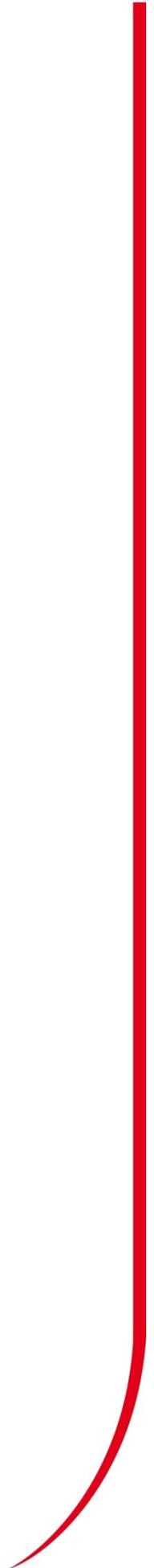




The Diocese of  
**Southwark**

# **HANDBOOK FOR RETIRED CLERGY**





## **Foreword by the Bishop of Southwark, The Rt Revd Christopher Chessun**

Day by day the faith of countless Christian people is nurtured, encouraged and informed by the loving ministry and personal example of those who are called to serve as clergy in the Church of God. God's love is mediated to people at key moments in their lives, the Gospel is spoken, taught and lived, and communities are helped to find their identity.

As a Church it is right that we should value highly the commitment of faithful clergy and express our indebtedness to those who, in retirement, exercise a continuing ministry on which at times many parishes depend as well as providing invaluable support for parish clergy not least with cover and support when needed.

I am grateful for the work of the Clergy Retirement Officer and Area Clergy Retirement Officers through which we seek to affirm and care for those who have served the Church for many years.

I therefore welcome the publication of this Handbook, which contains the kind of practical and financial information, conveniently brought together, which will, I trust, be of real use to retired clergy and those making the transition into retirement.

With much appreciation and thanks for our partnership in the Lord's service.

*Christopher Southwark*



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## **2 Definition**

In this Handbook the term “retired clergy” includes those who have retired from full-time stipendiary ministry and are in receipt of a clergy pension and non-stipendiary ministers who no longer hold a licence.

Some retired clergy are in posts that require them to have a licence, for example House-for-Duty posts. Others are given Permission to Officiate when they retire.

## **3 Clergy Retirement Officers**

The pastoral care of retired clergy is an important part of diocesan policy. This pastoral care is ultimately the responsibility of the Bishop who has appointed Retirement Officers to assist in meeting these responsibilities.

The Retirement Officer is appointed by the Bishop and is responsible to him. The Officer will advise individuals seeking help with preparation for their approaching retirement. A regular conference will be arranged to assist them to think about this challenging change. The Officer is in contact with the Church of England Pensions Board, the Diocesan Office and Charities in the provision of help for those in special need. There will also be annual services and a luncheon for the retired clergy of the diocese in the Episcopal Areas. The Officer will encourage local pastoral care through the Area Deans, for the retired clergy and their families and dependents.

Small group meetings are held in each Episcopal Area to provide study sessions and social gatherings.



**The Diocesan Retirement Officer for Southwark is:**

The Revd Canon Nicky Tredennick  
The Old Curiosity Shop  
Chapel Road  
SMALLFIELD, Surrey, RH6 9NW  
Telephone: 01342 843570  
Email: [rev.nicky@btinternet.com](mailto:rev.nicky@btinternet.com)

**The Assistant Retirement Officers for each Episcopal Area are:**

**Croydon**

The Revd Peter Macan, 19, The Windings, Sanderstead, Surrey, CR2 0HW  
Telephone: 020 8657 1398  
Email: [peter.macan@virgin.net](mailto:peter.macan@virgin.net)

**Kingston**

The Revd Pamela Stevenson, 7, Robin Hood Close, Mitcham, Surrey, CR4 1JN  
Telephone: 020 8764 8331  
Email: [revpam@tesco.net](mailto:revpam@tesco.net)

**Woolwich**

The Revd Ray Turpin, 60, Bankhurst Road, Catford, London, SE6 4XN  
Telephone: 020 8690 6877  
Email: [rayturpin@talktalk.net](mailto:rayturpin@talktalk.net)

The Area Retirement Officers particularly request information about incoming clergy, any sickness, bereavement, or any problem that may arise with retired clergy. They can be contacted for advice and assistance.



#### **4. Area Deans**

Initial pastoral care should be the responsibility of the appropriate parish priest. However, the Retirement Officers, in conjunction with the Area Dean, may appoint a “visitor” in each Deanery, who will undertake to welcome retired clergy soon after their arrival in the area and explain the various networks, contacts and available grants. They should also keep in touch with retired clergy, including visiting them once a year (unless the retired clergy does not want this), and will keep details of their next of kin.

Many retired clergy want to be active and are willing to offer their expertise in a supporting pastoral ministry. The Retirement Officer or Visitor should explain that any ministry in a parish or deanery must first be discussed with the Area Dean.

The Area Dean may:

- together with the parish priest, meet with the retired cleric to welcome them to the deanery and discuss how they may be able to contribute to its ministry.
- share together with the Retirement Officer the pastoral care of retired clergy and their families.
- discuss with the Officer any matters that may warrant diocesan action or contact with the Pensions Board, or on any matter of financial or housing need, to avoid duplication.

The Area Dean may be invited to visit retired clergy whose Permission to Officiate is about to expire.



## 5. **Ministries in the Wider Community**

Retired clergy may wish to play a useful role in the community where they live. Larger towns and the London Boroughs have Councils of Voluntary Service, Volunteer Bureau, Samaritans and CABs, etc. All of these need volunteers and retired clergy and partners are uniquely equipped to help. Mostly this will be unpaid voluntary work, sometimes with expenses paid. This, of course, has the double advantage of getting to know the neighbourhood, and enabling the exercise of priestly ministry in a non-ecclesiastical setting. Church associations and groups, (for instance The Children's Society or church schools) often need help, and the **Area Dean** may be able to advise. All of these organisations and institutions will have procedures for obtaining a DBS check (see below for the Diocesan procedure).

## 6. **Safeguarding**

The appropriate criminal record checks with the Disclosure and Barring Service should be carried out in every case of exercising ministry within the Diocese. Failure to do so may be a disciplinary offence.

The Bishop will in all cases require all active retired clergy to undertake appropriate diocesan safeguarding training before granting PTO or a licence. There will also be a requirement to attend regular refresher courses as directed by the Bishop.

Retired clergy must abide by Church of England and diocesan policies and procedures in safeguarding children and adults and observe the implementation of procedures in the parishes in which they serve.

Retired clergy are accountable to and must share information with the incumbent/priest in charge of the parish, or in a vacancy with the Area Dean or Archdeacon on all safeguarding matters.

Retired clergy are subject to the same procedures as any other ordained person in the event of an allegation of past or current abuse by a child or an adult being made against them.

In the event of a retired cleric or his or her dependents becoming a vulnerable adult, advice can be sought from the Diocesan Safeguarding Adviser.

## 7. Licences and Permission to Officiate

Permission to Officiate from the Bishop, or a Licence, is required for any form of public ministry.

A retired cleric wishing to exercise any public ministry who does not hold a licence will need to have been granted Permission to Officiate by the Diocesan Bishop. Permission to Officiate enables a cleric to officiate **when invited to do so** by an incumbent in the diocese in which the permission has been granted.

When invited to conduct public worship, clergy with PTO should ensure the worship is consistent with the usual pattern and conduct of worship of that church. Apart from vacancies and emergencies (when this may be by the Archdeacon, Area Dean or Churchwardens), the request to conduct public worship should be issued by the incumbent. Those inviting retired clergy to conduct worship should ensure they are given all the information they need in advance.

Care should be taken to respect the ministry of lay people and, where the laity is regularly involved in worship, this practice should be encouraged. Care should particularly be taken where Readers are concerned. Retired clergy should not assume that a request to conduct worship automatically involves preaching. Where Readers are regularly involved in preaching and the ministry of the Word during the Eucharist they should not be denied this ministry simply because there is a visiting priest.



## **8. Occasional Offices**

Normally it is the incumbent's responsibility to request help from retired clergy for conducting occasional offices (baptisms, weddings and funerals) and their associated visiting. When an individual or funeral director makes a direct approach to a retired cleric, the retired cleric must seek the agreement of the incumbent of the appropriate benefice.

### **8.1 Funeral Services**

The present obligation of the parish priest to take all funerals of resident parishioners, those who die in the parish, or those on the electoral roll, now extends to all funerals in (council, privatised) cemeteries or crematoria. Other clergy (including retired clergy) take funerals under the jurisdiction of the parish minister or, in their absence, the Area Dean.

## **9. Fees, Expenses and Other Payments**

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

The guidelines recommend the following:

- a) Travelling and other reasonable expenses incurred should be fully reimbursed to all clergy.
- b) The motoring costs of all retired clergy, should be reimbursed at the current diocesan mileage rate, unless exceptional local reasons make another rate appropriate.

- c) The scale of remuneration for casual Sunday duty undertaken by a retired stipendiary priest is set annually in the Diocese and for 2014 stands as follows:

|                   |        |
|-------------------|--------|
| 1 Sunday service  | £35.00 |
| 2 Sunday services | £47.00 |
| Full Sunday       | £56.00 |

Weekday services should only be arranged in consultation with the relevant Area Dean or Archdeacon. The current fee for a weekday service is £19.00

- d) Retired stipendiary clergy who have a licence or the Bishop's Permission to Officiate should be offered:
- A casual duty fee for a service in a benefice other than the one where they normally worship.
  - A casual duty fee for a service in a benefice where they normally worship, but only when the benefice is vacant.
  - A fee equal to two thirds of the incumbent's fee (with the balance of the fee going to the incumbent or Board of Finance, as appropriate) for an occasional office provided that the appropriate pastoral visiting before and after the office is undertaken by the retired clergy person.

- 9.1 This information is published annually in the Diocesan Pay and Conditions of Service booklet which is available from your incumbent or the Diocesan Office or found on the 'Resources' section of the Diocesan website.

It is important to remember that all fees should be submitted in the tax returns of the retired clergy. Mileage rates are published annually by the Diocesan Office. Clergy with supplementary pensions are required to declare any income to the Pensions Board, and the supplementary pensions may be reduced accordingly.

The Diocesan Synod agreed at its meeting in March 2014 to establish a small Working Party to examine the scope and scale of fees paid to retired clergy.



## 10. Pensions

The Officers of the Pensions Board will offer you all the help they can with any enquiry you may have, but they are bound by the pensions provisions agreed by the Church Commissioners, and the regulations of the General Synod. However, as circumstances change, they will view sympathetically any deterioration in a pensioner's financial situation, and they operate a 'safety net' policy with regard to clergy and widows and widowers pensions. There are agreed lower limits beneath which they will ensure that pensioners and widows/widowers incomes do not fall, by augmentation of pensions and/or adjustment of rent or interest payments on property.

The Pensions Board can be contacted at

Church of England Pensions Board  
29, Great Smith Street  
Westminster  
SW1P 3PS

Telephone: 020 7898 1802 (Pensions Helpline)  
Email: [cepb.enquiries@churchofengland.org](mailto:cepb.enquiries@churchofengland.org)  
[pensions@churchofengland.org](mailto:pensions@churchofengland.org)  
[cepbappeals@churchofengland.org](mailto:cepbappeals@churchofengland.org)



## 11. Retirement Housing

The Church of England Pensions Board (CEPB) is a registered charity that has operated the Church's Housing Assistance for the Retired Ministry (CHARM) since it came into operation in 1983. The object of the Scheme is to assist beneficiaries vacating tied housing with retirement accommodation.

Details about housing options include:

- i. Shared ownership scheme
- ii. Rental scheme
- iii. Supported housing scheme

If you would like to know how the Scheme may fit your particular circumstances, the staff at the Board are available to answer any questions you may have, or give more detailed information.

Telephone: 020 7898 1824 (Housing Helpline)

Email: [housing@churchofengland.org](mailto:housing@churchofengland.org)

## 12. Retired Clergy Association

The Association is recognised by the Church of England and seeks to represent the interests of the retired clergy. It produces a newsletter and in many dioceses there are local groups. All retired clergy whose last post was served in the Diocese of Southwark may request life membership funding **prior** to retirement. Otherwise the fee is £25 payable through the Secretary from whom information may be obtained.

Mr. John Sansom, Kiggon Cottage, St. Clement, Truro, Cornwall TR1 1TE

Telephone: 01872 520471

Email: [johnandpauline@kiggoncottage.fsnet.co.uk](mailto:johnandpauline@kiggoncottage.fsnet.co.uk)

Members of the Association may apply for bursaries to help with study or research. The Association also keeps members up to date with current

developments and procedures through the publication of occasional papers written by theologians and others.



### 13. Additional Information

#### ***HOLIDAY ACCOMMODATION:***

Some charities will be prepared to help with holidays. The **Church Army** has some provision.

**Gladstone's Library** (formerly St. Deiniol's Residential Library) is glad to welcome retired clergy for holiday and refreshment at special rates.

Gladstone's Library  
Church Lane  
Hawarden  
Flintshire  
CH5 3DF

Telephone: 01244 532350  
Email: [enquiries@gladlib.org](mailto:enquiries@gladlib.org)

The office is open 9am until 5pm Monday to Friday and 9am until 2pm on Saturday and Sunday.

Other places that offer holidays include retreat and conference houses as listed in the *Church of England Yearbook*.



## **COLLEGES**

### **The College of St. Barnabas**

Blackberry Lane  
Lingfield  
Surrey, RH7 6NJ

Telephone: 01342 870260

Email: [enquiries@collegeofstbarnabas.com](mailto:enquiries@collegeofstbarnabas.com)

The College, which is a Listed Building, offers retirement accommodation in Cloister Flats, supervised by qualified care staff, 24 hours a day. There is also a Nursing Wing, which provides full nursing care and medical help.

Running costs are met mainly by Residents' fees and by investment income. Applications are welcome from retired members of the Clergy of the Church of England, or their dependents, and its Sister Churches. For further information apply to The Warden.

### **Morden College**

19, St. Germans Place  
Blackheath  
London, SE3 0PW

Telephone: 020 8463 8330

Email: [info@mordencollege.org](mailto:info@mordencollege.org)

Apply to The Warden for details

**Whittington College**

London Road  
Felbridge  
East Grinstead  
West Sussex, RH19 2QU

Telephone: 01342 322790

Apply to The Warden for details

**Bromley and Shepherds College**

London Road  
Bromley  
BR1 1PE

Telephone: 020 8460 4712

Bromley & Shepherds College is located in the Diocese of Rochester but accepts applications from Southwark clergy.



## **CHARITIES**

There are several National Charities for the support of retired clergy, their partners and dependents. You can make direct contact with them, but the Retirement Officer will be glad to give advice and support. All National Charities operate a 'network' with the Pensions Board so that applications for support can be addressed to the appropriate possible fund or provider. The Diocesan Retirement Officer is glad to give help in this area. A brief list of Charities follows. Other charities are listed in the Church of England Year Book and other church publications.

### **Sons and Friends of the Clergy**

The Rt. Revd. Graeme Knowles,  
Registrar  
1, Dean Trench Street  
Westminster, SW1P 3HB

Telephone: 020 7799 3696

Email: [enquiries@clergycharities.org.uk](mailto:enquiries@clergycharities.org.uk)

The charity is able to give financial help to clergy of the Anglican Communion who work in Great Britain, Ireland and the Diocese in Europe, and to Anglican clergy missionaries who are working abroad, provided they are sponsored financially by a UK-based missionary society. They can also assist such clergy in retirement, as well as their widows/widowers, their separated or divorced spouses/civil partners and their dependent children under the age of 25.

All correspondence with the charity relating to grants is treated in strictest confidence, and third parties will not be approached without the applicant's permission. Grants for any one purpose will not normally be awarded more frequently than annually. **Holiday grants, however, will not normally be awarded more frequently than once every two years.**

The following are some of the areas in which the charity can consider help. These are given as a guide only and are by no means exhaustive. The Registrar and his staff will gladly discuss any particular cases to see whether they are able to help. If they are unable to help they may be able to suggest other charities or trust that may be able to provide what is needed.

**House repairs and decoration** – help can be considered for essential work only. No assistance can be given in respect of repairs or decoration to property that is not owned by the applicant.

**Medical expenses** – grants towards the costs of medical treatment and medical aids can be considered where the treatment/aids cannot be provided on the NHS. A supporting letter from the applicant's doctor or other specialist will be required.

**Nursing home fees** – limited help can be considered towards the costs of nursing home care where the shortfall in fees cannot be met by the State, local authority, other relevant charities or family.

**Heating expenses** – grants are normally for retired clergy, widows/widowers over pensionable age who find these expenses particularly difficult to meet.

**Retirement housing** – Whilst grants are not available towards the purchase of retirement housing, assistance can be considered towards some of the professional costs incurred by clergy at the time of or approaching retirement in acquiring a property for the first time.

**The Foundation of Edward Storey (for women in need)**

The Clerk to the Trustees  
Mount Pleasant  
Cambridge, CB3 0BZ

Telephone: 01223 364405

Email: [info@edwardastorey.org.uk](mailto:info@edwardastorey.org.uk)

The Foundation is able to provide various levels of sheltered accommodation for widows or ex-wives of Church of England clergy, retired clergywomen, missionaries, or other women with a close professional connection with the Church of England. It can provide grants or loans for the benefit of residents, or others, who are in hardship or distress, provided they are living in Cambridge or are closely connected to the Clergy of the Church of England.

The Foundation is able to offer a certain number of grants and loans each year. These can be awarded to financially unsupported women (for instance single, separated, divorced, widowed) who are widows or ex-wives of Church of England clergy, retired clergywomen, missionaries or other women with a close professional connection with the Church of England. Each applicant is considered individually.

Whilst the Trustees may occasionally help towards the cost of a convalescent break following surgery or severe illness, they will not normally consider requests for holiday expenses.

Before making an award the Trustees must be satisfied that an applicant has obtained all the Statutory State Benefits to which she may be entitled. Funds may not be used to repay local or national taxes.

**Frances Ashton's Charity**

c/o Mrs G. Fowle  
Beech House  
Woolston, Yeovil,  
Somerset, BS22 7BJ

Telephone: 07775 717606

Email: [francesashton@hotmail.co.uk](mailto:francesashton@hotmail.co.uk)

Frances Ashton's Charity has been helping clergy since 1747. It will provide grants of variable amounts for needy clergy of the Church of England, serving or retired, and the widows or widowers of such clergy.

Generally, the Trustees give priority to retired clergy and older widows. Although there is no requirement for someone to countersign an application it is helpful for it to be accompanied by a Diocesan recommendation, for example, from an Archdeacon, Clergy Retirement Officer or Clergy Widows Officer.

Completed applications are required by 1 June for the annual distribution in September.

## **St. Andrew's Society for Ladies in Need**

Mrs. M. Pope

The General Secretary

20, Denmark Gardens

Holbrook

Ipswich, IP9 2BG

Telephone: 01473 327408

Email: [mpope1@btinternet.com](mailto:mpope1@btinternet.com)

The Society gives regular grants, payable quarterly, to eligible ladies to help towards day-to-day living expenses. They give one off grants to help towards emergencies such as household repairs, heating costs, eye and dental costs.

Some beneficiaries are in nursing homes where a regular grant can assist with a shortfall in fees, but the Trustees are particularly concerned with helping ladies who are struggling to keep their independence in their own home.

Application forms are available from the General Secretary.



## ***SUPPORTED HOUSING SCHEMES***

### **Methodist Housing Association (MHA)**

Epworth House  
Stuart Street  
Derby, DE1 2EQ

Enquiries:

Telephone: 01332 296200

Email: [enquiries@mha.org](mailto:enquiries@mha.org)

### **The Foundation of Edward Storey (for women in need)**

Storey's House  
Mount Pleasant  
Cambridge, CB3 0BZ

Telephone: 01223 364405

Email: [info@edwardastorey.org.uk](mailto:info@edwardastorey.org.uk)



## **CARE AND NURSING HOMES**

The Pensions Board administers a number of retirement homes for clergy and dependents. Holidays and respite care may be available at these homes. There are usually waiting lists for the homes, and it is wise to contact the Pensions Board as early as possible if a need for such accommodation is likely to arise.

In some cases retired clergy may need other residential or nursing accommodation. It is advisable to go through the normal channels by way of your GP, or Social services and to secure their assessment of need. These avenues *must* be explored first and financial help be sought from them. Where there is an unavoidable shortfall financially, the Pensions Board and the charities may be able to help by augmentation. The Diocese, through the Diocesan Retirement Officer, is available to talk over your problem in confidence and will offer advice. Other help, for instance, with home nursing and various forms of care, may be available from various charities and local support groups.

### **Care Homes:**

The Foundation of Edward Storey (see Page 20)

Methodist Housing Association (see Page 20)

Methodist Housing Association Magazine “Heart and Soul” is available and contains news and feature articles.

Contact: Louise Owen-McGee (01322 221823)

Methodist churches have Live at Home Schemes in some areas which support older people to continue living at home – contact local Social Services or local Methodist Church.

## Manorstead Care Home

Enquiries: The Church of England Pensions Board

Manorstead is the Board's Registered Care Home (with Nursing) situated at Hindhead, Surrey, with accommodation for 34 patients in single or double rooms, each with en-suite toilet facilities.

Telephone: 0207 898 1837/1838

Email: [pbhcustomerservices@churchofengland.org](mailto:pbhcustomerservices@churchofengland.org)

## The Funding of Care in private and voluntary homes

Under the care of the community procedures anyone who is concerned about their health or housing can ask to be assessed by the Social Services Department of their Local Authority. This also applies to those who wish to move to residential and nursing care or those who are being discharged from hospital. The aim is to identify the appropriate level of care which is required and to make practical suggestions on how this can be provided. Written details of the report will be made available and the assessment will include the views of the GP, Consultant and the applicant. A care plan is then prepared to ensure that the level of care identified can be provided. If a move is thought best the Social Worker will suggest local homes within the area where the level of care can be provided. Should the applicant be unable to meet the proposed full cost, a financial assessment is undertaken and an offer of funding is made from the Social Services where necessary. The care manager will then enter into a contract with the home in order that the home will provide the agreed level of care for the proposed level of funding. Regular monitoring will then take place of the care provided. If an applicant's income is relatively low they may be asked to claim Income Support.

In certain circumstances, the level of the offer of state help may be insufficient to meet the full cost of care. It is then most important to insist on negotiations at that point, and where a third party is expected to contribute towards any shortfall that they too are involved. **This should take place before any move is made.**

The Church of England Pensions Board is able to assist its beneficiaries with the cost of care in private and voluntary homes where full state benefits have been claimed and where the capital resources have diminished.

Should you wish to make a claim to the Church of England Pensions Board for assistance please contact the office (see page 10) so that the relevant forms can be

issued. They will gladly offer any assistance possible to ensure that the correct amount of state support is assessed.

A brochure, *Moving into a Care Home* is available which gives further details on assessment and it is certainly worthwhile reading through it. The Board's staff will do all they can to assist.

Additional advice may be obtained through:

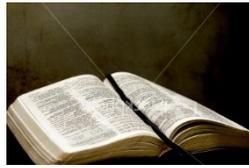
- Age UK 0800 1696565  
[www.ageuk.org.uk](http://www.ageuk.org.uk)

Elderly Accommodation Counsel (EAC) is a national charity that aims to help older people make informed choices about meeting their housing and care needs.

- EAC  
3<sup>rd</sup> Floor  
89, Albert Embankment  
London, SE1 7TP 0800 377 7070  
[Info@firststopadvice.org.uk](mailto:Info@firststopadvice.org.uk)  
[www.firststopadvice.org.uk](http://www.firststopadvice.org.uk)

For further advice or other details please contact:

The Revd Canon Nicky Tredennick  
The Old Curiosity Shop  
Chapel Road  
SMALLFIELD, Surrey, RH6 9NW  
Telephone: 01342 843570  
Email: [rev.nicky@btinternet.com](mailto:rev.nicky@btinternet.com)



## **DIOCESAN AND EPISCOPAL AREA OFFICES**

### **DIOCESAN OFFICE**

Trinity House  
4, Chapel Court  
Borough High Street  
London, SE1 1HW

Telephone: 020 7939 9400

### **CROYDON EPISCOPAL AREA OFFICE**

St. Matthews House  
100 George Street  
Croydon, CRO 1PJ

Telephone: 020 8256 9630

### **KINGSTON EPISCOPAL AREA OFFICE**

620 Kingston Road  
Raynes Park  
London, SW20 8DN

Telephone: 020 8545 2440

### **WOOLWICH EPISCOPAL AREA OFFICE**

Trinity House  
4, Chapel Court  
Borough High Street  
London, SE1 1HW

Telephone: 020 7939 9400