



The Diocese of
Southwark

Pay and Conditions of Service

2012

Trinity House
4 Chapel Court
Borough High Street
London

Tel: 020 7939 9400

Fax: 020 7939 9468

e-mail: trinity@southwark.anglican.org

web: www.southwark.anglican.org

Please keep this booklet as a reference

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1. Introduction

This publication is intended to give advice and guidance on working arrangements to all clergy holding the Bishop's licence.

For those appointed as office-holders on Common Tenure (as defined in the Ecclesiastical Offices (Terms of Service) Regulations 2009) it also expands upon the obligations and rights conferred by the legislation and should be read in conjunction with the Statement of Particulars.

Further information can be found at www.common tenure.org

2. Appointment and Office

- a) For all clergy, details regarding rights and responsibilities of office may be found in The Ordinal, the licence/ deed of appointment, the role description, and the Guidelines for the Professional Conduct of the Clergy.
- b) In addition, it should be noted that all clergy, regardless of their form of tenure, are subject to the provisions contained within the Canons, the Clergy Discipline Measure, the current law related to patronage and the appointments procedure, and anti-discrimination legislation (apart from the specific exemptions granted).

Common tenure appointments

- a) From January 2011 the Terms of Service legislation confers a new form of tenure on clergy, called Common Tenure. This automatically covers team vicars, priests in charge, assistant curates, fixed term appointments, house for duty posts, non-stipendiary ministers, canonically licensed lay workers in receipt of stipend and/or housing, and all new appointments made after the legislation comes into effect.
- b) Those clergy on common tenure have the right to a Statement of Particulars which sets out the matters relating to the general day to day aspects of their appointment and indicates all rights and responsibilities related to their appointment.
- c) It is the aim of the legislation to provide greater security for unbeneficed and equality of rights between those with and without the freehold and,

in time, between all office holders. Fixed term contracts may only be given under the legislation in the following circumstances:

If the appointment is:

- designated as covering another office holder's absence from work
 - held by an office holder over 70
 - designated as a training post
 - designated as subject to sponsorship funding
 - designated as a probationary office
 - created by Bishop's Mission Order under the Dioceses Pastoral and Mission Measure, 2007
 - Where the office holder does not have the right of abode, or unlimited leave to enter or remain, in the United Kingdom;
 - Where the office holder occupies a post which is designated as a Locally Supported Ministry Post (for example, where a parish has agreed with the diocese that it will take on responsibility for funding an additional curate's post).
- d) Clergy with the freehold will be offered the option to indicate, in writing, whether they want to move to common tenure. If they do not wish to do so, they will continue to hold the freehold on all its existing terms. If and when they move to another post any appointment will automatically be under common tenure arrangements
- e) Those clergy designated as employees (of the Diocesan Board of Finance or possibly the Bishop in his corporate capacity) are not covered by common tenure and as such will be issued with contracts of employment.
- f) All references to Statements of Particulars refer to clergy on Common Tenure, and do not apply to clergy with 'Freehold'.

3. Stipends & Salaries

3.1

- a) For Incumbents, Priests-in-charge, Team Vicars and Ministers-in-Charge of Conventional Districts, (and other Incumbent-Status appointments), the Diocesan standard stipend will be £24,126.00. This is an increase of 1.5%.
- b) Stipendiary assistant staff will usually be paid according to the following scales.

3.2 Age at Ordination/First Authorisation

	£
Yr 1	23,091
Yr 2	23,434
Yr 3	23,803
Yr 4	24,126

All increments payable on the 1st January but see 3.4 below.

3.3 Make Up of Stipends

Following the recommendations of the General Synod, the following elements make up stipends (although not necessarily the taxable income).

- a) Guaranteed Annuity (where applicable, paid by the Church Commissioners)
- b) Personal Grant (paid by the Church Commissioners if applicable)
- c) Rents received from permanently divided-off or self-contained parts of the vicarage or parsonage not having been designated glebe, or occupied by the incumbent and his family.
- d) Church and Churchyard fees. (But see 3.4 below)
- e) Cemetery and Crematorium fees. (But see 3.4 below)
- f) Receipts from Patrons or charitable trusts.
- g) Chaplaincy fees, less reasonable expenses incurred in carrying out the duties.

- h) Salaries from secondary employment of a contractual nature, such as teaching, less reasonable expenses incurred in carrying out these duties.
- i) Parochial Contributions towards:-
 - o Pension Charges if any.
 - o Easter offering, or contributions offered by the parish in lieu.
(However see 3.4 below)
- j) Augmentation grants from the Diocesan Stipends Fund, including such parts as may have been allocated as reimbursement of the cost of heating, lighting, cleaning and garden upkeep of the house occupied by the incumbent and his family (paid through the Church Commissioners).

3.4 For the purposes of National Insurance only, clergy are treated as being of employed status. Employee contributions are deducted from stipend payments each month alongside 'pay as you earn' tax deductions. Employer's contributions are paid by the diocese. Stipends are paid monthly in arrears through the Church Commissioners payroll.

4. Termination

4.1 For all clergy, unless resigning, term of office may only be terminated by the Bishop in accordance with the following circumstances:

- a) on the death of the office holder;
- b) on attaining the retirement age specified in relation to that office in section 1 of the Ecclesiastical Offices (Age Limit) Measure 1975 (1975 No. 2) or on the expiration for any period which the office holder is permitted to continue in office after the retirement age under section 2 or 3 of that Measure;
- c) where the office holder is removed from office following a finding of guilt for an offence under Part VI of the Ecclesiastical Jurisdiction Measure 1963 (1963 No. 1) or under any provision of the Clergy Discipline Measure 2003 (2003 No. 3);
- d) where the term is fixed or is otherwise limited, on the expiry of the term or the occurrence of the event in question, as the case may be;
- e) where the office ceases to exist in consequence of a pastoral scheme or

order made under the Pastoral Measure 1983 (1983 No. 1) or reorganisation scheme made under Part II of the Dioceses, Pastoral and Mission Measure 2007 (2007 No. 1)

4.2 For Common tenure appointments

As set out at Section 3 of the Ecclesiastical Offices (Terms of Service) Measure 2009 the Bishop may also terminate office:

- f) where the Bishop revokes the licence of the office holder under the capability procedures
- g) the appointment is for a term under regulation 29 (see below):-

termination of appointments under regulation 29

Post may only be fixed term/ time limited if designated as one of the following:

- covering authorised absence
- posts held by over 70s
- training posts
- subject to sponsorship funding
- probationary posts
- posts covered by bishop's mission orders
- posts designated as being held in conjunction with another office or employment
- Where the office holder does not have the right of abode, or unlimited leave to enter or remain, in the United Kingdom;
- Where the office holder occupies a post which is designated as a Locally Supported Ministry Post (for example, where a parish has agreed with the diocese that it will take on responsibility for funding an additional curate's post).

4.3 On termination or changing of appointments

Letters of resignation, either on change of post or on retirement, should be sent to the Diocesan Bishop, copied to the Area Bishop. The Diocesan Bishop will then make the necessary arrangements with the Registrar for an Instrument of Resignation to be sent. You are advised to consult with the Archdeacon before completing this, especially if you are retiring before your 70th birthday.

When giving up your present appointment, **all stipendiary staff must send a copy of their letter of resignation to the Diocesan Office.** This is particularly important so far as assistant staff is concerned. The recipient of

a letter of resignation must ensure that the Diocesan Office has been notified.

Incumbents making appointments of assistant staff must ensure that the Diocesan Office is informed as soon as the offer of employment is made and a copy of the letter to the Area Bishop should then follow giving details of present address and starting date.

5. Fees

Your Statement of Particulars states whether you are entitled to fees.

Note: the treatment of fees is likely to change in 2012.

5.1 Assignment of Fees

Since the 1st April 1981 it has been possible for fees to be legally assigned to the Diocese enabling the current stipend to be paid via the Church Commissioners on a regular monthly basis, after deduction of tax. **It is strongly advised that all incumbents use this procedure for fees.** Further details may be obtained from the Diocesan office.

As the fees form an important element in the funding of the stipends it is vital that they are assigned to the Diocese on a regular basis, monthly for preference. Whether the assignor sends his or her fees direct to the Diocesan office or whether this function has been given to the parish office or treasurer, it remains the responsibility of the assignor to always ensure that prompt transfers are being made.

Assignment of fees may be scrutinised by the Inland Revenue. It is important that accurate records are kept of the fees earned and how they were distributed.

The amount of fees assigned must be declared to the Diocesan Office on the annual "CRI" (Return of Central Register) form. The amount declared must agree with the amount sent to the Diocese. The increase in the annual stipend will not be implemented until the CRI is fully completed.

Curates and staff who assign fees to their incumbent and non-parochial staff who receive no fees will not be required to complete a CRI form and will therefore be paid their stipend increase from 1st January.

5.2 Waiving of Fees

An incumbent, who assigns fees, may only waive a fee in accordance with guidance issued by the Central Stipends Authority and the agreement of the

Diocese. The principle is that the Incumbent does not have the right to waive the assigned fee, other than in exceptional circumstances such as at the funeral of a child less than 16 years.

5.3 Easter Offerings

The practice of offering Easter collections to clergy has fallen into disuse. There are tax implications if collections are gifted to clergy.

5.4 NSMS & Readers

Non-stipendiary Ministers and Readers do not receive fees, but should be fully reimbursed for travelling expenses and all reasonable working expenses.

Fees Tables

5.5 Parochial Fees

The detailed analysis of fees is reflected in the Table of Parochial Fees. Please note there has been no change in fees for 2012. Fees tables from the 2010 table onward will only be published on the website: www.cofe.anglican.org/lifeevents/fees. Printed tables will no longer be issued.

5.6 Fees for Occasional Duty

Fees for duty during an interregnum will be paid only to retired stipendiary clergy except in special cases agreed by the Bishop. Travelling expenses should be offered in all cases.

The following is the scale of the remuneration within the Diocese:

1 Sunday Service	£33.50
2 Sunday Services	£45.50
Full Sunday	£54.50

Locum Tenens:

3 days plus Sunday	£79.00
6 days including Sunday	£100.00

Weekday services should only be arranged in consultation with the Archdeacon concerned.

The fee for a weekday service is £18.25

Note: Readers have permission to conduct services and, where so licensed, to preach during vacancies. No fees are charged, but any parish using the

services of a Reader in this way would be expected to meet his/her out of pocket expenses and is invited to make a donation to the funds of the Southwark Diocesan Association of Readers. Any enquiries should be directed to the Hon. Treasurer.

- Hon Treasurer Southwark Diocesan Association of Readers: Mr Nigel Bennett, 12 Princes Street, Sutton, Surrey SM1 3RT. Tel 020 8643 3499.
- Non-stipendiary Ministers and Readers do not receive fees, but they should be fully reimbursed for travelling expenses and all reasonable working expenses.
- A fee equal to two thirds of the Incumbent's/Priest-in-Charge's fee should be paid to retired stipendiary clergy, the remaining one third to be paid to the Incumbent, or Diocesan Board of Finance in a vacancy.

5.7 Fees for Retired Stipendiary Clergy

The Archbishops' Council has issued guidelines on the treatment of fees for retired clergy, which has been endorsed by the Diocese. Only clergy who have Permission to officiate in the Diocese may take a service, including at crematoria.

5.8 Weddings & Funerals

The fee for a wedding or funeral (church or crematoria) service should be paid directly to the incumbent or, in an interregnum the sequestrators. (This is no change to the current requirement, but rarely practised). Two thirds of the fee will then be returned to the minister who took the service, plus travelling expenses. [One third of the fee will be retained by the incumbent and subsequently transferred to the Diocesan Board of Finance by assignment or reduced stipend. This contribution reflects the cost of the continuing pastoral support.]

5.9 Fees for Occasional Offices, casual duties

Where retired clergy are helping out in their own parish, and it is not in an interregnum, the Archbishops' Council suggests that retired clergy should generally not expect to receive a fee for assisting. However a casual duty fee for a service in a benefice other than the one where they regularly worship should be offered. A casual duty fee should also be offered during an interregnum to a retired priest officiating in the benefice where he/she customarily worships. For actual duty rates see note 5.6

6. Expenses

6.1 Working Expenses

Responsibility for the payment of approved parochial expenses which you incur in your ministry falls to your parochial church council. This includes Non-Stipendiary Ministers. These expenses include such items as: postage, stationery, telephone, secretarial assistance, provision and laundering of robes, hospitality, locum tenens and travelling. All clergy and licensed lay workers who may experience difficulty in obtaining reimbursement of properly incurred working expenses should, in the first instance, approach their Archdeacon.

The **Archbishops' Council**, in its role as **Central Stipends** publishes a booklet "*The Parochial Expenses of the Clergy - A guide to their reimbursement*". The latest edition is available (in PDF format) from the web page: www.cofe.anglican.org/info/clergypay/your_stipend/parochial_expenses

6.2 Motoring Expenses

The Car Mileage rates are the rates approved by the HM Revenue & Customs.

Cars

On the first 10,000 miles in the tax year	45p per mile
On each additional mile over 10,000 miles	25p per mile

(an additional 5p per mile may be claimed for one or more additional passengers)

Motor Cycles	24p per mile
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Bicycles	20p per mile
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For NSMs full allowance may be claimed travelling from home to the church where they work without incurring a tax liability, providing the HMRC rate is used.

For salaried staff, parish or diocesan, no mileage allowance shall be payable in respect of claims made for travel from home to place of work in order to perform duties. Save that where individuals are paid at clergy rates and have to travel to their work to perform their duties, an allowance may be paid equivalent to the cost of public transport travel to their place of work, grossed up to reflect the tax due on any such payment, the sum being paid as part of stipend.

The car mileage rates recommended for use by staff working in parishes are as shown above. PCCs may agree to pay staff at other mileage rates, but a tax liability may be incurred.

Some parochial clergy bear at their own wish a proportion of parochial working expenses, and in fact allowance is made for this on the Church Commissioners' Income Return. Despite this, it is recommended that rather than forego some reimbursement, clergy should charge their expenses in full and then make a contribution to parochial funds so as to ensure that the parish is aware of the full extent of its liability. Furthermore it will ensure that misunderstandings as to the correct level of expenses do not occur on change of the minister. An amount equivalent to the donated expenses can also be Gift Aided

For diocesan and other non-parochial staff these mileage rates apply where the journeys *could not reasonably be made by public transport*. Where the journey is made by car reference should be made to the line manager.

7. Accommodation

7.1 Parsonages

The Parsonage House

The Diocese is responsible for the provision, maintenance and the insurance of the house through the Parsonages Board, which will be the 'housing provider'.

Note: As approved by the Diocesan Synod, council tax, water rates and insurance of parsonage houses will continue to be paid direct by the Diocese centrally, the cost of which will be included in the overall diocesan budgetary requirement.

Maintenance / Decoration

The responsibility for maintaining the interior decoration rests with the occupants. However, parishes are encouraged to assist in either financial or other practical ways to enable one or two rooms to be redecorated at regular intervals, thereby maintaining the interior decorations in a reasonable state year by year.

Redecoration Grants

Interior redecoration grants will usually be made to incoming clergy according to the size and general condition of the property they will be

occupying. Grants will also be available to assist with internal redecoration after incumbents have been in post for 10 or 20 years. Grants outside these parameters may be considered.

Council Tax & Water Rates

The Diocese will meet the cost of Council Tax and Water Rates. The Diocese will pay the relevant authority direct from the Diocesan Office. If you receive a demand, please pass this on to the Property Department at Trinity House.

If you are a single occupier please ensure you inform the Property Department at Trinity House and your council tax office, so as to receive your 25 per cent discount.

Insurance

It is the Incumbent's responsibility to arrange for the insurance of the contents of the house. Details of claims for damage to the house e.g. broken windows should be made immediately to the Property Department at Trinity House.

Repairs

Whenever it is noticed that repairs are needed, please contact the Property Department promptly. If an emergency arises out of office hours contact a reputable local contractor known to either you or a member of the parish, and limit repairs to resolving the immediate problem. Forward the bill promptly to the Property Department that will reimburse reasonable charges. Occupiers are reminded that there is no guarantee that contractors or tradesmen located by means of directories will make reasonable charges or provide satisfactory workmanship.

In the event of **emergency** full details can be found in the 'Guidance Note for Occupiers'. Please check you have one and it is easily accessible in the house.

Quinquennial Survey

When surveys are undertaken the Diocesan Surveyor will give notification of the inspection and arrange for repairs to be carried out. Any matters needing repair should be brought promptly to the attention of the Property Department.

Sub-Letting

Do not, **under any circumstances**, sub-let any part of the Parsonage house before contacting your Archdeacon; it may result in serious legal problems.

Your Archdeacon, the diocesan solicitors and the Property Department are available to advise you on all property and legal matters. This issue is particularly important following the “Houses in Multiple Occupation Housing Act 2004”, which requires a Landlord Licence for certain houses in multiple occupation.

Rental Income & Council Tax

You are entitled to retain income from lodgers. However, if you are single, residing in Diocesan / Parsonage property, and do not have dependent relatives or lodgers staying in your home, the Diocese will be able to claim a single occupancy Council Tax discount. Please notify the Property Department if your status changes from single to multiple occupancy, as Council Tax will be payable in full. For further advice please contact the Property Department.

When You Leave

Complete and return to the Property Department the "Key Form" which will be sent out with your “farewell” letter from Financial Services.

All items supplied by Diocesan Funds and fixtures and fittings should be left for your successor. Items paid for by your PCC should also be left as they are the property of the benefice. Please leave the Parsonage in a tidy state, i.e. empty, clean and free from rubbish and arrange for all meters to be read.

Notify the local authority Council Tax Registration office that you are moving and the house is to be vacant pending the appointment of a minister of religion. If you move to another Diocese - they will be responsible for your settling-in grant and removals costs.

Vacant possession must be handed over before the day the licence expires. Any occupation after that date must be in agreement with the archdeacon and on a ‘licence to occupy’ basis

7.2 Other Dwellings

Accommodation for Full-Time Parochial Assistant Staff

Free accommodation must be provided by PCCs for full-time parochial / assistant staff including Church Army Captains and Sisters. London City Missionaries are normally accommodated free in a Mission House, but where accommodation is not provided, the cost of accommodation should not be paid by PCCs to individuals, as paid in this way such grants are liable to tax. Rent and rates should be paid by PCCs direct to landlords and rating authorities and tenancy agreements should be between PCCs and landlords.

For the purposes of the Regulations, the owners of the property are the 'housing provider'.

Council Tax

The responsibility of paying the Council Tax rests with the beneficial owner of the property. In the case of assistant staff living in a parish property, the PCC must meet the cost. When the property is vacant the PCC must notify the local authority whether the house is to be held empty pending the appointment of a minister of religion, in which case no Council Tax is payable. Where assistant staff live in a Diocesan property, the Property Department will arrange for the tax to be paid.

Insurance

It is the parish's responsibility to ensure that if accommodation is purchased or leased, it is adequately insured for damage or loss.

Items owned by the PCC but situated in the home are the responsibility of the PCC to maintain and insure. Beyond that it is generally reasonable to regard 25% of the cost of contents insurance as an expense.

Maintenance

The cost of providing and maintaining parish property is the financial responsibility of the parish.

Improvements

The Diocese is unable to assist with the financing of capital improvements to parish property, without an equity sharing agreement. This will necessitate a revaluation before the work is carried out, and any costs incurred will need to be met by the Parish. Further details may be obtained from the Diocesan Office.

Diocesan Houses used by Assistant Staff

Where assistant staff live in a Diocesan property or where a housing allowance is being paid, a rent is payable on the property. This rent is at the rate of the housing allowance reflected in 7.5 f) below but may be subject to a discount in areas of low Personal Income Categories. Rent is payable by monthly Direct Debit.

Contributions to Incumbent Status Posts

Where Parochial Staff fill an Incumbent Status post, the Council Tax and Water Rate may be reimbursed as a grant from the DBF to the parish. Parishes may claim £150 as an additional contribution toward building insurance. Grants will only apply to parishes housing team vicars or

ministers-in-charge. Additionally, the post-holder will be in charge of a separate congregation and the congregation will be separately assessed under Fairer Shares.

To claim this grant a copy of the annual demand should be forwarded to the Diocesan Financial Controller.

7.3 Heating, lighting, cleaning (HLC)

All full-time Clergy and Lay workers living in accommodation provided for the better performance of their duties as Ministers of Religion are eligible to a tax concession on heating, lighting, cleaning and gardening. The HLC allowance is not an additional payment, but an element of the stipend which is not subject to tax i.e. a tax free allowance. You are eligible to receive this allowance if you:

- Live in a house which the Church or a charity either owns or leases
- Have a full time appointment
- Complete a return of HLC expenditure each year

The annual return is usually sent out in March, and requests your eligible expenditure for the last financial year. This figure is then applied as your tax allowance for the current year. If the return of HLC is not sent to Trinity House by the end of August, the tax free allowance is withdrawn.

Eligible Expenditure

- Heating and Lighting:** You are entitled to claim your total expenditure on gas, electricity, oil, solid fuel, etc., but you should make an appropriate deduction for the cost of any cooking (pro rata in the case of a cooker that also heats water). If you are unsure of the running costs of a cooker, contact your local gas or Electricity Company, they will be able to help you.
- Cleaning:** You can claim for the cost of materials and wages paid to a cleaner, but you should make an appropriate deduction if the cleaner also undertakes non-cleaning duties such as cooking or shopping. You can claim also for payments made to your spouse for cleaning (and gardening) if instead of employing an outside cleaner you pay your spouse for these services. However, you must also be able to prove that the amounts paid are reasonable in the circumstances and that such payments have actually been made. You must also bear in mind that such payments need to be accounted for, where appropriate, when income tax returns are submitted. There is a reduced benefit in paying your spouse if he/she earns sums from other sources, which will bring income above the single person's allowance, or lower tax threshold.

- c) **Garden Upkeep:** You can claim for petrol and oil for mowers, repairs to garden tools (e.g. overhauling mowers) tree surgery, and wages paid to a gardener (including your spouse, but see proviso under Cleaning above). You cannot claim for the cost of the seeds, plants, turf, peat, fertilizer, new tools, landscaping works, garden furniture, paving, sheds or fencing.

7.4 **"Double relief":** must not inadvertently be claimed, that is to say if the outgoings are met by the PCC wholly or in part, care must be taken to see that non-taxable relief of Stipend Fund payments is only claimed for the outgoings.

7.5 **Settling-in Grants & Removal Expenses**

With effect from the 1st January 2009 grants payable by the Board to stipendiary clergy & licensed lay workers shall meet in full the removal and shall also be paid towards other costs of settling-in as follows. [With the exception of Housing Allowance f)]

- a) Archdeacons, Residentiary canons whose stipends are paid by the Diocese, incumbents, parish priests, ministers-in-charge of conventional districts and specialist ministers on second or subsequent appointment.

Re-settlement grant £2,380

- b) Incumbents, parish priests, ministers-in-charge of conventional districts and specialist ministers on first appointment.

First appointment grant £2,380

Re-settlement grant £2,380

- c) Full-time assistant clergy and lay workers on ordination or subsequent appointment.

First appointment grant £2,302

Re-settlement grant £2,302

- d) Full-time assistant clergy and lay workers* on second or subsequent appointment.

Re-settlement grant £2,302

- e) A re-settlement grant shall be payable by the Board to retiring clergy and lay workers and recently widowed clergy spouses where death has occurred in service.

Re-settlement grant £2,380

AND removal costs up to £1,218

f) **Housing Allowance** **£6,902**

Only payable to individuals living in their own property, because a house is not available with the post.

- * An assistant staff member moving into a post of incumbent status is entitled to the allowance under (a) or (b) where the house into which they are moving is also of incumbent/benefice status.

Note: Couples in Ministry are only entitled to receive one re-settlement grant when they move.

7.6. Removal Arrangements

Please obtain three quotations. The following companies have all proved to be efficient and are willing to bid for work. You may also select an alternative / local company to provide a quotation. Favourable rates may be quoted for moves which avoid Friday. Please accept the lowest quote and return the acceptance form to the selected contractor.

- Bishops Moves 0800 61 64 25
- Bournes 01797 224188
- Britannia 0800 62 25 35
- Pickfords 0800 21 21 55

During the period of your move, we insure your household effects with EIG. The quotations you obtain should therefore exclude insurance.

Further details on removal arrangements are outlined in your letter of appointment. Details of how to claim for any loss during a removal are provided with the letter.

8. Ministerial Development

8.1 Ministerial Development Review

The Ministry & Training Department has been running a well established ministerial development review programme. Those on Common Tenure are required to participate and those on Freehold are encouraged to do so. Further details are available from the Diocesan Director of Ministerial Education.

8.2 Continuing Ministerial Education

All clergy, including Non-Stipendiary Ministers, and accredited lay ministers are required by the Bishop to undertake such in-Service training as the Bishop directs.

The Bishop has appointed a Director of Ministerial Education who is responsible for the provision of clergy initial and continuing ministerial education after ordination. The Director co-ordinates the work of all those involved in training and ministerial discernment, for lay as well as ordained people. Enquiries about ministerial education should be addressed to the Director whose name and address is in the Diocesan Directory.

9. Annual Leave

9.1 Incumbents and Priests-in-charge are entitled to 6 weeks annual leave in total (to include 6 Sundays), one of which is expected to be after Christmas, and one also after Easter. Annual leave should not be taken over Christmas or Holy week/Easter without the agreement of the Area Bishop or archdeacon. Days in lieu may be taken for Statutory Public Holidays.

There is no provision for carrying holiday over from previous years. In the event that cover is not available in the parish, leave must be taken in consultation with the Area Dean. Application for special leave must be referred to the Archdeacon.

Full time Assistant Staff are also entitled to 6 weeks annual leave (to include 6 Sundays), which needs to be taken in consultation with the incumbent. Annual leave should not be taken over Christmas or Holy week/Easter without the agreement of your incumbent. Days in lieu may be taken for Statutory Public Holidays.

All leave is pro-rata for part-time appointments.

Application for special leave must be in consultation with the incumbent.

It is expected that clergy will take at least an annual retreat. The form and pattern of retreat will vary but during a year full-time clergy should set aside the best part of a week for this activity. This should not be considered as leave. Assistant staff must arrange their retreats in consultation with the incumbent.

9.2 **Rest Periods**

You are entitled to an uninterrupted rest period of 24 hours in each period of seven days. Further details are in your Statement of Particulars.

9.3 **Time off for public duties**

Clergy are entitled to spend some time on public duties but this must be discussed in advance with the Archdeacon or the Bishop.

Public duties include work done for a public authority, a court, a tribunal, charity, or trade union.

9.4 **Common Tenure Appointments**

The detailed conditions for such time off are specified in clause 23 of the Regulations.

These may be summarised as:

- The amount of time spent must be reasonable in all circumstances, taking into account the time required for the duty and how much time has already been spent on this (or other) public duties.
- The impact of the public duties on the office holder's day to day duties must be reasonable in all circumstances.
- Agreement for performance of such public duties must be granted by the Bishop.
- Consideration should be taken of any remuneration that is received in connection with the duties of the office to determine whether a reduction in stipend is reasonable.

10. **Maternity & Paternity Leave**

This is supplemental to the Statement of Particulars

10.1 **Maternity Pay**

SMP is payable to expectant mothers to help them take time off work around the time of the birth. It lasts for up to 39 weeks. If you are expecting a baby,

you must obtain a Maternity Certificate (MAT B1 or equivalent) from your doctor or midwife. You must send this Certificate to the diocesan office together with a note of the date when you wish to stop working. We will pass the details to the Clergy Payments Department. Additionally, please keep your Archdeacon informed.

10.2 Paternity, Adoption & Time off for Dependents

Clergy are able to take paternity leave, adoption leave, parental leave and time off for dependants. These arrangements need to be agreed through your Archdeacon. Further advice can be obtained from the Central Stipends Authority.

11. Sickness

11.1 Cover for sickness

If you fall sick and are unable to work refer to your Statement of Particulars for whom to contact and they will arrange for your duties to be covered. It is important that you discuss details of any relevant Statement of Fitness to Work issued by your GP.

11.2 Sickness Benefit (SSP)

If your period of sickness is for less than 7 consecutive days you should complete the self-certifying certificate which is available from the Church Commissioners web page: www.cofe.anglican.org/info/clergypay/sc02. The completed certificate needs to be sent to the Diocesan Secretary.

If your sickness continues for more than 7 days you must obtain a doctor's certificate and send this to the Clergy Payments Department. Certificates are required until your GP confirms that you are fit to return to work.

Clergy are paid in full for the initial 28 weeks of sickness. From week 29, state incapacity payments are payable to an individual. Where the Diocese continues payment, the sums paid will be reduced by the amount of state benefit. At the half-year stage the option to review whether there is long-term sickness may be considered.

For long periods of sickness or frequent absence an occupational Health assessment will be required.

Note: If you are State Pension age you are excluded from the SSP (statutory sick pay) scheme, but can claim state benefit instead from your local DWP office.

11.3 Retirement through Ill-Health

Your Archdeacon will advise. Your pension will be based on length of service to date, plus prospective service to normal retirement age.

12. Pension

The Church of England Pensions Board produces a helpful booklet, "Your Pension Questions Answered" which is available from the Pensions Department, 29 Great Smith Street, London SW1P 3PS - Tel: 020 7898 1800. E-mail: pensions@cepb.c-of-e.org.uk

Within the English Diocesan structure no deductions are made from your stipend in respect of your retirement benefits.

Your pension is based on the length of qualifying pensionable service completed. Two years minimum service is required (not continuous) before one can transfer pension rights when leaving. Further details may be obtained from the Church of England website:- www.cofe.anglican.org

The following publications from the Pensions Board may also be useful:

- Your Pension Questions Answered
- Retirement Housing

13. Disciplinary Procedures

All clergy office holders and those with Permission to Officiate are subject to the Clergy Discipline Measure 2003 and (for offences relating to doctrine, ritual and ceremonial) the EJM 1963.

14. Capability Procedure

Office holders on common tenure are subject to a capability procedure, to which bishops are required to have regard if they have concerns about the performance of an office holder

15. Grievance Procedure

Office holders on common tenure are entitled to use the grievance procedure if they wish to raise a grievance formally.

Full details on discipline, capability & grievance procedures can be found via the Common Tenure web site: www.common tenure.org

16. 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 office holder makes an application to an Employment Tribunal.

17. Term Assurance and Additional Benefits

17.1 Term Assurance

The Church of England Pensions Board (CEPB) provides life assurance for all full-time parochial and non-parochial stipendiary clergy and licensed stipendiary lay staff dying in office. From March 2011 the sum payable by CEPB, if staff die in post is £61,290. This increases to £64,110 from 1st April 2012. The CEPB also provides life assurance cover to part-time staff on a pro-rata basis.

17.2 Additional Benefits

The Southwark Diocesan Board of Finance has an additional and separate policy for all licensed clergy/lay staff who qualify for the CEPB assurance. In the event of death in service and there are dependents of the deceased, then the Board will consider making an additional payment of up to £40,000. To ensure this Life Assurance is in place, clergy over the age of 65, and those who have been previously medically underwritten may be required to give consent for the assurance company to apply for medical records and seek a health declaration. If the Board of Finance is not satisfied with the results or the information provided, or if the individual refuses or fails to undergo the medical examination, or to allow the results to be disclosed to the Board, the Board may refuse to provide cover.

18. National Car Loan Scheme

The Church Commissioners operates a National Car Loan scheme and will make loans available to assist with the purchase of motorcars for official duty. All stipendiary clergy and lay workers paid through the Church Commissioners office are eligible.

18.1 Age of Car

Vehicles should be under four years old. A Vehicle History Inspection Certificate must support all applications for second-hand vehicles. Applications for vehicles over 4 years old will be considered but these must be supported with a report from an independent engineer. Loans for vehicles over 4 years old are usually agreed subject to a reduced term.

18.2 Terms

MAXIMUM LOAN:	The maximum loan is £10,685 from 1/4/2011
TERM:	Normally up to 4 years
RATE OF INTEREST:	5%
REPAYMENTS:	Equal monthly deduction from stipend/pension.

18.3 Redemption

Voluntarily at any time. Full redemption will be required on leaving the Commissioners' payroll (i.e. resignation or death but not retirement unless there is insufficient church pension to cover the repayments.) It will also be required on the sale, theft, writing-off through accident or other disposal of the car, or should the car become permanently unserviceable.

18.4 Replacement Loans

If an applicant has an outstanding loan from the Commissioners, and has not made separate arrangements for redemption, this must be repaid as part of the new loan granted. The outstanding balance of a Commissioners' loan will be deducted from the sum sent to you. The total loan must not exceed the current maximum under the scheme.

18.5 General

The Car to which the loan applies will be the property of the borrower. Comprehensive insurance with a recognised company must be held throughout the term of the loan. Individuals who wish to take advantage of the scheme may down-load the application form in pdf format from the website at:- www.cofe.anglican.org/info/clergypay/car_loans/s50e.

18.6 Approval

When completed the form must be signed by the appropriate Archdeacon and then be sent direct to the Clergy Payments section of the Church Commissioners.

19. Health & Safety

Office holders are deemed to be responsible for their own health and safety and must have due regard to the health and safety of those they come in contact with on Parish property or any part of your accommodation used for carrying out your duties.

General advice and guidance on health and safety matters may be sought from the Diocesan Office, whilst extensive guidance on health and safety can be found at:

www.ecclesiastical.com/ourproducts/insurance/churchinsurance/church_health_and_safety/index.aspx

or through the HSE website www.hse.gov.uk

Health and safety concerns relating to housing may be raised with the Property Department of the Diocesan Office in the first instance.

20. Safeguarding Arrangements

a) All clergy are required to undergo a CRB check before the bishop will issue a licence, and to conform to diocesan policy on safeguarding, including registering with any authority that is established for safeguarding purposes.

b) Information or advice regarding this may be sought from the Safeguarding Officer at the Diocesan office.

21. Taxation

21.1 Stipend

Your stipend is taxable under PAYE rules. The Church Commissioners will automatically account for changes in your tax code when the tax office notifies them.

21.2 Frequently Asked Questions

The Church Commissioners have produced a questions and answers paper which may be reviewed from the website:

www.cofe.anglican.org/info/clergypay/ the broad headings address:

- General Pay Enquiries
- PAYE Tax
- National Insurance Contributions
- National Car Loan Scheme

- Heating, Lighting & Cleaning - Tax-free allowance
- Pensioner Enquiries
- Payroll Giving

Additionally the Churches' Legislation Advisory Service also provides guidance on clergy tax in the form of circulars and books. Details may be accessed from the web: www.churcheslegislation.org.uk.

21.3 Fees: Church, Churchyard, Cemetery and Crematorium not assigned to the Diocese

These are paid before deduction of tax to clergy and lay-workers and should be declared by the individual annually to the Inland Revenue. It is normal for an estimate of fee income to be deducted from the personal tax allowance accruing to an individual, so that some tax can be collected in the year, thus avoiding large demands from the Inland Revenue at the year-end. Care should be taken therefore, that a sufficient sum is being deducted from your PAYE coding calculation to take account of this fact. Failure to do this can cause acute financial embarrassment. **Clergy are advised to assign their fees** to avoid these problems. (See section 5). It is important that accurate records are kept of the fees earned and how they were distributed.

21.4 Accommodation

The payment of rates, mortgages, repairs, improvements and insurance of parsonage houses, and assistant staff accommodation is the responsibility of either the diocese or a PCC. Occupancy by full-time clergy and lay-workers is for the better performance of their duties; as such they are classed as representative occupiers. The benefit to them of free accommodation is regarded as incidental and not assessable to income tax. The accommodation, however, must either be owned or rented by the Diocese, PCC or other charity. If the property is rented it is essential that there is a written agreement between the PCC and the owner of the property.

21.5 Taxation on mileage allowance

PCC's are free to apply the mileage rates at whatever is deemed appropriate. However, HM Revenue & Customs approved rates for tax year 2011/12 are shown in section 6.2 above. These rates do not incur an income tax liability. If the PCC rates are lower, tax relief may be claimed on the difference. HM Revenue & Customs may also, recognise other claims; (say at rates for vehicles over 2000cc).

21.6 Child Tax Credit and Working Tax Credit

Clergy families on a low income and/or with children may be entitled to a tax credit and/or funding for a nursery place. For general advice please call

the Tax Credit Help line on 0845 300 3900, or access the HM Revenue & Customs web pages.

21.7 Childcare Voucher Scheme

If you use a registered or approved childcare provider, the Childcare Voucher Scheme, operated by the Clergy Payments Department, is a tax efficient way of helping with your childcare costs. By agreeing to a reduction to your stipend in exchange for a childcare voucher (to use towards registered or approved childcare costs), you are eligible to receive the voucher free of tax and national insurance. Contact Clergy Payments Department for further details: www.cofe.anglican.org/info/clergypay

22. Pastoral Care of the Clergy

22.1 Counselling for Clergy

Confidential professional pastoral care is available for the clergy and their families. The service is available to stipendiary clergy in the Diocese, their spouses and family members, during times of personal difficulty.

The Diocese has made contractual arrangements with two well-established organisations offering qualified and accredited counselling, all of whom have experience in working with clergy, understand the nature of our work and respect religious conviction.

The Diocese will be invoiced by the organisation for up to twelve counselling sessions (ten for couples). The respective organisation will observe total confidentiality about the identity of those using the service.

22.2 Counselling Organisations

Clergy and their family should make direct contact with the organisation of their choice:

The Churches Ministerial Counselling Service

Counselling is available for individuals, couples and teenage children, through a network of counsellors across London. In the first instance please contact Enid Gear, Regional Liaison Organiser Tel 01277 215744 or CMCS 01235 517705. www.cmcs.org.uk

WPF Therapy LTD

Fast-access counselling for individuals at their centre: 23 Magdalen Street, London SE1 2EN. Contact Ede Palmer on: 020 7378 2007 or e-mail: ede.palmer@wpf.org.uk

23. Procedures During a Vacancy

23.1 Fees for duty during an interregnum will be paid only to retired stipendiary clergy except in special cases agreed by the Bishop. Travelling expenses should be offered in all cases.

23.2 Sequestrations

Churchwardens will appreciate the need for parishes to maintain payment of their Parish Share Contribution during a vacancy. This is because your payment is a contribution towards the stipends of the clergy of the whole diocese and not just to your own parish priest. However, certain savings will be made during an interregnum notably in the area of clergy working expenses.

- a) It is the duty of Churchwardens to keep the Sequestration account. PCC treasurers however, are able and willing to account for the income during the period of the vacancy. The fee income and related expenditure, during the vacancy is to be separate from that of the PCC, but the law no longer requires a separate bank account to be opened.
- b) Churchwardens should collect and pay **into** the Sequestration Account:
 - i. The **Minister's** fee for each wedding and funeral.
 - ii. Rent from letting part of the parsonage house, garage or garden. (NB: this only applies to existing lets). The sequestrators must not enter into any letting arrangements of the parsonage.
 - iii. Any other payments normally payable to the Parish Priest.
- c) Churchwardens should pay **from** the Sequestration account:
 - i. Retired clergy officiating at a wedding or funeral who should receive two thirds of the fee. The remainder should be credited to the Sequestration account. NSMs (even if retired) and stipendiary clergy should be given expenses but receive NO fee. All fees are paid at the time of the service.
 - ii. Fees to retired clergy for occasional duty. The scale of fees is given in paragraph 5.6.
 - iii. The standing charges of the electricity, gas supply and the telephone rental (excluding usage) to the parsonage.
 - iv. A nominal sum to provide background heat to the parsonage during the winter months if unoccupied.
- d) At the end of the interregnum, outstanding expenses having been met, any surplus on the account may be credited to the PCC. Any deficit on

the account must be offset by the PCC, having regard to the savings in working expenses.

- e) Under no circumstances should an in-coming incumbent or priest-in-charge receive monies or expenses from the Sequestration account. The incumbent or priest-in-charge will receive a removal and settling-in grant from the Diocese.

24. Jury Service

Clergy are eligible for jury service and can only seek excusal or deferral for good reason. In consultation with the Commissioners' Clergy Payments Department and the Deployment, Remuneration and Conditions of Service Committee of the Archbishops' Council, we have produced the following guidance, based on the provisions that are applied by the National Church Institutions to their staff.

- a) Time off with pay should be granted.
- b) On receipt of the jury service notice, clergy should inform the Bishop, the Archdeacon, the diocesan office, and the churchwardens of the period when they will be absent on jury service.
- c) Clergy should claim the attendance allowance (which is paid on a net pay basis).
- d) They should send a loss of earnings form (provided by the Court) to the Church Commissioners' Clergy Payments Department for completion before their jury service starts. Clergy Payments will then send the completed form back to enable clergy to claim their allowance.
- e) When their service has been completed, clergy should inform their DBF of the amount of attendance allowance received. The DBF will then instruct Clergy Payments to reduce their Stipend by the amount of the net pay saved, 'grossed up' for tax and National Insurance contributions.

25. Quick Reference Contact List

Trinity House, Finance Department

Bob Dallimore, *Financial Controller*
Charity Finance & Financial Administration
020 7939 9425
bob.dallimore@southwark.anglican.org

Val Reid, *Deputy Accountant*
Fairer Shares Payments & Direct Debits
020 7939 9426
valrie.reid@southwark.anglican.org

Heather Cassidy, *Admin Officer (Stipends)*
Stipends, Payroll & Clergy Moves
020 7939 9427
heather.cassidy@southwark.anglican.org

Mark Gregory, *Management & Trust Accountant*
Trust Funds, Insurance Loans & Banking
020 7939 9431
Mark.gregory@southwark.anglican.org

Sonia Lee, *Admin Officer (Finance)*
Receipts, Expenses & Payments
020 7939 9430
sonia.lee@southwark.anglican.org

Lay Co-ordinator of Fairer Shares

John Henson
Fairer Shares Reviews & Appeals
020 8942 1279
john.henson@southwark.anglican.org

Church House, Westminster

Clergy Payments
Jeanette Whitmarsh
Payment of Southwark Stipends
020 7898 1615
Jeanette.whitmarsh@c-of-e.org.uk

Clergy Pensions
The Clergy Pensions Team
Pension General Enquiries
020 7897 1800
pensions@cepb.c-of-e.org.uk