additional quotes should be from BAR-accredited companies. For more information regarding removals please contact the [Clergy HR Officer](#).

If the total of the removal, resettlement and first appointment grant is in excess of £8,000 then the total needs to be reported on the minister's tax return. Further information can be found at [Church of England guidance on Resettlement Grants](#).

Removal and resettlement grants are normally only paid to clergy moving into DBF provided accommodation. By exception, the DBF will pay discretionary removal and resettlement grants to clergy moving into their own home if approved by the Diocesan Secretary.

Grants payable from 1 April 2025 (2026):

	Stipendiary and HfD £	SSMs £
Resettlement	3,011 (3,335)	n/a
First appointment	3,011 (3,335)	1,506 (1,668)
Second appointment	3,011 (3,335)	n/a

7. Fees

- **Parochial Fees**

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:

<https://www.chichester.anglican.org/parochial-fees/>

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

Where a marriage or funeral in a church or churchyard or crematorium 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 marriage or funeral service to ensure that the fees are paid over to the PCC for apportioning.

- **Occasional Duty Fees**

Chichester DBF covers the costs of providing clerical cover for essential parish services during vacancies and clergy sickness.

The diocese will only pay for public worship. Such things as pastoral care or services in rest homes etc. should be the responsibility of the parish concerned.

Chichester DBF will not normally cover the cost of vacancy cover if there is another stipendiary priest in the benefice, such as an Incumbent, Associate Vicar, or a Curate who has been ordained priest. The Archdeacon may approve the payment of vacancy fees depending on the local circumstances such as the number of churches in the benefice. This must be agreed with the Archdeacon before the fee can be claimed and communicated to the DBF's finance team. Chichester DBF will pay for cover for a communion service where there is a Curate who is a deacon.

A parish can seek financial support from the diocese for additional costs incurred in providing the normal pattern of services after a minister has been absent due to sickness for four weeks. Chichester DBF will only pay the cost of sickness cover where the priest has informed the Clergy HR Officer of their sickness absence, and a fit note has been provided. Further information about Sick Leave can be found in [section 18](#).

- **Who is Entitled to a Fee?**

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 a vacancy or for sickness.

If a retired priest agrees to take additional services beyond their normal ministry agreement within their own parish, then the DBF may agree to pay a fee for the additional services. This must be agreed in advance with the Archdeacon and communicated to the DBF's finance team.

Stipendiary clergy, SSMs, clergy in full time employment and lay ministers are not eligible to receive the casual duty fee.

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 Bishop 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.

Please note that clergy should hold a DBS for paid work if they are claiming fees.

- **Weddings and Funerals**

For marriages, funerals, and burials during a vacancy, churchwardens should refer to the [Notes for Sequestrators](#). The practice is to allow priests retired from stipendiary ministry to keep a portion of the fees for any marriage or funeral services which they take. Details of the diocesan arrangements for retired clergy expenses can be found in the [Retired Clergy Expenses guidance](#). R5

- **Fees for 2026**

Full Sunday duty (<i>two or more services</i>)	£74
Main Sunday service (<i>or major festival service</i>)	£46
Weekday service (<i>or short Sunday service or baptism service which is not part of the Main service</i>)	£28

Subject to a maximum of £102 (£99) per church per week. This cap does not apply to Holy Week and Easter or Christmas.

- **How to Claim Fees**

The visiting minister should complete the appropriate claim form and give it to a churchwarden. It should be signed by both the person taking the service and the churchwarden. The PCC should pay the appropriate fee to the individual. The PCC can then claim reimbursement of expenses incurred on a quarterly basis from the DBF. The PCC reimbursement claim form and other guidance can be found on the [Information for Parishes in a Vacancy](#) pages on the diocesan website.

8. Expenses

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.

- **Expenses entitlement & responsibilities**

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).

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

The PCC should also 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.

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

A booklet that gives guidelines to parochial clergy and PCC treasurers about the reimbursement of expenses, including the types of expenditure that are properly reimbursable, can be found in the Church of England's [Parochial Expenses Guide](#).

- **Travel Expenses for vacancy cover**

All visiting ministers including retired clergy, stipendiary clergy, SSMs, clergy in full-time employment and lay ministers are entitled to travel expenses, subject to

the limits outlined below.

Clergy using their own cars are authorised to charge travelling expenses at the current rate. The diocese recommends that [HMRC rates for mileage](#) be used.

The maximum travelling allowance is now based on a return journey of 30 miles. From 6 April 2011, the current mileage rate is 45p. Expenses over and above the maximum should normally be met by the parish.

Exceptionally, a priest living in a deanery and taking services within the same deanery can be paid the actual mileage.

Transport should be provided to and from railway and bus stations if appropriate.

- **Self-supporting ministers and Readers Expenses**

SSMs and Readers do not receive a stipend or housing but are entitled to reimbursement of appropriate working expenses from the appropriate PCC. SSMs and Readers are not normally entitled to occasional duty fees during interregna or sickness but may claim travelling expenses for these services.

- **Rural Deans Expenses**

Rural Deans appointed since 1 October 2025 are entitled to claim expenses incurred as Rural Dean. The expenses policy can be obtained from the Finance Director. (Please note alternative arrangements were in place before this date).

- **Claiming Expenses**

Expenses should be set out on a proper form every month so that there is no doubt as to what has been spent and how much should be reimbursed. The [diocesan expense form](#) can be adapted for PCC use and blank forms may be obtained from Diocesan Church House. If expenses are not reimbursed, clergy have to pay them from their stipend. This is grossly unfair, because the level of the stipend has been set on the assumption that all such expenses are reimbursed. Flat rates should not be used, as clergy will then either be reimbursed too little, which is unfair, or too much, which will give rise to tax liabilities.

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

9. Financial relationship between clergy and the PCC

The Guidelines for Professional Conduct of Clergy state

- The clergy need to ensure that all their financial activities, whether personal or corporate, meet the highest ethical standards. There must be strict boundaries

between church finance and personal moneys in order to avoid the possibility of suspicion or impropriety. This will require accurate and careful record keeping of money which is received from others, including Parochial Fees, and a proper audit trail for all money which is to be passed on to third parties including the PCC, the Diocesan Board of Finance and the tax authorities.

- The clergy should never seek any personal advantage or gain by virtue of their clerical position. Those who receive personal gifts should keep a record in case of later misunderstandings or false accusations.

10. Housing

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

A stipendiary minister is entitled to a house, free of rent, repairs and rates or charges, to serve as both office and home. A similar right is conferred on most part time stipendiary ministers and house for duty ministers. There is no obligation to use it for PCC or other meetings.

Further information can be found in the [Property Handbook](#) and, for clergy who have them, in the property licence agreement.

- **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.

- **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](#).

- **Associate Vicars**

Where it is agreed that there should be an AV post then the DBF will provide a house for the post unless there is already suitable housing available owned by the parish or a local trust.

Where the PCC owns the property or it is rented in, maintenance and other costs will be borne by the PCC and the accompanying PMC will not including housing costs. Where the house is owned by the DBF, the DBF will maintain the fabric,

but the PCC is responsible for internal decoration.

Where the house is owned by the DBF the responsibility for the servicing and inspection of the gas installation and appliances rests with the DBF. Where the house is owned by the PCC, it rests with the PCC.

The Property Department at Church House Hove is very willing to advise and offer guidance at any time. Please contact the [Property Director](#) in the first instance.

- **Vacating the Premises**

Clergy are required vacate the house within one month after their final date in post (i.e. Deed of Resignation date). If you wish to stay in the house or utilise the house for any other purpose, for longer than this (in which case the default position is that rent will be payable at the market rate), please contact your Archdeacon at the earliest opportunity.

When you know the date on which you will be leaving the property, please contact the property department to arrange a visit to carry out an outgoing condition assessment. Further information on moving out of the Diocese is available in the [Property Handbook](#) and in the protocols for [Clergy Departing the Diocese](#).

- **Removals**

When moving into a vicarage or diocesan house, the diocese will pay removal expenses. The arrangements for this are described in [section 6](#). Removal expenses are not paid by the diocese for moving out of the diocese or on retirement.

- **Housing Responsibilities**

The DBF normally provides a parsonage for an incumbent or priest-in-charge. All parsonages are administered by the Property Director and their staff under the auspices of the parsonage sub-committees.

The PCC is responsible for the payment of water rates, environmental charges, and Council Tax. It is suggested that parishes in a multiple parish benefice or in plurality should share the costs in the same way as they share working expenses.

The priest pays for services (gas, electricity, telephone, broadband, etc) and insurance of contents but may be able to claim tax relief. Accountancy advice should be sought where necessary.

The DBF is responsible for virtually everything else including:

- **Insuring the fabric but not contents:** Claims must be made through the Property Department.

- **Fabric repairs and exterior decoration** including the installation of at least two smoke detectors, if not already done.
 - **Repairs to the fabric on an interim basis:** *e.g.* storm damage, but not: the cleaning of gutters; maintenance of the garden (except mature trees); repairs to sheds, greenhouses, washing lines or television aerials; repairs to gas fires or cookers or any other appliance. These items are the responsibility of the occupant of the house although the PCC may assist. All property repairs, other than emergency repairs, must be authorised by the Property Director or his/her staff, who issue orders to contractors. In extreme emergency situations, provided that the total value of the contract, excluding cost of materials, does not exceed £300, any reliable firm may be instructed by the occupant to undertake the repairs.
 - **Minor improvements:** the cost of major improvements is usually shared with the PCC. For details of how to apply, see the Property Strategy (currently being updated).
 - **Inspections:** Under government safety regulations, all gas boilers and appliances must be inspected annually by a registered operator. For benefice and glebe properties and those owned by the DBF, the property department will set up an annual servicing contract for boilers and heating systems. The DBF will cover the cost for this. The diocese will also inspect and pay for the servicing of oil-fired heating systems.
- **Vacancy Housing Responsibilities**
 During a vacancy, the churchwardens with the Rural Dean are automatically appointed sequestrators. Part of their duty is to be responsible for the parsonage and any other benefice property. Details of their responsibilities are contained in the [Diocesan vacancy guide](#).
- If the parsonage is to be empty during the winter months, the plumbing/heating systems must be fully drained down; the property department will arrange this.
- **Redecoration Grant**
 The DBF also makes grants to incumbents or PCCs for interior decoration on the production of receipted accounts for work done or materials purchased:
 - a. Up to £350 for the five-year period to 31 December 2022 and each subsequent 5 year period.
 - b. Up to £350 on removal to another benefice.
 - c. Up to £350 after ten years in the same house (not transferable)

to a new incumbent).

Applications for all grants must be made ***before the work is started***.

The Parsonages Board strongly recommends that each year one room of the parsonage is decorated, for which the PCC should pay the full cost. Alternatively, the PCC should put aside money each year for this cost.

For more information regarding redecoration grants please contact the [Property Coordinator](#).

- **PCC-Owned or Trust-Owned Properties**

The PCC or parish or parochial trusts retain the responsibility for making similar arrangements and paying the cost for **all properties** owned or held in trust by the PCC, parochial officers or parish trusts.

11. Ministerial Development Review

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.

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.

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.

In providing a scheme, the Bishop has to have regard to [Archbishops' Council Guidance](#).

- **National MDR principles**

- 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
- **MDR scheme for the Diocese of Chichester**
 - 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 from the [MDR Administrator](#).

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

12. Continuing Ministerial Development (CMD)

Continuing Ministerial Development equips and develops the Church's ministers so that they may enable the whole Church to participate more fully in the mission of God. CMD supports a culture of lifelong learning, reflective practice, and growth in ministry.

CMD is offered to all ordained ministers in the Diocese of Chichester to support them in their particular responsibilities, and especially to meet specific training needs identified through their biannual Ministerial Development Review.

As part of this commitment, the diocese offers a range of formation and development opportunities to all (lay and ordained) who are called to be part of the mission and ministry of God's Church for further information download the [CMD Developing Ministries Brochure](#).

- **Aims of Continuing Ministerial Development (CMD)**
 - Resource and encourage professional development in ministry.
 - Equip authorised clergy to enable others to witness and minister.
 - Support clergy to engage in dialogue with scripture and tradition and to develop the skills of critical theological reflection.
 - Assist clergy to understand the society of today and how the gospel may

be interpreted in relation to the key issues.

- Provide particular resources at times of transition in ministry.

- **Expectations of Clergy**

Set aside regular time for study and for professional development. Consideration of continuing education and professional development is a key aspect of MDR.

- **CMD Allowances & Budget**

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.

- **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.

- **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.

- **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.

- **How to Access CMD Provision**

Details of the current provision relating to CMD, EMDL and Study Leave can be accessed on the Diocesan website at <https://www.chichester.anglican.org/cmd/>. Here you will find information about grant applications and resources such as our full EMDL and Study Leave Policy and application forms. For further information please contact the [CMD Officer](#).

13. Annual Leave

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

Clergy are encouraged to discuss and coordinate annual leave and days off with colleagues in the parish, team, group, cluster or chapter, and with parish officers. Leave should be planned well in advance to ensure that appropriate cover is arranged. It is the responsibility of the clergy person to organise cover for their absence and to ensure that the Rural Dean is informed of any period away from the parish.

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

Your personal annual leave entitlement is outlined in your Statement of Particulars. If you require further guidance, please contact the [Clergy HR Officer](#).

- **Annual Leave Entitlement (Common Tenure)**

The leave year begins on 1st January each year.

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.

Clergy appointed part way through the year are entitled to take a *pro rata* amount of annual leave.

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.

Clergy are entitled, in addition to their annual leave allowance, to the following public holidays (or days in lieu)

- a) New Year's Day
- b) Easter Monday
- c) Early May Bank Holiday
- d) Spring Bank Holiday
- e) Summer Bank Holiday
- f) Boxing Day (or day in lieu)

Good Friday and Christmas Day are not taken as additional leave.

Clergy should not take annual leave on the following days:

- a) More than 5 Sundays in a year
 - b) Any principal feasts of the Church of England (Canon B6, paragraph 2)
 - c) Ash Wednesday
 - d) Holy Week
 - e) Christmas Eve
- **Annual Leave Entitlement (Freehold Clergy)**

For clergy on freehold, holiday arrangements continue as before Common Tenure was introduced. Clergy are encouraged to take:

 - one week off after Christmas
 - one week off after Easter
 - four full weeks of holiday each year, including four Sundays.

14. Additional Time Away

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.

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.

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.

15. Rest Periods

Clergy on Common Tenure are entitled to a minimum rest period of 24 hours within any seven 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.

Rest days should not be taken on:

- a) A Sunday
- b) Any principal feasts of the Church of England (Canon B6, paragraph 2)
- c) Ash Wednesday
- d) Maundy Thursday
- e) Good Friday
- f) Christmas Eve

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

16. 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.

17. Family Friendly Leave

The diocese is committed to family friendly working and offers maternity, paternity and adoption pay and leave in excess of statutory entitlements. Comprehensive guidance can be found in the [Family Friendly Leave Policy](#), available on the diocesan website.

18. Sick Leave

If an office holder is unwell and unable to perform their duties, they must notify the Archdeacon in the first instance and report their absence to the [Clergy HR Officer](#) on the first day of absence.

They should also inform the Churchwardens and the Rural Dean, as they hold responsibility for arranging cover for the relevant duties.

Full guidance on sickness reporting, sick pay, extended absence, and return-to-work arrangements is set out in the diocesan [Clergy Sick Leave Policy](#), available on the diocesan website. Additional information on managing a supported or gradual return to duties can be found in the [Phased Return Policy](#) also available on the diocesan website.

19. Time off for Dependants

Clergy may make a request to the bishop to allow him or her to take time off work or make reasonable adjustments to the office to care for a dependant.

- **Definition of a Dependant**

For the purposes of this provision, a dependant is defined as a partner, child or parent of the office holder, or someone who lives with the office holder as part of their family (for example, an elderly aunt or grandparent).

In cases of illness, injury or a breakdown in care arrangements, a dependant may also be someone who reasonably relies on the office holder for assistance, such as where the office holder is the primary carer or the only person able to

help in an emergency.

- **Requesting Time off**

Requests must be made in writing, stating the date of the request and confirming that it is made under the *Ecclesiastical Offices (Terms of Service) Directions 2010*. The request should include:

- The reasons why an adjustment to the duties of the office is needed
- The specific adjustment being requested
- The likely impact of the proposed change on the parish
- Any suggested steps to mitigate that impact

The bishop must consider the request promptly and must consult the PCC before making a decision. There is no obligation to agree to the request. The bishop may also consult colleagues who may be affected by the proposed changes.

- **Decision and Notification**

If the Bishop agrees to the request, the office holder and the relevant PCC(s) should be informed in writing.

If an immediate decision is not possible, the Bishop should meet with the office holder to discuss the request. The office holder may be accompanied by a colleague or union representative.

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 the decision (usually within 14 days), and any appeal should be heard within 14 days.

A new Statement of Particulars should be issued to reflect the changes (unless they are very minor or for a very short period). The office holder 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.

20. Time off for Public Duties

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.

- **Definition of Public Duties**

Regulation 26(4) defines 'public duties' as any work done for

- a public authority, including membership of a court or tribunal,
- a charity or registered friendly society

- a trade union representing ecclesiastical office holders.

This regulation relates to time off and therefore does not include any public role which is part of the office-holder's normal duties e.g. acting as governor of a school in the benefice. Nor does it include public duties which the office holder is legally bound to undertake, such as jury service or obeying a witness summons. It is intended to allow the office holder scope to engage in activities for the public benefit which is outside the duties of his or her office, while providing a means of ensuring that time spent on such activities is kept within reasonable bounds.

- **Compensation for Loss of Income**

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. In any case, contact the [Clergy HR Officer](#), in the first instance.

21. Jury Service

On receipt of notice of jury service, you should inform your Archdeacon as soon as possible. You are expected to claim the attendance allowance (Loss of Earnings payment), and this amount will be deducted from your stipend.

- **Loss of Earnings Form**

Ahead of jury service, you should receive an information pack from the Court which includes a Loss of Earnings form. This form should be scanned and emailed to the [Clergy Payments](#) team.

The Clergy Payments team will complete the form on your behalf and return it to you along with the necessary covering letters for submission to the Court.

- **After Jury Service**

Once jury service is complete, you will receive a remittance letter from the Court confirming the amount paid to you for Loss of Earnings. This should be scanned and emailed to the [Clergy HR Officer](#). The Clergy HR Officer will then instruct the Clergy Payments Team to reduce your stipend by the amount of net pay saved, adjusted for tax and national insurance contributions

- **Other Reimbursements**

You may also receive reimbursement from the Court for travel and subsistence expenses. These are **not** deducted from your stipend; only the Loss of Earnings payment is taken into account.

22. Pension

The service of stipendiary clergy is pensionable within the Clergy Pension Scheme (unless the individual has chosen not to join or is already drawing their clergy pension, in which case they are enrolled into the NEST scheme with lower

contributions). The DBF makes contributions on behalf of eligible licensed clergy and lay workers.

Clergy may increase their retirement benefits by making additional voluntary contributions.

Information about the Clergy Pension Scheme can be found on the [Church of England Pensions Board website](#).

23. Retirement

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). This applies to both Clergy on Common Tenure and Clergy with Freehold.

From 1st January 2011 the retirement age increased to 68. 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](#).

- **Retirement Housing**

The Church of England Pensions Board offers a range of housing options to clergy when they retire. Further information and support can be found here: <https://www.cofepensionsboard.org/retirement-housing>

You may also contact the Pensions Board at pensions@churchofengland.org or 020 7898 1800.

- **Ill health Retirement**

Early retirement may also take place because of permanent ill health. If this is the case, your Archdeacon will advise. Ill-health retirement is subject to satisfactory medical evidence. The terms of the Church of England Pensions Scheme apply. It is recommended that discussions with the Archdeacon should take place at an early stage where early retirement is identified as a possibility.

- **Remaining in office beyond seventy years of age**

It may be appropriate for an office holder to remain in office beyond 70. Regulation 29A of the Regulations makes provision for this in relation to an office which is held under Common Tenure. Ultimately, this is a decision for the bishop. If the bishop wishes to enable someone over 70 to exercise a ministry other than through PTO, the bishop will need to issue a direction to that effect. The direction will authorise the holding of the office for a time limited period. In order to make a direction the Bishop is required to:

- Be satisfied that the pastoral needs of the parish or diocese make it desirable to make a direction and
- Obtain the consent of the PCC

- Have the clergy person undertake an Over 70s Occupational Health Check

If an office holder wishes to seek such an extension, they should request this from the diocesan bishop at least 8 months before their 70th birthday.

Further information can be found in the [Age Limit Measure guidance](#).

- **Permission to Officiate (PTO)**

Permission to Officiate (PTO) is the way in which clergy, who are not incumbents or licensed by The Bishop, are authorised to exercise their ministry as deacons and priests. Many of those holding Permission to Officiate have retired from licensed ministry. Others are licensed in another diocese or are for some reason currently without an ecclesiastical office.

Many PTO clergy help regularly in their home parishes or enable ministry to be provided during vacancies, clergy holidays, and other absences.

The granting (and removal) of PTO is at the bishop's discretion and does not carry the particular rights and responsibilities of licensed ministry. It is not renewed automatically upon expiry.

Those with PTO can minister in any parish within the diocese, but only at the invitation of the Incumbent/Priest in Charge or, during a Vacancy, the Rural Dean. The law prevents ministry without such permission. (Some PTO may be issued with specific parameters in which the minister can work, but this will be discussed between the minister and the Bishop).

For more details on ministry after retirement, please to the [PTO guide](#) or view the CofE's [Ministry after retiring from office guide](#).

24. Clergy dependants

Widow(er)s receive two-thirds of their spouse's pension. Widow(er)s of clergy who have died in post having completed two years of pensionable service receive a pension of two-thirds of the disability pension which would have been received if retirement due to ill-health had occurred on the day of death. The pension takes into account potential service to pension age.

Orphans may also receive a pension. The first and second child would receive one sixth each of their parent's pension entitlement. If there are more than two, they share a one third pension. This means a widow(er) and children effectively receive the equivalent of the spouse's pension.

Widow(er)s are legally entitled to remain in a parsonage house for a minimum of two months after the death of their spouse. In this diocese it is the practice for them to be allowed to stay for longer than that. More information can be found in our [policy for widows, widowers, and civil partners](#).

Archdeacons have pastoral responsibility for separated or divorced spouses of the clergy. Please contact them in the first instance. If you would like support from a [Bishop's Visitor](#) please speak to your Bishop/Archdeacon, or visit our designated page on the [diocesan website](#).

25. Life Assurance

Stipendiary clergy and licensed lay workers are treated similarly under the Pensions Board's life assurance scheme. In the event of death in office a lump sum is payable. For clergy and lay workers still in service beyond pension age, payment under life assurance ceases after 5 years, on a sliding scale.

The Pensions Board has discretion as to who this lump sum death benefit is payable to. To assist the Board in exercising this discretion, all stipendiary clergy and licensed lay workers should indicate their wish by completing the [Death Benefit Nomination Form](#).

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

26. Disciplinary Measures

All clergy, whether holding freehold office, office under Common Tenure, a licence or with PTO, are subject to the [Clergy Discipline Measure](#) 2003 and (for offences relating to doctrine, ritual and ceremonial) the Ecclesiastical Jurisdiction Measure 1963.

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 can be accessed in the [Capability Procedure Code of Practice](#).

28. Grievance Procedure

Common Tenure also introduces a new procedure for dealing with the grievances of the clergy. Details can be accessed in the [Grievance Procedure Code of Practice](#).

29. Respondent in Employment Tribunal proceedings

This is included in the Statement of Particulars for those on Common Tenure. It is hoped that any dispute or grievance will be resolved internally before an officeholder makes an application to an Employment Tribunal.

30. Wellbeing for Clergy and Families

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.

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 visit the [Wellbeing for Clergy and their Families](#) page on the diocesan website, or contact the Head of Wellbeing for Clergy and their families, Laura Steven, on wellbeingforclergy@chichester.anglican.org Or contact your Bishop, Archdeacon or Rural Dean.

31. Safeguarding

Under section 5 of the [Safeguarding and Clergy Discipline Measure 2016](#) all authorised clergy, Bishops, Archdeacons, licensed Readers and lay workers, Churchwardens and PCCs must have "due regard" to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have "due regard" to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ("Cogent" for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action. For further information, please read our full [safeguarding policy](#).

Other requirements covered by the safeguarding guidance issued by the House of Bishops is included within the [Safer Recruitment and People Management guidance](#).

All clergy are required to complete a Confidential Declaration Form and undergo an enhanced DBS check before the Bishop will issue a licence, or before their collation or institution.

All licensed clergy are required to undertake safeguarding training and keep it up to date. This includes:

- Basic Awareness (Formally C0)
- Foundation (Formally C1)
- Leadership (Formally C2)
- Safer Recruitment and People Management
- Domestic Abuse Awareness

Full details of [training requirements](#) is available on the diocesan website. Additional Guidance is available for [training requirements for PTO](#). All courses are completed via [The Church of England Training Portal](#)

DBS checks are required to be renewed every three years. For queries regarding DBS checks, please contact the [Clergy HR and Appointments Administrator](#).

You can contact the [Safeguarding team](#) at safeguarding@chichester.anglican.org.

32. National Register of Clergy

[The National Register of Clergy](#) is a publicly available record of all ordained clergy (bishops, priests and deacons) in the Church of England who are authorised to minister.

Clergy who are not found on the register may not take a service, preach, or otherwise take part in a service, nor should they be asked to do so.

The introduction of a National Register of Clergy originated in recommendations around safeguarding. If any of the details are incorrect, please the [Clergy HR Officer](#)

33. The People System

The People System is the National Church of England platform that holds people data for stipendiary clergy and other ministers.

The new [People System](#) for the Church of England has replaced the previous HR and payroll system (MyView).

As well as being the data source for the National Register, the People System will manage the payment of clergy stipends and hold the following information:

- **Personal details** – name, date of birth, Personal Unique Number (PUN)
- **Contact information** – phone number, email, address, and emergency contacts.
- **Current Appointment information** – Your current post which will appear on the National Register.
- **Pay documentation** – Payslips, P45 and P60.

If you have any questions about the People System or how to access it please email the support team: peoplesystemsupport@churchofengland.org.

If you are unable to update your details in the [People System](#), please contact the [Clergy HR Officer](#).

34. Spiritual Direction

Regular spiritual direction is recognised as a necessary discipline for clergy to nurture and nourish their faith and the outworking of it in ministry.

Good spiritual direction is:

- **a safe space** - characterised by confidentiality, respect and openness that gives the directee freedom to explore the ebb and flow of their faith.
- **theologically sensitive** – observant of theological understanding, vocational calling, traditions and perspectives.
- **enriching** – an opportunity to deepen faith, broaden perspective, grow in self-awareness and quality of presence.

Accredited spiritual directors can be found on the [London Centre for Spiritual Direction Website](#).

The Diocese of Chichester, and Chichester Diocesan Fund and Board of Finance, do not endorse, fund, nor guarantee any of the above.

35. Grants and Other Support

A number of welfare funds are available in the Diocese of Chichester for the support of licensed clergy, and in some cases ordinands and/or PTO or retired clergy, and/or clergy widows and widowers.

- **Welfare Grants**

- To meet immediate need, the Archdeacons can make grants from the Clergy Welfare fund of up to £1000.
- In consultation with the relevant Archdeacon, the Diocesan Secretary can make larger grants from the Poling fund, which in limited circumstances can also be made to e.g. clergy families and ordinands.
- The suffragan bishops make grants from two annual tranches of funds received from the Henry Smith Charity.
- The diocesan bishop makes occasional grants from annual funding received from the Queen Victoria Clergy Fund, usually in cases of more exceptional need.

- **Elfinward Grants for Retreats**

Small grants of up to 50% of the cost of a retreat (capped at £250) are available to licensed clergy from the Elfinward fund. Clergy can apply to their Archdeacon for one grant each calendar year. In case of high demand, preference will be given to those who have not received a grant in recent years. Clergy are also encouraged to ask their PCC for a modest contribution towards retreats, e.g. to cover travel expenses.

- **Charitable Funds**

Grants to assist clergy in a wide variety of circumstances are available from a number of trusts and foundations. In applying for help, it is important to target

appropriately for your specific purpose and at the level you have in mind. A list of national charities can be found in Appendix 1. There is also a hub for [Cost of Living](#) support.

36. Car loans

The Church Commissioners formerly made loans for cars. The scheme has been discontinued, but the [Churches Mutual Credit Union](#) offers an alternative.

37. 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 Clergy Support Trust offer holiday flats in Eastbourne.

38. Other Guidance and Policies

[Menopause Policy](#)

39. Diocesan Contacts

Contact details for diocesan staff at Church House and at The Palace can be found on the [diocesan website](#).

Appendix 1.

Charities who can support clergy and their families

[Clergy Support Trust](#)

Wide ranging support for clergy and their dependents including grants but also support services including counselling, long-covid support, debt support, and wellbeing support for families with complex needs.

[Frances Ashton's Charity](#)

francesashton@hotmail.co.uk / 07775 717606

Provides grants of variable amounts for needy clergy of the Church of England, serving or retired, and the widows or widowers of such clergy.

[Foundation of Edward Storey](#)

info@edwardstorey.org.uk / 01223 364405

The Foundation is able to offer a certain number of grants and repayable grants each year to applicants in need. These can be awarded to: widows, widowers, divorced or separated spouses of clergy who have served in the Church of England **and/or** clergywomen, deaconesses, missionaries or other women professionally connected to the Church of England.

[The Society for the Relief of Poor Clergymen](#)

sec@srpc-aid.com

The Society makes grants to evangelical ministers and their dependants in times of financial distress due to sickness, bereavement or other difficulties.

[CPAS Ministers in Training \(MIT\) fund](#)

<https://www.cpas.org.uk/browse-everything/grants/leadership@cpas.org.uk>.

Grants are given to ordinands during training who are in genuine need of financial support and are struggling with daily living expenses or unexpected costs.

[The English Clergy Association](#)

Holiday grants are given, to make a significantly helpful contribution to clergy (and their family's) enjoyment of human life. Holiday Grant applications are made to the Almoner: The Reverend Jonathan Hawkins 1a White Hart Lane, Haddenham, Aylesbury, Bucks, HP17 8BB. jon@jdhawkins.co.uk

Tranquillity House Trust

A grant-making charity whose particular function is to assist towards the cost of holidays for clergy, and in the making of awards it is required to have particular regard to those clergy who are for any reason in need. Nominations are made by the Bishop.

Dr George Richards' Charity

g.richardscharity@tiscali.co.uk

Provides financial assistance to clergy of the Church of England forced to retire early owing to ill-health. Widows, widowers and dependants can also apply for assistance.

[The Women's Continuing Ministerial Education Trust](#)

[Application Guidance Notes](#) / wcmnet@churchofengland.org

The object of the WCMET is to further the Continuing Ministerial Education of women in the Church of England and the Scottish Episcopal Church by means of grants to ordained women, female Accredited Lay Workers (including Church Army sisters) and religious sisters (lay or ordained) who, in the opinion of the Trustees, are in need of financial assistance. The Trustees' policy is to assist their work and professional ministry in areas that go beyond normal diocesan financial responsibilities or where normal diocesan resources are insufficient, for example in-service training, academic study, sabbaticals and travel.

[Rustat Grants at Schools](#)

The Dean, Jesus College, Cambridge CB5 8BL / 01223 339421.

The Trustees give assistance to needy clergy whose children are being educated in maintained schools. Although any deserving cases will be considered, they would particularly like to help clergy below the status of incumbent with children at school. Applications have to be approved and signed by the diocesan authorities, and should include a financial statement and details of children's ages and schools. The Trustees are also able to provide bursaries for clergy children who gain a place to study at Jesus College. The intention is to attract good applicants from clergy families, and to supplement the successful candidates' maintenance awards, reducing the need to take out student loans.

[Pyncombe Charity](#)

The Pyncombe Charity has a modest annual income specifically to give financial help to serving Church of England Clergy carrying the Bishop's licence. Grants may be sought in times of difficulty due to illness, injury or other special circumstances relating to themselves, or their immediate family resident with them, although anything relating to education is excluded. Applications are made through the Diocesan Bishop. For information, contact the [Clergy HR Officer](#).

[The St George's Trust](#)

admin@fsje.org.uk

Make grants for sabbaticals and other recognised study (e.g. for SSMs). Trustees are keen to support sabbatical studies and in some cases gap year students wanting to work overseas.

[St Luke's for Clergy Wellbeing](#)

medical@stlukesforclergy.org.uk

St Luke's wants to help sustain your wellbeing and enable you to enjoy creative and fulfilling ministry. St Luke's offer expert psychological wellbeing and mental health support to clergy, their spouses and children up to age 18.