



The Diocese of
Southwark

Guidelines for Clergy and Conditions of Service

2018

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Please keep this booklet as a reference

Contents

1. Preface
 2. Introduction
 3. Appointment and Office
 4. Stipends & Salaries
 5. Termination
 6. Fees
 7. Expenses
 8. Accommodation
 9. Ministerial Development
 10. Annual Leave
 11. Maternity & Paternity Leave
 12. Sickness
 13. Pension
 14. Disciplinary Procedures
 15. Capability Procedure
 16. Grievance Procedure
 17. Respondent in Employment Tribunal
 18. Term Assurance & Additional Benefits
 19. National Car Loan Scheme
 20. Health & Safety
 21. Safeguarding
 22. Taxation
 23. Pastoral Care of the Clergy
 24. Procedures during a Vacancy
 25. Jury Service
 26. Charitable Support
 27. Quick Reference Contact List
- Annex A Out Of Hours Emergency Contractor Directory 2017/18

1. Preface

From the Bishop of Southwark

We are called to a ministry of service. In serving God, we are compelled to serve God's people and in serving God's people, it is the Lord whom we serve. The diocesan administration expresses our calling to serve by enabling the mutual support of parishes, people and priests. The success of the work of the Diocesan office, Area offices, and diocesan wide ministries in turn depends to a significant extent upon you. It will be in the fostering of lay and ordained discipleship, the furtherance of mission, ministry and the development of safe and flourishing communities all caught up in the joy of the Gospel and worship of Almighty God the worship of Almighty God that our work finds its outworking and its blessing in due time.

The information here is offered in that spirit of service. In it, you should find many of the answers to practical questions in relation primarily to the exercise of ordained, stipendiary ministry within the Diocese of Southwark. Not every question will be answered. If you have other questions, or if your particular ministry is not that which this booklet addresses, please contact your Archdeacon. You can find their contact details in the diocesan directory, at <http://southwark.anglican.org/about-us/who/bishops-and-officers> and those of relevant staff at Trinity House at the end of this booklet.

Thank you for answering God's call to serve his Church and people. I hope that in some small way, what is written here is useful to you. Please pray for me as I do for you, that we may be worthy of the ministry to which we are called.



2. Introduction

The 2018 booklet has been developed by officers of the Diocese, Archdeacons and others to ensure that you may undertake your valuable service to parish, deaneries and communities knowing that you are supported by accurate, timely information in respect of your conditions of service.

The Diocesan Staff Purpose is "to serve, support, lead and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark." In this we endeavour to exhibit the values of "effective stewardship of resources, collaborative team working, respect for all, and transparent accountability." We hope that this is evident throughout this booklet.



Ruth Martin (Lay Canon)
Diocesan Secretary

3. Appointment and Office

General

- a) The ordained ministry in the majority of cases is expressed in a specified 'office'. An office-holder is not employed. Some clergy, however, *are* employed (for example, chaplains who have contractual terms negotiated or set by their employer). Nonetheless, there are terms and conditions as well as expectations which accrue to holding an office. Some of these are legally binding, some attach to the office and many mirror employment rights and conditions of a contract. Indeed some aspects of holding an ecclesiastical office are treated in law *as if* they are employment to enable such provisions to take effect. The payment of employer's national insurance is an example of this. While some of the issues outlined here concern matters that are legally binding on clergy who are office-holders. However, the document should be understood as guidance and for information unless explicitly stated otherwise. In particular, it should not be construed as forming part of any employment contract.

Further information can be found at <https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service>

- b) Details regarding rights and responsibilities of office may be found in The Ordinal, the licence or deed of collation or institution, any role description, and the Guidelines for the Professional Conduct of the Clergy, as revised in 2015 and your Statement of Particulars.
<https://www.churchofengland.org/sites/default/files/2017-10/Clergy%20Guidelines%202015.pdf>
- c) In addition, it should be noted that all clergy are subject to the provisions contained within the Canons, the Clergy Discipline Measure 2003, the current law related to patronage and the appointments procedure, and antidiscrimination legislation (apart from the specific exemptions granted).

3.1 Common tenure appointments

- a) The Ecclesiastical Offices (Terms of Service) Measure 2009 conferred a new form of tenure on clergy, called Common Tenure. This document expands upon the obligations and rights conferred by the legislation. From its inception, Common Tenure applied to team vicars, priests in charge, assistant curates, fixed term appointments, house for duty posts, and canonically licenced lay workers in receipt of stipend and/or housing as well as bishops, archdeacons, residentiary canons, rectors and vicars. All new appointments made after the legislation came into effect (31 January 2011) confer office held under Common Tenure and those on existing free-hold may transfer to Common Tenure.

- b) 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. Consequently, this document should be read in conjunction with the Statement of Particulars.
- c) The legislation removed the perceived insecurity of those holding office without a benefice and brought greater equality of office between beneficed and unbeneficed clergy.
- d) A person who holds or is to hold office under Common Tenure may be appointed for a fixed term or under terms which provide for the appointment to be terminated on the occurrence of a specified event in the following circumstances (Regulation 29 of the The Ecclesiastical Offices (Terms of Service) Regulations 2009 as amended):

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 Mission and Pastoral Measure 2011
 - 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);
 - The office is designated as an Interim Post see Regulation 29 (7B-F) as amended in 2015, including for pastoral need, mission opportunity or where the future is unclear.
- e) Clergy with the freehold who chose not to change at the time of implementation of Common Tenure may at any time choose 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.
 - f) Those clergy designated as employees (of the Diocesan Board of Finance or possibly of the Bishop in his capacity as a corporation sole) are not covered by Common Tenure and as such will be issued with contracts of employment.
 - g) All references to Statements of Particulars refer to clergy on Common Tenure, and do not apply to clergy who retain the 'freehold'.
 - h) Under the Ecclesiastical Offices (Terms of Service) (Amendment) Regulations 2017 the Bishop of Southwark has decided that he is willing to exercise discretion in certain cases to extend appointments beyond age 70. These are set out in his Ad Clerum of the Feast of the Transfiguration 2017.

4. Stipends & Salaries

4.1 A stipend is a payment accruing to an office which enables the holder to maintain themselves but which is itself not a salary or wages in receipt of services rendered

- 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 £26,540 (full-time) from 1 January 2018. This is an increase of 2%.
- b) Stipendiary assistant staff will usually be paid according to the following scales (an increase of 1% on 2017):

Full-time posts	£
First year after ordination	25,125
Second year after ordination	25,498
Third year after ordination	25,900
Fourth year after ordination	26,280

All increments are payable on the 1st January. All full-time offices and assistant staff under common tenure include the right to be paid not less than the National Minimum stipend of £23,800 from 1 April 2017.

4.2 Addition to stipends

Income from the following should be declared to the Diocesan Board of Finance (Finance Department).

- a) 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.
- b) Receipts from Patrons or charitable trusts.
- c) Chaplaincy fees, less reasonable expenses incurred in carrying out the duties.
- d) Salaries from secondary employment of a contractual nature, such as teaching, less reasonable expenses incurred in carrying out these duties.
- e) Parochial Contributions towards:
 - o Pension charges if any

Income

4.3 For the purposes of National Insurance, clergy are treated as if they are of employed status. Employee contributions are deducted from stipend payments each month alongside 'pay as you earn' tax deductions. Employer's NI contributions are paid by the diocese. Stipends are paid monthly in arrears through the Church Commissioners' payroll with the Commissioners treated as if they are the employer for NI purposes. Office-holders as set out before, however, are not employed.

5. Termination

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

- a) 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;
- b) 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);
- c) 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;
- d) where the office ceases to exist in consequence of a pastoral scheme or order made under the Mission and Pastoral Measure 2011.
- e) Please see the Bishop of Southwark's Ad Clerum of the Feast of the Transfiguration (6 August 2017 on criteria by which he will consider licensing clergy to offices beyond the age of 70 following the Ecclesiastical Offices (Terms of Service) (Amendment) Regulations 2017

5.2 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:

- a) where the Bishop removes the office holder from office under the capability procedures;
- b) the appointment is for a term under regulation 29 (see Section 2.1 c) above).

5.3 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 and Archdeacon, who will arrange for the Registry to send you a Deed of Resignation. 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 Admin Officer (Stipends) in the Finance Department at Trinity House.** This is particularly important so far as assistant staff is concerned. The recipient of a letter of resignation must ensure that the Trinity House has been notified.

6. Fees

6.1 Where fees go (formerly assignment of fees)

(a) From 1st January 2013, the element of parochial fees, which were previously designated 'minister's fees' automatically belong to the Diocesan Board of Finance (DBF).

There is no general means of waiving such fees. The incumbent, or priest-in-charge (as appropriate) **only** or during a vacancy, the Area Dean may *in a particular case* waive such fees (to the DBF and PCC). However, he or she must further consult the churchwardens in any particular case involving fees owing to the PCC. This provision is not a basis for a blanket waiver and if asked, the incumbent or priest-in-charge would need to give reasons for the decision. The sort of things to be borne in mind are issues around hardship, and not relationship to the minister or longstanding membership of the congregation.

Process for Handling Fees

(b) It is important that fees are sent to the DBF on a monthly basis. Whether the incumbent sends the fees direct to Trinity House or whether this function has been given to the parish office or PCC treasurer, it remains the responsibility of the incumbent to always ensure that prompt transfers are being made.

In January each incumbent and parish treasurer will be sent an electronic link for the Return of Parochial Fees. The system is automated and the return should be completed on-line on a monthly basis with the fees being sent to Trinity House. Please note that it is important to complete a return for every month. If your parish has not had any services in a particular month a nil return is still required.

Clergy who currently manage the fees themselves may wish to pass this task over to the PCC treasurer or administrator!

In a few cases, an incumbent who has notified the Bishop will still receive the fee direct, but this is exceptional. This retained fee will be deducted from the following year's stipend, in accordance with the Central Stipends Authority.

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

6.2 Occasions when no fee is payable

Under the new arrangements no fee is payable for the burial of a stillborn infant or for the funeral or burial of a person who dies aged under 16 years.

6.3 Parochial Fees

The detailed analysis of fees is reflected in the Table of Parochial Fees.

Fees tables are published on the following web page:

<https://www.churchofengland.org/sites/default/files/2017-10/Fees%20Table%202018%20-%20A4%20-%20all.pdf>

Printed tables are no longer issued.

6.4 Fees for Occasional Duty

This section applies only to regular Sunday and weekday worship. See below for guidance on fees for occasional offices and casual duty.

Fees for duty during a vacancy will be paid only to retired stipendiary clergy with Permission to Officiate in the Diocese 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:

- | | |
|-------------------|--------|
| ▪ Sunday Service | £39.00 |
| ▪ Sunday Services | £51.00 |
| ▪ Full Sunday | £60.00 |

Locum Tenens:

- | | |
|---------------------------|---------|
| ▪ days plus Sunday | £88.00 |
| ▪ 6 days including Sunday | £110.00 |

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

- | | |
|-------------------------------------|--------|
| ▪ The fee for a weekday service is. | £23.00 |
|-------------------------------------|--------|

Note: Readers have permission to conduct services and, where so licenced, to preach during vacancies. No fees are charged, but any parish inviting Readers to serve 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:

*Mrs Jackie Pontin, c/o Trinity House, 4 Chapel Court, Borough High Street
London SE1 1HW 020 7939 9400.*

- Readers, do not receive fees for funerals they take (if so authorised), but they should be fully reimbursed for travelling expenses and all reasonable working expenses.

6.5 Fees for Retired Stipendiary Clergy

Only clergy who have Permission to Officiate (PTO) in the Diocese may take a service, including at crematoria. Each Diocesan Board of Finance (DBF) decides whether any part of the DBF component of the fee should be paid to retired stipendiary clergy who conduct marriages and funerals in a vacancy or in the absence of the parish priest. The Southwark DBF has determined that two-thirds of the DBF component may be paid to retired stipendiary clergy with a current PTO where Permission to Officiate in the Diocese has been given fees are apportioned as follows:

6.6 Fees for Weddings & Funerals

The whole fee for a wedding or funeral (church or crematoria) service should be paid directly to the PCC. Two thirds of the DBF fee will then be returned to the minister who took the service, plus travelling expenses. The remaining third will be paid to the DBF.

Travel expenses should be paid in all cases to those who conduct a funeral or a wedding on behalf of a parish.

6.7 Fees for Occasional Offices, casual duties

Where retired clergy are helping out in their own parish (and it is not in a vacancy) 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 a vacancy to a retired priest who does habitually worship in the benefice but provides cover during the vacancy.

7. Expenses

7.1 Working Expenses

Responsibility for the payment of approved parochial expenses incurred in ministry falls to your Parochial Church Council. This includes Assistant Curates and Assistant Clergy (without stipend). These expenses include such items as: postage, stationery, telephone, broadband, secretarial assistance, provision, repair and laundering of robes worn in the conduct of church services in accordance with Church Law (clergy are expected to provide their own clerical shirts, collars and stocks), hospitality, locum tenens and travelling provided they are in connection with parochial duties. All clergy and licenced 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 Authority** publishes a booklet *The Parochial Expenses of the Clergy*. The latest edition is available (in PDF format) from the web page:

7.2 Motoring Expenses

(a) The Car Mileage rates are the rates approved by the HM Revenue & Customs. For 2016/17 these are:

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

Bicycles

20p per mile

(b) For Assistant Curates (without Stipend) 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.

(c) 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. 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.

(d) 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

(e) 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.

8. Accommodation

8.1 Parsonages

a) The Parsonage House

The Diocese is responsible for the provision, maintenance and the insurance of the house through the Parsonages Board, which is usually the 'housing provider'. If the house contains any specialist plant or controls, it will be under a maintenance contract placed by the Property Department. Any repairs requests or details of claims for damage to the house e.g. broken windows should be made immediately to the Property Department at Trinity House: property.repairs@southwark.anglican.org

b) Maintenance / Upkeep/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. Please consult your Archdeacon if more substantive maintenance issues arise.

Section 13(1) of the Repair of Benefice Buildings Measure 1972 states:

"The incumbent shall have a duty to take proper care of a parsonage house, being a duty equivalent to that of a tenant to use premises in a tenant-like manner. Under Common Tenure, it is the office holder's responsibility to use all reasonable endeavours to keep the property and any contents provided by the diocese, clean and free from deterioration, with the exception of fair wear and tear, and to keep any belonging to the property in a reasonable state of upkeep. All clergy are expected to treat their housing and garden in this manner and may be liable to all or part of any necessary repairs caused or aggravated by a deliberate act on their part. Please notify the Property Department of any necessary repairs as soon as practicable after you become aware of them. Diocesan officers (or agents acting on the Diocese's behalf) may need access to the property and will give reasonable notice (save in emergency). Regulation 14 Ecclesiastical Offices (Terms of Service) Regulations 2009 provides for such access and normally this will be for purposes of survey/assessment for repair (see periodic survey below). Your understanding and support would be appreciated as the aim is to ensure that good housing plays its part so that parishes and clergy are energised, equipped and empowered for ministry and mission.

c) Redecoration Grants

Prior to occupancy the Archdeacon will work in partnership with the Property Department to inspect the property and will have authorised any repairs or maintenance to the house. We don't usually carpet the property and if any decoration or carpeting is required, the Archdeacon will usually have authorised an interior redecoration grant to incoming clergy according to the size and general condition of the property they will be occupying. Grants will normally be available to assist with internal redecoration after incumbents have been in post in the same property for 10 and 20 years if authorised by the Archdeacon. Grants outside these parameters may be considered by the Diocesan Secretary if recommended by the Archdeacon.

d) 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. Alice Eastaugh c/o property.invoices@southwark.anglican.org

If you are a single occupier please ensure you inform the Property Department at Trinity House and your council tax office, so that the diocese can receive the 25 per cent discount. Similarly, if your status changes from single to multiple occupancy please inform the Property Department as Council Tax will be payable in full.

e) Gardens

The incumbent should keep the gardens neat and tidy with lawns maintained. Any problems with trees should be reported to property.repairs@southwark.anglican.org Should an incumbent be unable to maintain the garden due to ill-health or any long-term infirmity, please seek help initially through the parish before seeking help through the Archdeacon, who will liaise with the Diocesan Secretary if exceptional help is warranted.

f) Contents Insurance

It is the Incumbent's responsibility to arrange for the insurance of the contents of the house. This includes carpets and flooring throughout, as well as furniture and your personal contents. It is strongly recommended that incumbents have such insurance in place. If you are unsure which provider to use, you may wish to start with Ecclesiastical Insurance, which is the company used by the Diocese for buildings insurance of parsonages.

g) Repairs

Whenever it is noticed that repairs are needed, please contact the Property Department promptly.

All requests for property repairs should be sent to Nathan at property.repairs@southwark.anglican.org 020 7939 9477. A contractor will usually be instructed who will contact you within 48 hours or you will be advised that the matter will be referred to a surveyor who will contact you within 5 days and you will be copied into an e-mail so as to be aware of which surveyor this is.

- a. If an emergency arises out of office hours for plumbing, drainage, electrical work, or heating please contact the relevant contractor (see Appendix A) and also notify property repairs so that they can follow up with you on the next working day. For any other emergency, please contact your Archdeacon. Please note that **whenever you smell gas you should turn off the gas supply to the property at the meter and if it persists, contact Transco on 0800 111 999 at any time.**

h) Periodic 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, other than through the periodic survey, should be brought promptly to the attention of the Property Department.

i) Letting & lodgers

Do not, **under any circumstances**, let any part of the parsonage house without full discussion with your Archdeacon, as such lettings can result in **serious legal problems**. See below for aspects of this.

Lodgers

Should you wish to have a lodger or lodgers, please contact your Archdeacon for the relevant paper work. Please note that if you have more than one lodge your property may become a **House in Multiple Occupation** and will be subject to extensive additional regulations.

This, additionally, has consequences for you in relation to the payment of Council Tax. A sample template for lodgers is available from Maria Beattie at maria.beattie@southwark.anglican.org .

Air BnB and other short-term lets

If rooms are let on a short term basis you will still be responsible for complying with the **law as a landlord**. This includes prominent display of the Gas Safety Certificate, ensuring all furniture in the house complies with current safety regulations, having all your electrical appliances tested regularly - this is known as Portable Appliance Testing (PAT). You will also have to **comply with all aspects of any contract** which is formed between you and those coming to stay, so you will need to be clear on exactly what contract is formed through the website you are using to let the rooms. If the people stay on beyond what you have agreed you may need to go to court to get them to leave.

The use of parsonages for 'holiday lets' and occasional paid use through website use where the user's identity cannot be identified is strongly discouraged. The Archdeacons strongly advise clergy not to enter into short-term lets.

j) When You Leave

Complete and return to the Property Department the 'Property Handover' forms which will be sent out with your "farewell" letter from Financial Services.

You are asked to allow the Property Department to inspect the Parsonage House no later than one month before it is vacated in order to ascertain the extent and scope of the vacancy works required.

All items supplied by this Diocese as well as 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 House and garden in a tidy state, i.e. empty, clean and free from rubbish. Please arrange for all meters to be read.

If you move to a post in another diocese, arrangements about settling-in grant and removals costs are the responsibility of the receiving diocese.

You should vacate the parsonage house on or before the date of your resignation/expiry of your post (as applicable). Please liaise with Maria Beattie (maria.beattie@southwark.anglican.org) to confirm the date of vacating/hand over date. We normally expect our surveyor and approved agent to visit the Parsonage House and garden before you leave in order to undertake a condition survey and rent valuation of the property. Any occupation after that date will only be for a strictly limited time period must be agreed by both the Archdeacon and the Diocesan Secretary on a 'licence to occupy' basis.

8.2 Other housing occupied by clergy or pioneer ministers (including team vicars, curates and SSMs)

This will be either on a strictly time bound-basis such as with curates or commensurate with Common Tenure as with Team Vicars in which case the above parameters apply.

8.3 Parish Accommodation

a) The cost of providing and maintaining parish property is the financial responsibility of the parish. There are some situations in which the Diocese contributes to parish owned housing, and as such this will be the subject of agreement between the PCC, Archdeacon and the Diocesan Secretary. This may include provision for Council Tax, insurance, water rates, etc. Each is determined on a case-by-case basis.

Where parochial staff fill an incumbent status post, the Council Tax and water charges may be reimbursed by a grant from the Diocesan Board of Finance to the PCC. The PCC may claim £150 as an additional contribution towards building insurance. Grants only apply to parishes housing team vicars or ministers in charge. Additionally, the post-holder will have charge of a separate congregation and the congregation will be making a separate pledge to the Parish Support Fund. To apply for the grant, a copy of the relevant invoice should be sent to the Director of Finance.

For other parish owned, parish provided housing, the following applies:

b) 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.

c) 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.

d) Improvements

The Diocese is normally 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.

e) Diocesan Houses used by Assistant Staff (assistant curates)

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 8.6g below but may be subject to a discount. Rent is payable by monthly Direct Debit.

8.4 Heating, lighting, cleaning (HLC)

(a) 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 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. Please return your form to the Church Commissioners Clergy Payroll Team by the end of August, to ensure your tax free allowance is maintained.

Eligible Expenditure - Heating and Lighting:

(b) 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.

(c) **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.

(d) **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.

8.5 "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.

8.6 Settling-in Grants & Removal Expenses

a) Grants payable by the Board to stipendiary clergy & licenced 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 g):

b) 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 £2,615

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

First appointment grant £2,615 Re-settlement grant £2,615

d) Full-time assistant clergy and lay workers on ordination

First appointment grant £2,531 Re-settlement grant £2,531

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

Re-settlement grant £2,531

f) 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 £2,615 AND removal costs up to £1,338

g) Housing Allowance **£8,670**

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

h) Self Supporting Ministers grant

First appointment £510

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

j) **Note:** Couples in ministry are only entitled to receive one re-settlement grant when they move.

8.7. 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 and Saturday. Please accept the lowest quote and return the acceptance form to the selected contractor.

- Bishops Move 0800 61 64 25
- Bournes 01797 224 188
- Britannia 0800 62 25 35
- Brosnan & Son 020 8452 3452
- 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. If your household contents insurance policy is with EIG your move will automatically be covered under your existing policy. If this is the case can you please inform Admin Officer (Stipends) at Trinity House.

Applications for parking bay restrictions are the responsibility of the removal company and the removal companies listed above have been made aware of this. If a removal firm other than the ones listed is used the firm should be instructed by the mover to organise the application where required.

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.

9. Ministerial Development

9.1 Ministerial Development Review

The Discipleship and Ministry Department administers, on behalf of the Bishop, 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 Discipleship and Ministry.

9.2 Continuing Ministerial Education

The Discipleship and Ministry Department offers a full and creative programme of diocesan training. All clergy, including Assistant Curates (without stipend), and accredited lay ministers are required by the Bishop to undertake such in-Service training as the Bishop directs.

10. Annual Leave

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

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

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. This should not be considered as leave. Assistant staff must arrange their retreats in consultation with the incumbent.

10.2 Rest Periods

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

10.3 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 (please see section 25 regarding Jury Service), a tribunal, charity, or trade union.

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.

11. Maternity, Paternity and Adoption Leave

For clergy on Common Tenure, this is supplemental to the Statement of Particulars; please see the Diocesan Maternity, Paternity and Adoption Leave Provisions for details of relevant Pay and Conditions. Details of the Diocesan Maternity, Paternity and Adoption Leave policy can be found on the diocesan website at: <http://southwark.anglican.org/downloads/MaternityLeavePolicyMay2013.pdf>
Please discuss these arrangements with your Archdeacon.

Further advice can be obtained from the Diocesan Director of HR.

12. Sickness

12.1 Cover for sickness

If you fall sick and are unable to work refer to your Statement of Particulars for whom to contact so that arrangements can be made for your duties to be covered. It is important that you discuss details of any relevant Statement of Fitness to Work issued by your General Practitioner.

12.2 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: <https://www.gov.uk/government/publications/statutory-sick-pay-employees-statement-of-sickness-sc2>

If your sickness continues for more than 7 days you must

- (a) Inform the designated person (usually your Archdeacon)
- (b) Provide a medical certificate from your doctor, known as a 'Fit Note'. These are required until such time as your doctor confirms that you are fit to return to work.

All completed certificates should be sent to Admin Officer (Stipends) at Trinity House.

It is equally important that you should inform the Stipends Officer and your Archdeacon when returning to work so that accurate records are kept and statutory requirements fulfilled.

Clergy are paid in full for the initial 28 weeks of sickness. From week 29, the state benefit of "Employment and Support Allowance" may be payable, the Church Commissioners will advise as to the procedure for claiming this. Where the Diocese continues payment of the stipend beyond 28 weeks the sum 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.

12.3 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.

13. Pension

Information about the Clergy Pension Scheme can be found on their website, <https://www.churchofengland.org/more/pensions/clergy-pensions>

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.

The Church of England Pensions Board produces a number of helpful publications on the above website, including a booklet on the pension scheme https://www.churchofengland.org/sites/default/files/2017-10/2017-clergy-booklet-v-13_0.pdf and one on *Retirement Housing*. You may also contact the Pensions Board at pensions@churchofengland.org or 020 7898 1000.

14. Disciplinary Procedures

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

15. 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.

16. Grievance Procedure

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

16. 2 Full details on discipline, capability & grievance procedures can be found via the Common Tenure web site: <https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service>

17. 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.

18. Term Assurance and Additional Benefits

18.1 Life 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. A lump sum of three times the National Minimum Stipend for the previous year will be payable tax free. The amount would be adjusted pro-rata if you work part time. The lump sum is paid under trust and the CEPB has discretion as to whom it is paid. The reason for payment under trust is that it usually enables the CEPB to pay the lump sum quickly and the lump sum will not become part of your estate and so is not liable to inheritance tax.

18.2 Additional Benefits

The DBF has an additional and separate policy for all licensed clergy/lay staff who qualify for the CEPB life assurance. In the event of death in service and there being dependents of the deceased, then the DBF 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 Assurance Company, the Board may refuse to provide cover.

19. National Car Loan Scheme

As the Churches Mutual Credit Union (CMCU) is now offering car loans, the Church Commissioners National Car Loan scheme has been closed. Many providers offer loans details of which can be found online. We are unable to offer investment advice or recommend a particular provider or product.

If you wish to consider CMCU, details of their products can be found at www.cmcu.org.uk

If you have a question relating to an existing car loan please contact Payroll Services at clergy.payments@churchofengland.org or 020 7898 1618.

20. 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 their accommodation used for carrying out their duties.

General advice and guidance on health and safety matters may be sought from Trinity House, whilst extensive guidance on health and safety can be found at:

<https://www.ecclesiastical.com/churchmatters/images/church%20insurance%20health%20and%20safety%20policy%20with%20guidance%20notes.pdf> or consult the HSE website www.hse.gov.uk

Health and safety concerns relating to housing may be raised with the Property Department at Trinity House in the first instance.

21. Safeguarding Arrangements

- (a) All clergy are required to complete a Confidential Declaration Form undergo an enhanced DBS check before the Bishop will issue a licence, or before their collation or institution. They are required to pay due regard to House of Bishops and diocesan policy and guidance on safeguarding. The Diocesan policy on Safeguarding is contained within the document 'A Safe Church'. A Safe Church is available at <http://southwark.anglican.org/safeguarding/>
- (b) Incumbents must consult with the Diocesan Safeguarding Team on the following issues:
- concerns or allegations relating to church officers (clergy, commissioned, licenced and accredited ministers [this includes SPAs and Readers], paid and voluntary children's, youth and adults' workers, churchwardens, etc.)
 - inclusion in the congregation of those who are known to pose risk to others.
- (c) Legislation is now in place requiring clergy (and readers) to undergo safeguarding training. Training requirements for all clergy and church officers are set out, in line with national requirements, at:
- <http://southwark.anglican.org/safeguarding/safeguarding-training-events/>

Information or advice regarding this and any safeguarding matter may be sought from the Diocesan Safeguarding Team at Trinity House. Contact details are at the end of this booklet.

22. Taxation

22.1 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.

22.2 Questions

See the following website

<https://www.churchofengland.org/more/clergy-resources/clergy-payroll>

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: <http://www.churcheslegislation.org.uk/home>

22.3 Accommodation

The payment of Council Tax, Water 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.

22.4 Taxation on mileage allowance

A PCC is free to apply the mileage rates at whatever is deemed appropriate. However, HM Revenue & Customs approved rates for tax year 2016/17 are shown in Section 7.2 above. These rates do not incur an income tax liability. If the PCC rates are lower, tax relief may be claimed on the difference.

22.5 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 0345 300 3900, or access the HM Revenue & Customs web pages <https://www.gov.uk/child-tax-credit/overview>

22.6 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:

<https://www.churchofengland.org/more/clergy-resources/clergy-payroll/help-childcare-costs>

23. Pastoral Care of the Clergy

23.1 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, both 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.

23.2 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 Menna Bonsels, London & South East Area Co-ordinator on 07867 229296 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 Margaret Mykura, Senior Clinician, on 020 7378 2000 or email: therapy@wpf.org.uk

24. Procedures during a Vacancy

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

24.2 Fees relating to occasional offices

Fees will continue to be paid to the Diocese during the vacancy. It is important that fees are sent to the Diocese on a monthly basis. Further explanation and guidance can be found in Section 6.1 above.

25. Jury Service

Clergy are eligible for jury service: this is an important part of a commitment to good citizenship and can clergy 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, the following guidance has been produced, 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.

26. Charitable support

The John Rice Charity (clergy serving in the deaneries of Bermondsey and Southwark only) modest grants in cases of hardship

<http://www.johnricecharity.org.uk/index.htm>

Society of Mary and Martha at Sheldon to support [people in ministry](#) at times of stress, crisis, burnout or breakdown

<https://www.sheldon.uk.com/>

Sons and Friends of the Clergy: major charity supporting clergy and their dependents

<http://www.sonsandfriends.org.uk/>

The English Clergy Association does make grants to clergy

<http://www.clergyassoc.co.uk/content/home.htm>

Society for the Relief of Poor Clergy (SRPC) with certain criteria

<http://www.cpas.org.uk/advice-and-support/other-advice-and-support#.WRnQ1evyvc>

27: Contact List

Diocese of Southwark: Bishops and Archdeacons see:

<http://southwark.anglican.org/about-us/who/bishops-and-officers>

Diocese of Southwark: Trinity House

Diocesan Secretary

Ms Ruth Martin

ruth.martin@southwark.anglican.org

Ms Rhonda Mason - PA to Diocesan Secretary

020 7939 9429

rhonda.mason@southwark.anglican.org

Finance

Anthony Demby, Director of Finance

020 7939 9425

anthony.demby@southwark.anglican.org

Heather Cassidy, Admin Officer (Stipends)

Stipends, Payroll & Clergy Moves 020 7939 9427

heather.cassidy@southwark.anglican.org

Human Resources

David Loft, Director of Human Resources

020 7939 9470

david.loft@southwark.anglican.org

Simone Garvin-Wilson

HR Administrator

020 7939 9402

simone.garvin-wilson@southwark.anglican.org

Property Department

Dave Norris, Director of Property Services

dave.norris@southwark.anglican.org

Property Repairs

Nathan Gilpin

020 7939 9477

property.repairs@southwark.anglican.org

Property vacant

Maria Beattie Senior Property Officer

020 7939 9454

maria.beattie@southwark.anglican.org

Safeguarding

Diocesan Safeguarding Adviser

Email: kate.singleton@southwark.anglican.org

Tel: 020 7939 9423 (office hours); 07982 279713 (mobile for urgent advice)

The Assistant Diocesan Safeguarding Advisers are:

Steve Short steve.short@southwark.anglican.org

020 7939 9441

Louise Vernon louise.vernon@southwark.anglican.org

020 7939 9462

National Church Institutions

Church House, Westminster

Switchboard: 020 7898 1000

Clergy Payments

Payment of Southwark Stipends 020 7898 1618

clergy.payments@churchofengland.org

Clergy Pensions

Church of England Pensions Board

PO Box 2026

Pershore

WR10 9BW

**Annex A Diocese of Southwark
Out Of Hours Emergency Contractor Directory 2017/18**

EPISCOPAL AREA	ARCHDEACONRY		Deanery (Diocesan Directory 2016)	ECO Vicarages	Gas Central Heating & Plumbing	Drainage & Plumbing	Electrics	Window / External door damage		
Woolwich (The Rt Rev Dr Woyin Karowei Dorgu)	Lewisham & Greenwich The Venerable Alastair Cutting	1	Charlton	Hoveair 020 8656 7744	A.C.Wilgar 01689 891 011 OR SLK Services 07815 577 546		SLK Services 07825 576 179 OR Hoveair 020 8656 7744			
		2	Eltham & Mottingham							
		3	Plumstead							
		4	East Lewisham							
		5	West Lewisham							
		6	Deptford							
	Southwark The Venerable Dr Jane Steen	7	Bermondsey							
		9	Camberwell							
		10	Dulwich							
		8	Southwark & Newington							
Kingston (Bishop Richard Cheetham)	Lambeth The Venerable Simon Gates	11	Lambeth North		Hoveair 020 8656 7744	TD Property Maintenance 07958 771 646 OR Rygas 07807 025 251	Drain Surgeon 020 8680 1306		Rougemont 07782 200 254 OR Rygas 07807 025 251	All Emergency Services 020 8643 1708 / 020 8664 3760
		12	Lambeth South							
		13	Merton							
	Wandsworth The Venerable John Kiddle	14	Battersea							
		15	Tooting							
		16	Wandsworth							
		17	Richmond & Barnes							
		18	Kingston							
Croydon (Bishop Jonathan Clark)	Croydon The Venerable Christopher Skilton	19	Croydon North	Hoveair 020 8656 7744	Rygas 07807 025 251 OR TD Property Maintenance 07958 771 646 A.C.Wilgar (EAST) 01689 891 011 OR EVO Plumbing & Heating (WEST) 07869 214 000 / 07921 865 309 EVO Plumbing & Heating 07869 214 000 / 07921 865 309	Drain Surgeon 020 8680 1306	Rougemont 07782 200 254 OR Rygas 07807 025 251 A.M.P Electrical Contractors & Engineers 07870 171 733			
		20	Croydon Addington							
		21	Croydon Central							
		22	Croydon South							
		23	Sutton							
	Reigate The Venerable Canon Moira Astin	24	Tandridge - Caterham							
		25	Tandridge - Godstone							
		26	Reigate							

Clergy in ECO vicarages, please contact Hoveair in the first instance