



The Diocese of
Southwark

Guidelines for Clergy Conditions of Service 2023

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Please keep this booklet as a reference

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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 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 southwark.anglican.org/about-us/who/bishops-and-officers and those of relevant staff at Trinity House at the end of this booklet.

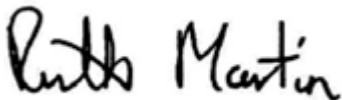
Thank you for answering God's call to serve his Church and people. I hope that, in some small way, what is written here is useful to you. Please pray for me as I do for you, that we may be worthy of the ministry to which we are called.



2. Introduction

The 2023 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)
The Diocesan Secretary



3. Appointment and office

3.1 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 (requirements of Canons, Measures, and Terms of Service Regulations), some attach to the office and some confer the same entitlements and duties of employees. While some of the issues outlined here concern matters that are legally binding on clergy who are office-holders, the document should be understood as guidance 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.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.
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 Safeguarding and Clergy Discipline Measure 2016, the current law related to patronage and the appointments procedure, and anti-discrimination legislation (apart from the specific exemptions granted).

3.2 Anti-Racism Charter

- a. In March 2021, the Southwark Diocesan Synod unanimously approved the Anti-Racism Charter for its adoption throughout the Diocese (southwark.anglican.org/anti-racism-charter). This should inform our structures as well as our behaviour, attitudes and relationships. The charter itself puts it: “Being anti-racist is not the same as simply not being racist. It is not enough as a Diocese not to be racist; instead we must actively counter, disrupt and oppose racial injustice. This isn’t an easy task; it takes introspection as well as continued intentional action.” For the Diocese the working out of the actions in the charter will be evidenced in all Diocesan processes; in our departments and parishes; in appointments through the encouragement of greater diversity in lay and clergy vocations; in healthy, diverse, and safe congregations; in mentoring; and in our daily relations. It will apply to clergy and laity, and will form part of how we expect clergy to be treated and how we expect them to treat others.

3.3 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, and canonically licensed 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 freehold 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 only 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:

- a) designated as covering another office-holder's absence from work
 - b) held by an office-holder over 70
 - c) designated as a training post
 - d) designated as subject to sponsorship funding
 - e) designated as a probationary office
 - f) created by Bishop's Mission Order under the Mission and Pastoral Measure 2011
 - g) where the office-holder does not have the right of abode, or unlimited leave to enter or remain, in the United Kingdom
 - h) 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)
 - i) 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 (DBF) 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", as the latter do not have a right to be issued with a Statement of Particulars.
 - 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. It is important to read this Ad Clerum before making any application, but broadly, the criteria are:
 - i evidence of the necessary capability, energy, and fitness for continuing full-time ministry
 - ii any extension, if granted, will be a new ministry in a different parish as an Assistant Minister
 - iii normally for a period of three years, subject to renewal on the basis of consultation and health assessment
 - iv the decision is at the discretion of the Bishop
 - v an existing appointment may be considered for extension, but only where it has begun on or after the 67th birthday.

3.4 Clergy Personal Files: Privacy Notice

The Bishop of Southwark holds a certain amount of personal data relating to clergy who occupy a benefice or otherwise hold his licence or permission to officiate (PTO), in the form of a Clergy Personal File (generally known as Clergy “Blue Files”, simply because the colour of the file cover). Such files are covered by the General Data Protection Regulation (GDPR) and the Privacy Notice explaining how the Bishop of Southwark manages Clergy Personal Files may be accessed here: southwark.anglican.org/downloads/clergy/privacy_notice_bishop_of_southwark.pdf

4. Stipends and 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 £29,283 (full-time) from 1 January 2023. A rise of 5%.
- b. Stipendiary assistant staff will usually be paid according to the following scales:

Full-time posts	£
First year after ordination	27,450
Second year after ordination	27,839
Third year after ordination	28,286
Fourth year after ordination	28,711

All increments are payable on 1 January. This is a rise of 5% on 2022. All full-time officers and assistant staff under common tenure include the right to be paid not less than the National Minimum of £25,518 for 2022/2023.

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 their 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 pension charges (if any).

4.3 Income

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” (PAYE) 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 of any period during 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) for criteria on which he will consider licensing clergy to offices beyond the age of 70 following the Ecclesiastical Offices (Terms of Service) (Amendment) Regulations 2017. Section 3.1h above also refers.

5.2 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 3.3.(d) above).

5.3 On termination or changing of appointments

- a. 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. You are advised to consult with the Archdeacon before completing this, especially if you are retiring before your 70th birthday.
- b. When giving up your present appointment, **all stipendiary clergy must send a copy of their letter of resignation to the Administration Officer (Stipends) in the Finance Department at Trinity House.** This is particularly important so far as assistant staff are concerned. The recipient of a letter of resignation must ensure that Trinity House has been notified.

6. Fees

6.1 Where fees go (formerly "assignment of fees")

- a. From 1 January 2013, the element of parochial fees which were previously designated "minister's fees" belong automatically to the Diocesan Board of Finance (DBF), not to the incumbent or other minister. These are fees – for example, for marriage, funeral, and burial. Prior to 2013 (Ecclesiastical Fees Measure 1986) such fees were either remitted to the DBF or, if retained by the minister, were deducted from the minister's stipend. Thus to retain such fees in addition to one's stipend then as now rendered the member of clergy liable to disciplinary action.

There is no general means of waiving such fees. **Only** the Incumbent or Priest-in-Charge in a parish may waive such a fee in an individual case. During a vacancy, the Area Dean only may do so. However, the Incumbent or Priest-in-Charge (or during a vacancy, the Area Dean) must consult the Churchwardens in any proposal to do so **involving fees owing to the PCC**. This is no basis for a blanket waiver of fees. If asked, the Incumbent or Priest-in-Charge will need to give reasons for the decision to waive fees in any particular case. The sort of things that may be taken into consideration are matters of hardship, and not relationship to the minister or long-standing membership of the congregation. Please note that there are fees applicable to the issuing of baptism certificates, but under no circumstances may a fee be charged for the sacrament of baptism.

b. 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 always to ensure that prompt transfers are being made.

In January, each Incumbent and PCC Treasurer will be sent an electronic link for the Return of Parochial Fees. The system is automated and the return should be completed online 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 manage the fees themselves may wish to pass the task over to the PCC Treasurer or Parish Administrator.

In a few cases, an Incumbent who has notified the Bishop accordingly 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 18 years (from 1 January 2020. Prior to this it was 16 years).

6.3 Parochial fees

The detailed breakdown of fees is set out in the Table of Parochial Fees and a summary version (from 1 January 2023): www.churchofengland.org/resources/clergy-resources/life-events-parochial-fees-and-guidance

Please note that the Parochial Fees Order 2019 set the framework for fees until 2024. It set down that fees would increase annually in line with the Consumer Price Index (CPI). Given the high levels of inflation and the impact this is having, The Archbishops' Council will be asked to consider if this remains appropriate and may ask General Synod to consider an alternative in February 2023 (i.e. after this booklet is published). Please keep the above link to the National Church site under review for the up to date position.

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 PTO 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:

One Sunday service	£43.72
Two Sunday services	£56.23
Full Sunday	£65.97

“Full” includes the “full statutory services” of Morning Prayer, Holy Communion, and Evening Prayer.

Locum tenens:

Three days plus Sunday	£97.36
Six days including Sunday	£121.13

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

The fee for a weekday service is £25.91.

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. 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 (and see 6.6 & 6.7)

In addition to beneficed and licensed clergy, only clergy with PTO in the Diocese may take a service (as well as Readers who have received the appropriate training and amendment to their licence. See above for Readers and expenses and fees), including at crematoria. Each DBF decides whether any part of the DBF component of the fee should be paid to retired stipendiary clergy with a PTO who conduct marriages and funerals during 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.

6.6 Fees for weddings and funerals

- The whole fee for a wedding or funeral (church or crematorium) service should be paid directly to the PCC. Two-thirds of the DBF fee will then be returned to the ordained minister (PTO) 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 (at the rate for occasional duty in 6.4 above) 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

- a. Responsibility for the payment of approved parochial expenses incurred in ministry falls to the Parochial Church Council. This includes payment not only to the Incumbent or Priest-in-Charge, but also to assistant curates and assistant clergy (without stipend). These expenses include such items as: postage, stationery, telephone, broadband, secretarial assistance, the provision of (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 related to clerical duties, locum tenens and travelling provided they are in connection with parochial duties. All clergy, Readers, and licensed lay workers who may experience difficulty in obtaining reimbursement of properly incurred working expenses should, in the first instance, approach their Archdeacon.
- b. The **Archbishops' Council**, in its role as **Central Stipends Authority**, publishes the booklet, *The Parochial Expenses of the Clergy*. The latest edition is available (in PDF format) from: www.churchofengland.org/sites/default/files/2017-10/parochial-expenses-guide-2017.pdf

The PCC Treasurer is instructed (paragraph 64 of Parochial Expenses of the Clergy) to keep detailed records of expenses and benefits provided to the clergy under the parish scheme. They should not pay out without sight of receipts of expenditure made and justification that it meets the criteria of clerical duties under the scheme of allowances and level of payments. Any unusual expenditure, especially if it is high, should be discussed in advance with the PCC and approval sought. **Clergy expenses should be published as a separate item in the annual accounts of the PCC.**

- c. It is expected that all clergy take an annual residential retreat (see Section 10.1). In the first instance, it is the responsibility of the PCC to reimburse the full costs of this. However, where this is a burden that the PCC cannot afford to meet in full (for example, the parish is in the top 25% of the most deprived parishes in the indices of multiple deprivation, or where the uSa is too small), the Churchwardens should approach the relevant Archdeacon, to ensure the costs are fully reimbursed.

7.2 Motoring expenses

- a. The car mileage rates are the rates approved by HM Revenue & Customs. These remain:

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)	
Motorcycles	
24p per mile	
Bicycles	
20p per mile	

See the Government website which includes a workbook: www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax

- 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 forgo 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

The Parsonage House is the official place of residence of an Incumbent of a benefice. A benefice may be a **rectory** or **vicarage** from which the **Incumbent** is called **Rector** or **Vicar**.

- a. The Diocese is responsible for the provision, maintenance and the buildings insurance of the house through the Diocesan Council of Trustees (Parsonages Board), which is usually the "housing provider" and the housing is insured and valued as part of the Diocesan assets of the DBF. It is a home and a base for ministry, and is a vital stewardship resource for the future.

The house belongs to the Incumbent in right of his or her office so the house cannot be used or changed in any way that would bind an Incumbent's successor or bind the Diocese in being able to use the house as a parsonage for the parish in the future. In the same way should an Incumbent seek permission not to live in the parsonage house/benefice, explicit permission must be sought through the Archdeacon from the Diocesan Bishop, and such permission must not be assumed, as the purpose of the benefice/parsonage house is ministry in the parish. It is the policy of the Diocese to support the parish structure for ministry and to maintain the most stipendiary posts possible in parish ministry. Any repairs requests or details of claims for damage to the house, for example broken windows, should be made immediately to the Property Services Department at Trinity House at: property.repairs@southwark.anglican.org

- b. Maintenance and decoration

The Diocese are responsible for the fabric of the building, for example roofs, gutters, drains, walls, windows and doors and exterior decoration.

The Diocese are also responsible for electrics, plumbing and heating (including electrical testing and boiler servicing) and for the boundary fencing at the property.

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. No attempt at structural alteration should be made without the agreement of the Property Services Department.

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 fixtures and fittings 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 pay all or part of any necessary repairs caused or aggravated by a deliberate act on their part. Please notify the Property Services 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 an emergency). Regulation 14 of the 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 will 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. Specialist plant, controls and eco-houses

If the house contains any specialist plant or controls, such as the so-called EcoVicarages, it will be under a maintenance contract placed by the Property Services Department. This should be serviced and repaired under contract via the Property Services Department.

d. Listed buildings and alterations

Some parsonages and other property occupied by clergy in the Diocese are listed under the Town and Country Planning Acts. Such property, and often this includes exterior walls and outbuildings, require special planning consent from the local planning authority for any structural alteration, decoration, and change in fittings. There is a legal onus on owners for maintenance and repair. Any such work must be undertaken solely through the Property Services Department of the Diocese at Trinity House with the necessary planning consents. Any enquiries about this or whether a property is listed should be made to Colin Bushell (colin.bushell@southwark.anglican.org) in the Property Services Department.

e. Redecoration and refurbishment

Prior to occupancy the Archdeacon will work in partnership with the Property Services Department to inspect the property and will have authorised any repairs or maintenance to the house. A certain degree of work other than repair will have been undertaken. This will depend on the age and design of the building and your Archdeacon and the Surveyor will advise you as to what is appropriate for the particular property. The property will usually be painted throughout in consultation with the new Incumbent from a trade colour scheme in neutral colours. The Diocese will provide carpets in a neutral colour for the stairs and landing if the current ones are worn out. Downstairs flooring will be as far as possible wood (laminated or other) and will be maintained by the Diocese: no carpeting will be provided in these rooms. Kitchen and bathroom flooring will be the responsibility of the Diocese. Curtain rails (standard white or wooden poles) but not curtains will be provided.

Grants will be considered to assist with internal redecoration after Incumbents have been in post in the same property for 10 and 20 years. Please consult your Archdeacon if this may be appropriate.

f. Council tax and 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: property.utilities@southwark.anglican.org

Please do not close the existing council tax or water rates accounts and/or open new accounts in your name(s) as it is imperative that the accounts be and remain in the name of the Diocese to ensure uninterrupted service provision.

If you are a single occupier please ensure you inform the Property Services Department at Trinity House and your council tax office, so that the Diocese can receive the 25% discount. Similarly, if your status changes from single to multiple occupancy please inform the Property Services Department as council tax will be payable in full: property.invoices@southwark.anglican.org

g. Gardens

The Incumbent should keep the gardens neat and tidy with lawns maintained (see Section 8.1b above). Trees are the responsibility of the Diocese and will only be felled, pruned or thinned when not to do so would be dangerous to person or property, would cause unneighbourly feeling or would be considered more than normal householders' gardening. 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.

h. 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 the Ecclesiastical Insurance Group (EIG), which is the company used by the Diocese for buildings insurance of parsonages.

i. Keys

The possession, use, and security of keys are important to the security of a property. The replacement of lost keys and any consequential lock changes are the responsibility of the householder. It is, therefore, recommended that clergy seek to cover such an eventuality in contents insurance (see above). An exception is where keys are stolen, in which case the member of clergy should report this to Property Repairs for replacement of locks and keys. However, they must also provide the Property Services Department with a crime number for the incident issued by the Metropolitan Police Service or Surrey Police (depending in which police area the parsonage, glebe, or DBF property is situated).

j. Repairs

Whenever it is noticed that repairs are needed, please contact the Property Services Department promptly. Should a member of your family issue the notification of the problem

please ensure you are fully copied in as the member of clergy is normally the contact point for staff in the Property Services Department.

All requests for property repairs should be sent to property.repairs@southwark.anglican.org or 020 7939 9477 and you should receive an acknowledgement within 24 hours. 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 five days. You will then be advised which surveyor is dealing with the matter.

k. Pests and Rodents

The cost of removing pests such as mice, wasps, bees and ants, rests with the occupier. The Diocese will bear the costs arising out of rats and squirrels if they are entering the building as a result of defects in the building. The Diocese will bear the costs for eradicating cockroaches should an infestation arise. The Diocese will also bear the costs for the removal of foxes from the garden.

l. Emergency

If an emergency arises out of office hours for plumbing, drainage, electrical work or heating please contact the relevant contractor (see Annex A, page 30) 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 the **National Gas Grid Emergency Gas number on 0800 111 999 at any time**. Please keep Annex A somewhere handy in the house for your ease.

m. Periodic survey

When surveys are undertaken, a Diocesan Surveyor or other member of the Property Services Department 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 Services Department at: property.repairs@southwark.anglican.org or 020 7939 9477.

n. Letting and 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 paperwork. Please note that if you have more than one lodger 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

Airbnb 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, and having all your electrical

appliances tested regularly – this is known as Portable Appliance Testing (PAT). This may have insurance implications. 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 beyond what you have agreed/signed up to, you will nevertheless 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 and the Diocesan Secretary strongly advise clergy not to enter into short-term lets as removal of tenants can only be achieved through the courts in the event of difficulties.

Assured Shorthold Tenancies

Due to the legal difficulties you will face as landlord removing anyone with an assured shorthold tenancy, the Archdeacons and the Diocesan Secretary strongly discourage clergy from letting any part of the parsonage.

o. When you leave

Complete and return to the Property Services Department the “Property Handover” forms which will be sent out with your “farewell” letter. Please return this form to Maria Beattie in the Property Services Department at maria.beattie@southwark.anglican.org

You are asked to allow the Property Services 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. Please note the following check list and advice:

- please arrange for all meters to be read
- please leave the house empty, clean and free from rubbish. If this is not the case and the Diocese has to pay to clean and clear the house, you will be liable for the cost
- similarly, please leave the garden tidy and free from rubbish and from items belonging to you. If this is not the case and the Diocese has to pay to clear the garden, you will be liable for the cost
- please leave behind in an obvious place any documentation related to managing the property, such as instruction manuals, guides, and warranties where appropriate.

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/handover date. We normally expect our surveyor to visit the parsonage house and garden before you leave in order to undertake a condition survey of the property. Any occupation after that date will only be for a strictly limited time period and 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 non-stipendiary ministers)

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

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 DBF to the PCC. The PCC may claim an additional contribution of up to 30% of the cost of the building insurance premium. 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 invoice accompanied by relevant bills should be sent to the Property Services Department at property.invoices@southwark.anglican.org

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

a. 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.

b. 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.

c. 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.

d. 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 normally payable on the property. The rent will be confirmed between the parish and the relevant Archdeacon, subject to a Diocesan scale and set of parameters. 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, in other words 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 to 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, which will be able to help you.

c. Cleaning

You may 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 may 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 may claim for petrol and oil for mowers, repairs to garden tools (for example, overhauling mowers), tree surgery, and wages paid to a gardener (including your spouse but see proviso under Section 8.4c, Cleaning, above). You may not claim for the cost of the seeds, plants, turf, peat, fertiliser, 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 and removal expenses

- a. Grants payable by the Board to stipendiary clergy and licensed lay workers shall meet the removal costs, but subject to the following (see Section 8.7). Payment shall also be paid towards other costs of settling-in as follows (with the exception of Section 8.6g, Housing Allowance):
- 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: **resettlement grant: £2,829.**

- c. Incumbents, Parish Priests, Ministers-in-Charge of conventional districts and specialist ministers on first appointment: **first appointment grant: £2,829, resettlement grant: £2,829.**
- d. Full-time assistant clergy and lay workers on ordination: **first appointment grant: £2,738, resettlement grant: £2,738.**
- e. Full-time assistant clergy and lay workers on second or subsequent appointment: **resettlement grant: £2,738.**
- f. A resettlement grant shall be payable by the Board to retiring clergy and lay workers and recently widowed clergy spouses where death has occurred in service: **resettlement grant: £2,829 AND removal costs of up to £1,448.**
- g. Housing allowance: **£9,378.** This is only payable to individuals living in their own property because a house is not available with the post.
- h. Non-stipendiary ministers' grant, first appointment: **£551.**
- 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. Please note: **couples in ministry** are only entitled to receive one resettlement grant when they move.

8.7. Removal arrangements

The costs of removal may be met by the Diocesan Board of Finance but only if the overall quotation on removal (see below) is £3,000 or less. If you wish to apply for an exception over £3,000 in cost, you will need to obtain a recommendation from your Archdeacon that will then be passed to the Finance Team.

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.

Bournes	01797 224188
Britannia	0800 622535
Brosnan & Son	020 8452 3452
Pickfords	0800 212155

During the period of your move, we insure your household effects with Ecclesiastical Insurance Group (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 the Administration 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, Lay Ministry and Continuing Ministerial Education.

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 of Southwark directs.

10. Annual leave

10.1 Full-time Incumbents and Priests-in-Charge are entitled to six weeks' annual leave in total (to include six 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.

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 six weeks' annual leave (to include six 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.

The annual leave year runs from 1 January to 31 December.

Clergy are encouraged to take their annual leave for their rest and recuperation.

Annual leave cannot be carried forward to the next leave year.

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. The College of Bishops of the Diocese in the Clergy Wellbeing Handbook (page 6) make the following commendation: "Protect your personal time by taking regular short breaks, being unavailable at least one day every week and 48 hours once a month." Please note the reference to a period of 48 hours continuously, once a month.

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 (including shared parental leave)

For clergy on Common Tenure, this is supplemental to the Statement of Particulars; please see the policy on maternity, adoption, paternity, and parental leave (including shared parental leave) for the relevant terms and conditions. Details of this policy can be found on the Diocesan website at: southwark.anglican.org/document/policy-on-maternity-adoption-paternity-and-parental-leave-for-clergy-office-holders/integrated_policy_final

Please discuss these arrangements with your Archdeacon.

Further advice may be obtained from the Diocesan Director of Human Resources (see Contacts, Section 28). As soon as is reasonably practicable, for example around the time of the 12-week scan, please notify the Director of HR.

Guidance about family-friendly policies

In addition to the Diocesan policy, there is a variety of information available from the National Church, including:

- guidance for clergy office-holders about to become parents, <https://www.churchofengland.org/sites/default/files/2020-03/1.%20Why%20we%20have%20produced%20guidance%20on%20supporting%20clergy%20%26%20ordinands%20who%20become%20parents.pdf>
- advice from the Archbishops' Council on the legal entitlements of clergy office-holders who become parents: <https://www.churchofengland.org/sites/default/files/2020-03/4.%20guidance%20on%20legal%20entitlements.pdf>
- Requesting time off or adjustments to the duties of office to care for a dependant. There is advice available through the national clergy HR website on the process to follow in these circumstances. Please see *Advice from Archbishops' Council on the Right of Clergy Office-Holders to Request Time Off Work or Adjustments to the Duties of the Office to Care for a Dependant*: <https://www.churchofengland.org/sites/default/files/2019-04/Requesting%20time%20off%20or%20adjustments%20to%20care%20for%20a%20dependant%20April%202019.pdf>

However, office-holders are reminded that the right conferred on them is a right to request time off, or an adjustment to one's duties. It is not a right to be granted time off, or to have one's duties adjusted.

12. Sickness

12.1 When falling sick, reporting, & cover for sickness

- You must report when you are off sick.
- It is a requirement for all clergy under Common Tenure with Statements of Particulars that they must inform a designated person/persons within the Diocese of any sickness lasting one working day or longer.
- In any case when you are off sick for more than seven days, you are required to provide a medical certificate stating the reason.
- If you fall sick and are thereby unable to work, please refer to your Statements 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 details of any relevant Statement of Fitness to Work issued by your general practitioner, and whether there are any recommendations to alter your duties as a condition of your return.
- Under the Ecclesiastical Offices (Terms of Service) Regulations 2009, 27(1), any stipendiary clergy under Common Tenure off sick for one day or more must inform the nominated officer in their Statement of Particulars of this fact (usually the Archdeacon). See below for self-certification.

12.2 Sickness benefit (SSP)

You will receive full stipend for periods of sickness for up to 28 weeks. The amount that you receive incorporates your entitlement to statutory sick pay.

If your period of sickness is less than seven consecutive days you should provide an email as a self-certificate of your absence. This email should be sent to your Archdeacon, copying the Finance Officer (Stipends), (see contacts at page 28) confirming:

- First day of sickness, Date you returned to work, Length of absence.
- Total number of working days absent.
- Reasons for absence.

If your sickness continues for more than seven days you must:

- further inform the designated person (usually your Archdeacon)
- 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 Finance Officer (Stipends) at Trinity House (see Contacts, page 28).

It is equally important that you should inform the Finance 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 a proportion of your potential service to normal retirement age (68). Ill-health retirement is subject to satisfactory medical evidence. The terms of the Church of England Pensions Scheme apply. It is recommended that discussions with the Archdeacon should take place at an early stage where early retirement is identified as a possibility.

13. Pension

Information about the Clergy Pension Scheme can be found on the Church of England website: 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 resources on its pension scheme for clergy on the above website and one on Retirement Housing <https://www.churchofengland.org/resources/clergy-resources/retirement-housing>. You may also contact the Pensions Board at pensions@churchofengland.org or 020 7898 1800.

14. Disciplinary procedures

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

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 and grievance procedures can be found via the Common Tenure web page: <https://www.churchofengland.org/resources/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 dependants of the deceased, 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 its products can be found at: <https://churchesmutual.co.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 and 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.

Ecclesiastical Insurance publish guidance on a local health and safety policy on their website: <https://www.ecclesiastical.com/risk-management/church-health-and-safety/>. They publish wider guidance on health and safety matters at: <https://www.ecclesiastical.com/risk-management/church-health-and-safety-articles/> or by consulting the HSE website at: www.hse.gov.uk

21. Safeguarding arrangements

- a. All clergy are required to complete a Confidential Declaration Form and undergo an enhanced DBS check before the Bishop will issue a licence, or before their collation or institution.
- b. From 1 January 2022, DBS checks are required to be renewed every three years (previously this was five years).
- c. Please note: under section 5 of the Safeguarding and Clergy Discipline Measure 2016 all authorised clergy, Bishops, Archdeacons, licensed Readers and lay workers, Churchwardens and PCCs **must have “due regard”** to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have “due regard” to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. (“Cogent” for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action. The Diocesan policy on safeguarding is contained within the document *A Safe Church*. *A Safe Church* is available at southwark.anglican.org/safeguarding/diocesan-policies-procedures. Additional national requirements followed in 2018 and 2019 and in 2022, the Independent Inquiry into Child Sexual Abuse made its final report. The Government and those bodies concerned, including the Church of England are considering their response in follow-up work.
- d. There are requirements covered by the safeguarding guidance issued by the House of Bishops included within the new Safer Recruitment and People Management guidance (2021), available at <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>.
- e. Incumbents must consult with the Diocesan Safeguarding Team on the following issues:
 - concerns or allegations relating to church officers (clergy, commissioned, licensed and accredited ministers including Southwark Pastoral Auxiliaries 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.
- f. 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: southwark.anglican.org/safeguarding/safeguarding-training-events
- g. There is a distinct safeguarding site on the Diocesan website at: southwark.anglican.org/safeguarding

Information or advice regarding this and any safeguarding matter may be sought from the Diocesan Safeguarding Team at Trinity House. Contact details are in Section 28 of this booklet.

National Register of Clergy

- h. The National Register of Clergy is a publicly available record of all incumbent clergy and those who have a licence or the Bishop’s permission to officiate. It is found at www.churchofengland.org/about/national-register-clergy

Clergy received notice on 21 April 2021 about the new People System from peoplesystemsUPPORT@churchofengland.org explaining how they could access the system to correct any data. It is this system that drives the National Register of Clergy, which in turn is updated every 24 hours. Clergy who are not found to hold a benefice, licence, or other permission to officiate on the system may not take a service, preach, or otherwise take part in a service, nor should they be asked to

do so. The introduction of a National Register of Clergy originated in recommendations around safeguarding. If any of the details are incorrect, please correct as with the original People System instructions or contact data@southwark.anglican.org

22. Social media

Social media is interactive, conversational and open-ended. It is often in a public rather than private space and unsecured. It follows that both care and imagination should be employed in its use.

Clergy should follow the terms of the Guidelines on the Conduct of Clergy (2015) issued by the Convocations of Canterbury and York (see in particular 11.10 -11.12 of that document). Some of the key points are worth rehearsing here: “Confidentiality in all forms of correspondence must be respected and maintained whether written or electronic... The power of the internet for doing harm as well as good must always be borne carefully in mind and weighed before saying anything which may prove be damaging to oneself as well as to others...”

The Diocese of Southwark has a policy for parishes on social media which clergy should use and will find helpful. This may be accessed at southwark.anglican.org/social_media_policy_1218

23. Taxation

23.1 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.

23.2 Questions

See the following website: www.churchofengland.org/more/clergy-resources/clergy-payroll

Additionally, the Churches’ Legislation Advisory Service (CLAS) also provides guidance on clergy tax in the form of circulars and books. Details may be accessed from: www.churcheslegislation.org.uk/

23.3 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.

23.4 Taxation on mileage allowance

A PCC is free to apply the mileage rates at whatever rate is deemed appropriate. However, HM Revenue & Customs approved rates 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.

23.5 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: www.gov.uk/child-tax-credit/overview



23.6 Help with childcare costs

If you use a registered or approved childcare provider, the Childcare Voucher Scheme, operated by the Clergy Payments Department, was a tax-efficient way of helping with your childcare costs. However, this is being phased out by HMRC, and is closed to new entrants. Those on the scheme on 4 October 2018 may still have an eligibility (see www.gov.uk/help-with-childcare-costs/childcare-vouchers). 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 the Clergy Payments Department for further details:

www.churchofengland.org/more/clergy-resources/clergy-payroll/help-childcare-costs

This link points to more recent initiatives, such as Tax Free Child Care which is independent of payroll. Please note the Government's information link: www.childcarechoices.gov.uk

24. Pastoral care of the clergy

24.1 Clergy Wellbeing Handbook

The College of Bishops in this Diocese issued a Clergy Wellbeing Handbook in autumn 2018 covering a range of relevant issues and resources and which was circulated to the clergy. It may be accessed here: southwark.anglican.org/document/clergy-wellbeing-handbook/clergy-wellbeing-handbook

24.2 The Covenant for Clergy Care and Wellbeing

The Covenant for Clergy Care and Wellbeing was passed as an Act of (General) Synod during its Group of Sessions in February 2020, expressing the mind of the National Church on the importance of supporting clergy wellbeing. The Diocesan Clergy Well-being Steering Group is currently exploring ways in which local conversations about the Covenant can be enabled and the principles of the Covenant can be embedded in the life and relationships of parishes, deaneries and the wider Diocese. See link: <https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/supporting-clergy-health-and-wellbeing/covenant>

24.3 Dignity at Work Policy

The Diocesan policy, Dignity at Work is now included in the Diocesan Governance Handbook which was agreed at the Diocesan Synod on 19 November 2019. It addresses bullying, harassment and discrimination against clergy, lay ministers, officers, and employees. It is relevant to you if affected and bids us all to uphold standards of behaviour as befits our common baptism.

24.4 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 which 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 12 counselling sessions (10 for couples). The respective organisation will observe total confidentiality about the identity of those using the service.

24.5 Counselling organisations

Clergy and their families 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 Area Co-ordinator, London & South East Area Co-ordinator, Andrew Norman, 07867 229296, andrew.cmincs@gmail.com, or CMCS 01235 517705, www.cmincs.net

WPF Therapy Ltd

Fast-access counselling for individuals at their centre: 23 Magdalen Street, London SE1 2EN. Contact Meera Sehdeva, Clinic Manager, on 020 7378 2000 or e-mail: therapy@wpf.org.uk

24.6 Supporting clergy health and well-being – resources available from the National Church

There is a wide variety of information about further support for clergy in areas of relationships, physical and mental health, and finances, on the Clergy HR section of the website: <https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/supporting-clergy-health-and-wellbeing>

24.7 Clergy Transitions Service

The Clergy Transitions Service (CTS), available through the National Church, provides free, confidential, personal support for clergy who are at a vocational crossroads, or who are looking for a fresh opportunity.

Further details are available at: <https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/clergy-transitions-service/clergy-transitions-service>

25. Procedures during a vacancy

25.1 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.

25.2 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.

26. Jury service

Clergy are eligible for jury service: this is an important part of a commitment to good citizenship and clergy can only seek excusal or deferral for good reason. In consultation with the Church 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.

27. Charitable support

The John Rice Charity (clergy serving in the deaneries of Bermondsey, Southwark, Lambeth North, and Lambeth South only) offer modest grants in cases of hardship: <https://www.johnricecharity.org.uk>

The Society of Mary and Martha at Sheldon supports people in ministry at times of stress, crisis, burnout or breakdown: <https://www.sheldonretreat.com>

The Clergy Support Trust (formerly known as Sons and Friends of the Clergy) is a major charity supporting clergy and their dependants: www.clergysupport.org.uk

The English Clergy Association makes grants to clergy: www.clergyassoc.co.uk/content/home.htm

The Society for the Relief of Poor Clergy (SRPC) makes grants to clergy fitting certain criteria, as well as accredited lay ministers. CPAS also handles a ministers-in-training fund for ordinands: www.cpas.org.uk/advice-and-support/other-advice-and-support#.WRnQ1evyvc

St Luke's Health Care for the Clergy provides a range of services for their psychological well-being and mental health: stlukeshealthcare.org.uk/

Your Archdeacon may know of a source of charitable support that is yet more specific and local to you. Please ask them.

28. Communication (including Diocesan Contacts)

28.1. The following provides information on the new website, a list of relevant contacts in the Diocese and details on why clergy need themselves to provide information and how to do so. The Diocesan policy on social media is at Section 22, above. None of this is meant to inhibit the usual pastoral relationships which you have with Archdeacons and Bishops.

Diocesan website

28.2 Our new website was launched in February 2021. It has been designed to be more user-friendly than its predecessor, giving parishes access to useful information and resources. We hope you and your parishioners find it easy to navigate and useful. There are dedicated login areas for clergy, lay ministers, and parish officers with access to relevant documents and resources specific to each. You can access the relevant access area via the login button at the top on every page on the website with your allocated username and password. <https://southwark.anglican.org>

Information to the Diocese

28.3 The Diocese of Southwark communicates with its clergy in various ways, as well as with licensed lay ministers, Churchwardens, Parish Treasurers and PCC Secretaries. These means include Noticeboard, e-bulletin, e-notices (which may include letters from the Bishops, Archdeacons or Diocesan Secretary), and latterly there have been updates from the Coronavirus Task Group. It is important that clergy and others communicate in turn, in their parishes, and back to the Diocese.

Sometimes this is in the form of very specific information required around Archdeacons' visitations, attendance statistics, and financial returns. Much of the data, which in turn is requested by the National Church, can be uploaded and viewed online via the Parish Returns website (<https://parishreturns.churchofengland.org>). Each parish will have at least one nominated person who can enter this data, and a record of the parish's registered users should be held by the Parish Administrator or PCC Secretary. This information will often be invaluable to understanding the reality and potential of the local church's mission. Each parish's data can then be viewed by clergy and parish officers with other local socio-economic data on their individual dashboard (again accessed via the Parish Returns website).

If you have any queries on the Finance Return, please contact janet.boyce@southwark.anglican.org. Questions regarding the Energy Footprint Tool should be sent to Jack Edwards on jpicaadmin@southwark.anglican.org. All other data-related questions, including on attendance returns, should go to data@southwark.anglican.org

28.4 Diocesan contacts

Bishops and Archdeacons	
See: southwark.anglican.org/about-us/who/bishops-and-officers	
Trinity House	
Diocesan Secretary Ruth Martin (Lay Canon) ruth.martin@southwark.anglican.org	Executive Assistant to the Diocesan Secretary/ Assistant Secretary to Synod Charles Hudson-Beddows 020 7939 9434 charles.hudson-beddows@southwark.anglican.org
PA to the Diocesan Secretary Beverley McBean 020 7939 9429 beverley.mcbean@southwark.anglican.org	
Property Services Department	Safeguarding
Diocesan Surveyor Colin Bushell colin.bushell@southwark.anglican.org	Diocesan Safeguarding Adviser and Safeguarding Adviser for Southwark Cathedral Pamela Chisholm 07982 279713 (mobile number for urgent advice) pamela.chisholm@southwark.anglican.org
Property Repairs 020 7939 9477 property.repairs@southwark.anglican.org	Assistant Diocesan Safeguarding Advisers Louise Vernon 020 7939 9462; 07946 255622 louise.vernon@southwark.anglican.org
Senior Property Officer (property management & tenancy) Maria Beattie 020 7939 9454 maria.beattie@southwark.anglican.org	Marie Daly 020 7939 9441; 07946 255295 marie.daly@southwark.anglican.org
Finance	
Director of Finance Mark Rhodes 020 7939 9425 mark.rhodes@southwark.anglican.org	Safeguarding Administrator Zoë Skilton 020 7939 9476 zoe.skilton@southwark.anglican.org
Finance Officer (stipends, payroll & clergy moves) Heather Cassidy 020 7939 9427 heather.cassidy@southwark.anglican.org	Safeguarding Training Administrator Vacant 020 7939 9478 zoe.skilton@southwark.anglican.org
Human Resources	
Director of Human Resources David Loft 020 7939 9470 david.loft@southwark.anglican.org	Facilities Officer and HR Support Annie Dublin 020 7939 9402 annie.dublin@southwark.anglican.org
National Church Institutions	
Church House, Westminster Switchboard 020 7898 1000	Clergy Pensions Church of England Pensions Board PO Box 2026 Pershore WR10 9BW 020 7898 1802 (open 9.00am-5.00pm, Monday to Friday) pensions@churchofengland.org
Clergy Payments Payment of Southwark Stipends 020 7898 1618 clergy.payments@churchofengland.org	

Annex A: Out-of-Hours Emergency Contractor Directory 2023

EPISCOPAL AREA	ARCHDEACONRY	Deanery (Diocesan Directory 2016)		ECO Vicarages	Gas Central Heating & Plumbing	Drainage & Plumbing	Electrics	Window / External door damage	
Woolwich (The Rt Revd Dr Karowei Dongu)	Lewisham & Greenwich The Venerable Alastair Cutting	1	Charlton	Hoveair 0208 656 7744	Rygas 02086407907 or email team@rygroup.co.uk OR TD Property Maintenance 020 8241 5651		Rygas 02086407907 or email team@rygroup.co.uk	All Emergency Services 020 8664 3760	
		2	Etham & Mottingham						
		3	Plumstead						
		4	East Lewisham						
		5	West Lewisham						
		6	Deptford						
	Southwark The Venerable Jonathan Sedgwick	7	Bermondsey		Rygas 02086407907 or email team@rygroup.co.uk OR TD Property Maintenance 020 8241 5651	DSP Drainage & Plumbing 0203 174 2440	Rygas 02086407907 or email team@rygroup.co.uk		
		8	Southwark & Newington						
		9	Camberwell						
		10	Dulwich						
Kingston (Bishop of Kingston)	Lambeth The Venerable Simon Gates	11	Lambeth North	Rygas 02086407907 or email team@rygroup.co.uk OR TD Property Maintenance 020 8241 5651	DSP Drainage & Plumbing 0203 174 2440	Rygas 02086407907 or email team@rygroup.co.uk			
		12	Lambeth South						
	Wandsworth The Venerable John Kiddle	13	Merton				Rygas 02086407907 or email team@rygroup.co.uk OR TD Property Maintenance 020 8241 5651		Rygas 02086407907 or email team@rygroup.co.uk
		14	Battersea						
		15	Tooting						
		16	Wandsworth						
Croydon (The Rt Revd Dr Rosemarie Mallett)	Croydon The Venerable Greg Prior	17	Richmond & Barnes	Rygas 02086407907 or email team@rygroup.co.uk OR TD Property Maintenance 020 8241 5651		Rygas 02086407907 or email team@rygroup.co.uk			
		18	Kingston						
		19	Croydon North						
		20	Croydon Addington						
		21	Croydon Central						
		22	Croydon South						
Religate Venerable Canon Moira Astin	23	Sutton	Rygas 02086407907 or email team@rygroup.co.uk or EVO Plumbing 07869 214 000/07921 865 309		Rygas 02086407907 or email team@rygroup.co.uk				
	24	Tandridge - Caterham							
	25	Tandridge - Godstone							
	26	Religate							
Clergy in ECO vicarages, please contact Hoveair on 0208 656 7744 in the first instance									

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 National Gas Grid Emergency Gas number on 0800 111 999 at any time.



**Hearts
on Fire**

The Diocese of Southwark

Loving God
Walking with Jesus
Led by the Spirit

Luke 24:13-35



The Diocese of
Southwark