



The Diocese of
Southwark

Guidelines for Clergy and Conditions of Service

2017

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Please keep this booklet as a reference

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1. Introduction

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 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://www.southwark.anglican.org/who/the-people> and those of relevant staff at Trinity House at the end of this leaflet.

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. Appointment and Office

General

- a) Some of the issues outlined here concern matters that are legally binding on clergy. 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 www.common tenure.org

- 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.

Further information can be found at:

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

- c) In addition, it should be noted that all clergy 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).

2.1 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 licensed lay workers in receipt of stipend and/or housing. All new appointments made after the legislation came into effect confer office held under 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. 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 holding to beneficed and unbeneficed clergy.
- d) Fixed term contracts may only be given under the legislation (Section 29) 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 Diocese’ Pastoral and Mission 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.
- 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 the Bishop in his corporate capacity) 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 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 £26,020 This is an increase of 2%.
- b) Stipendiary assistant staff will usually be paid according to the following scales:

	£
First year after ordination	24,876
Second year after ordination	25,246
Third year after ordination	25,644
Fourth year after ordination	26,020

All increments are payable on the 1st January.

3.2 **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) Receipts from Patrons or charitable trusts.
- e) Chaplaincy fees, less reasonable expenses incurred in carrying out the duties.
- f) Salaries from secondary employment of a contractual nature, such as teaching, less reasonable expenses incurred in carrying out these duties.
- g) Parochial Contributions towards:
 - Pension charges if any
 - Easter Offering, or contributions offered by the parish in lieu (However see 3.4 below)
- h) 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 parsonage house (paid through the Church Commissioners).

- 3.3 For the purposes of National Insurance, 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 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.

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:

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

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 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.

5. Fees

5.1 Assignment of Fees

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).

Process for Handling Fees

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.

Please note that the absence of ministers' fees means that incumbents may not now waive fees.

5.2 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.

5.3 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/weddings-baptisms-funerals/fees.aspx>

Printed tables are no longer issued.

5.4 Fees for Occasional Duty

This section applies only to regular Sunday and weekday worship. See 5.5. below for guidance on fees for occasional offices.

Fees for duty during an interregnum 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:

1 Sunday Service	£38.00
2 Sunday Services	£50.00
Full Sunday	£59.00

Locum Tenens:

3 days plus Sunday	£86.00
6 days including Sunday	£108.00

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

The fee for a weekday service is. £22.00

Note: Readers have permission to conduct services and, where so licensed, 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.
- 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.

5.6 Fees for Retired Stipendiary Clergy

Only Clergy who have Permission to Officiate 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 an interregnum 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:

5.6.1 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.

5.6.2 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 who does habitually worship in the benefice but provides cover during the vacancy. For actual duty rates see note 5.5

6. Expenses

6.1 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 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:

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

6.2 Motoring Expenses

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

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.

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.

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 is usually the 'housing provider'. Details of claims for damage to the house e.g. broken windows should be made immediately to the Property Department at Trinity House.

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 in the same property for 10 and 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 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.

Contents Insurance

It is the Incumbent's responsibility to arrange for the insurance of the contents of the house.

Repairs

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

All requests for property repairs should be sent to property.repairs@southwark.anglican.org
020 7939 9477

If an emergency arises out of office hours please contact the relevant contractor which can be found in on the 'A Guide Note for Occupiers'. This is distributed annually. 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, other than through the quinquennial survey, should be brought promptly to the attention of the Property Department.

Lodgers

Do not, **under any circumstances**, sub-let any part of the Parsonage house. This will result in serious legal problems. Should you wish to have lodgers, please contact your Archdeacon for the relevant paperwork.

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 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 in a tidy state, i.e. empty, clean and free from rubbish. 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 (if applicable). 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 and Part-time Stipendiary Parochial Assistant Staff

Free accommodation must be provided by PCCs for full-time and part-time Parochial / assistant staff including Church Army Captains and Sisters. London City Missionaries are normally accommodated free in a Mission House. Where accommodation is not provided, the cost of accommodation should not be paid by PCCs to individuals as direct payment will generate a tax liability. 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'. The cost of providing and maintaining parish property is the financial responsibility of the parish.

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.

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. 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 towards 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 making a separate pledge to the Parish Support Fund.

To claim this grant a copy of the supporting invoice should be sent to the Director of Finance.

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 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

a) 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.

b) 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**

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 £2,564

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

First appointment grant £2,564

Re-settlement grant £2,564

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

First appointment grant £2,481

Re-settlement grant £2,481

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

Re-settlement grant £2,481

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 £2,564

AND removal costs up to £1,312

f) **Housing Allowance £8,500**

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

g) Self Supporting Ministers grant

First appointment

£500

(As instructed by Vocations department)

- * 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 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.

8. Ministerial Development

8.1 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.

8.2 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.

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. 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.

9.2 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.

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 (please see section 24 regarding Jury Service), a tribunal, charity, or trade union.

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 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 can be found at <https://churchofengland.org/clergy-office-holders/clergypay/benefits.aspx> Please discuss these arrangements with your Archdeacon. Further advice can be obtained from the Diocesan Director of HR.

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 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 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.churchofengland.org/clergy-office-holders/clergypay.aspx

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 GP 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.

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

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:

<http://www.churchofengland.org>

Details of the Clergy Pension Scheme can be found at

https://churchofengland.org/media/1722433/2016_clergy_booklet_v_1.3.pdf

The Church of England Pensions Board produces two helpful booklets, "Your Pension Questions Answered" and "Retirement Housing". Both are available from the Pensions Department at pensions@churchofengland.org or 020 7898 1000.

13. Disciplinary Procedures

All clergy, whether holding freehold office, office under Common Tenure, a license 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.

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 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 Diocesan Board of Finance 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.

17.2 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.

18. 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.

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 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 through 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.

20. 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, before their collation or institution. They are required to conform to Diocesan policy on safeguarding, including registering with any authority

that is established for safeguarding purposes. The Diocesan policy on Safeguarding is contained within the document 'A Safe Church'. Copies are supplied to each parish and more may be obtained from Trinity House. A Safe Church is available at

<http://www.southwark.anglican.org/what/diocesan-policies-procedures>

b) Information or advice regarding this may be sought from the Diocesan Safeguarding Adviser at the Trinity House.

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:

<http://www.churchofengland.org/clergy-office-holders/clergypay/yourstipend.aspx>

The broad headings address:

- General Pay Enquiries
- PAYE Tax
- National Insurance Contributions
- Heating, Lighting & Cleaning - Tax-free allowance
- Pension 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 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.

21.4 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 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.

21.5 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>

21.6 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:

<http://www.churchofengland.org/clergy-office-holders/clergypay/childcare.aspx>

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, 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.

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 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 Ede Palmer, Office Manager 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 Fees relating to occasional offices

Fees will continue to be paid to the Diocese during the interregnum. It is important that fees are sent to the Diocese on a monthly basis. Further explanation and guidance can be found in Section 5.1 above.

24. 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.

25. Quick Reference Contact List

Trinity House

Finance Department

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

Property Department

Fiona Hallard, *Director of Property*

Property Repairs
020 7939 9477
property.repairs@southwark.anglican.org

Debbie Highwood, Senior Property
Administrator
020 7939 9453
debbie.highwood@southwark.anglican.org

Tracey Homewood, Property Administrator
020 7939 9451
tracey.homewood@southwark.anglican.org

Church House, Westminster

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
020 7898 1802
pensions@churchofengland.org

