



The Diocese of
Southwark

Guidelines for Clergy and Conditions of Service

2020

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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 the worship of Almighty God that our work finds its outworking and its blessing in due time.

The information here is offered in that spirit of service. In it, you should find many of the answers to practical questions in relation primarily to the exercise of ordained, stipendiary ministry within the Diocese of Southwark. Not every question will be answered. If you have other questions, or if your particular ministry is not that which this booklet addresses, please contact your Archdeacon. You can find their contact details in the Diocesan directory, at 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 2020 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, some attach to the office and many mirror employment rights and conditions of a contract. Indeed, some aspects of holding an ecclesiastical office are treated in law *as if* they are employment to enable such provisions to take effect. The payment of employer’s national insurance is an example of this. While some of the issues outlined here concern matters that are legally binding on clergy who are office-holders, 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 antidiscrimination legislation (apart from the specific exemptions granted).

3.2 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 licenced lay workers in receipt of stipend and/or housing as well as bishops, archdeacons, residentiary canons, rectors and vicars. All new appointments made after the legislation came into effect (31 January 2011) confer office held under Common Tenure and those on existing 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 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 or possibly of the Bishop in his capacity as a corporation sole) are not covered by Common Tenure and as such will be issued with contracts of employment.
 - (g) All references to Statements of Particulars refer to clergy on Common Tenure, and do not apply to clergy who retain the 'freehold'.
 - (h) Under the Ecclesiastical Offices (Terms of Service) (Amendment) Regulations 2017, the Bishop of Southwark has decided that he is willing to exercise discretion in certain cases to extend appointments beyond age 70. These are set out in his Ad Clerum of the Feast of the Transfiguration 2017. 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.

3.3 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, in the form of a Clergy Personal File (generally known as Clergy “Blue Files”, simply because of their colour). Such files are covered by the General Data Protection Regulations (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 & 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 £27,342 (full-time) from 1 January 2020. This is an increase of 1%.
 - (b) Stipendiary assistant staff will usually be paid according to the following scales (an increase of 0.5% on 2019):

Full-time posts	£
First year after ordination	25,630
Second year after ordination	26,011
Third year after ordination	26,421
Fourth year after ordination	26,808

All increments are payable on 1 January. All full-time officers and assistant staff under common tenure include the right to be paid not less than the National Minimum stipend of £24,770 from 1 April 2019. It will be £25,265 from 1 April 2020.

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' tax deductions. Employer's NI contributions are paid by the Diocese. Stipends are paid monthly in arrears through the Church Commissioners' payroll with the Commissioners treated as if they are the employer for NI purposes. Office-holders as set out before, however, are not employed.

5. Termination

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

- (a) on attaining the retirement age specified in relation to that office in section 1 of the Ecclesiastical Offices (Age Limit) Measure 1975 (1975 No. 2) or on the expiration for any period which the office holder is permitted to continue in office after the retirement age under section 2 or 3 of that Measure;
- (b) where the office holder is removed from office following a finding of guilt for an offence under Part VI of the Ecclesiastical Jurisdiction Measure 1963 (1963 No. 1) or under any provision of the Clergy Discipline Measure 2003 (2003 No. 3);
- (c) Where the term is fixed or is otherwise limited, on the expiry of the term or the occurrence of the event in question, as the case may be;
- (d) where the office ceases to exist in consequence of a pastoral scheme or order made under the Mission and Pastoral Measure 2011.
- (e) Please see the Bishop of Southwark's Ad Clerum of the Feast of the Transfiguration (6 August 2017) on criteria by which he will consider licensing clergy to offices beyond

the age of 70 following the Ecclesiastical Offices (Terms of Service) (Amendment) Regulations 2017. 3(1)(h) above also refers.

5.2 For Common tenure appointments

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

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

5.3 On termination or changing of appointments

- (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 Admin Officer (Stipends) in the Finance Department at Trinity House.** This is particularly important so far as assistant staff is concerned. The recipient of a letter of resignation must ensure that the Trinity House has been notified.

6. Fees

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

- (a) From 1 January 2013, the element of parochial fees, which were previously designated 'minister's fees' automatically belong to the Diocesan Board of Finance (DBF). These are all fees - e.g. for marriage, baptism, funeral, and burial.

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 longstanding membership of the congregation.

(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 to always ensure that prompt transfers are being made.

In January each incumbent and parish treasurer will be sent an electronic link for the Return of Parochial Fees. The system is automated and the return should be completed on-line on a monthly basis with the fees being sent to Trinity House. Please note that it is important to complete a return for every month. If your parish has not had any services in a particular month a nil return is still required. Clergy who 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 (from 1 January 2020):

www.churchofengland.org/sites/default/files/2019-11/2020_parochial_fees_table_-_a3_0.pdf

Printed tables are no longer issued.

6.4 Fees for Occasional Duty

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

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

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

- One Sunday Service £40.40
- Two Sunday Services £52.50
- Full Sunday £61.60

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

Locum Tenens:

- 3 days plus Sunday £90.90
- 6 days including Sunday £113.10

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

- The fee for a weekday service is. £24.20

Note: Readers have permission to conduct services and, where so licenced, to preach during vacancies. No fees are charged, but any parish inviting Readers to serve in this way would be expected to meet his/her out of pocket expenses. 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 who have Permission to Officiate (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 Diocesan Board of Finance (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 & Funerals

- (a) 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.
- (b) 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, not only 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 licenced 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 the web page:

www.churchofengland.org/sites/default/files/2017-10/parochial-expenses-guide-2017.pdf

The PCC Treasurer is instructed (para 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.**

7.2 Motoring Expenses

(a) The Car Mileage rates are the rates approved by the HM Revenue & Customs. For 2019/20 these are:

Cars

- On the first 10,000 miles in the tax year **45p** per mile
- On each additional mile over 10,000 miles **25p** per mile
- (an additional 5p per mile may be claimed for one or more additional passengers)

Motor Cycles

- **24p** per mile

Bicycles

- **20p** per mile

See Government website which includes a workbook

<https://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 forego some reimbursement, clergy should charge their expenses in full and then make a contribution to parochial funds so as to ensure that the parish is aware of the full extent of its liability. Furthermore, it will ensure that misunderstandings as to the correct level of expenses do not occur on change of the minister. An amount equivalent to the donated expenses can also be Gift Aided.

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

8. Accommodation

8.1 Parsonages

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 Diocesan Board of Finance (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 e.g. 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 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 emergency). Regulation 14 Ecclesiastical Offices (Terms of Service) Regulations 2009 provides for such access and normally this will be for purposes of survey/assessment for repair (see periodic survey below). Your understanding and support 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 Debbie Highwood and Colin Bushell 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 & Water Rates

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

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 per cent 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 b above). 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 Ecclesiastical Insurance, 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 it be 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 5 days. You will then be advised of which surveyor is dealing with the matter.

(k) Emergency

If an emergency arises out of office hours for plumbing, drainage, electrical work, or heating please contact the relevant contractor (see annexed table) 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 **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.

(l) 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

(m) Letting & lodgers

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

Lodgers

Should you wish to have a lodger or lodgers, please contact your Archdeacon for the relevant 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, 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 on 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 you may have with them.

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.

(n) 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 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 of doing so;
- Please leave behind in an obvious place any documentation 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/hand over 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 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 Diocesan Board of Finance to the PCC. The PCC may claim £160 as an additional contribution towards building insurance. Grants only apply to parishes housing team vicars or ministers in charge. Additionally, the post-holder will have charge of a separate congregation and the congregation will be making

a separate pledge to the Parish Support Fund. To apply for the grant, a copy of the 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 i.e. a tax-free allowance. You are eligible to receive this allowance if you:

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

The annual return is sent out in March and requests your eligible expenditure for the last financial year. This figure is then applied 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, they 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 (e.g. overhauling mowers) tree surgery, and wages paid to a gardener (including your spouse but see proviso under Cleaning above). You may not claim for the cost of the seeds, plants, turf, peat, fertilizer, new tools, landscaping works, garden furniture, paving, sheds or fencing.

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

8.6 Settling-in Grants & Removal Expenses

- (a) Grants payable by the Board to stipendiary clergy & licenced lay workers shall meet in full the removal costs (see 8.7). Payment shall also be paid towards other costs of settling-in as follows (with the exception of Housing Allowance g):
- (b) Archdeacons, residentiary canons whose stipends are paid by the Diocese, incumbents, parish priests, ministers-in-charge of conventional districts and specialist ministers on second or subsequent appointment:

Re-settlement grant £2,694

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

First appointment grant £2,694 Re-settlement grant £2,694

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

First appointment grant £2,608 Re-settlement grant £2,608

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

Re-settlement grant £2,608

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

Re-settlement grant £2,694 AND removal costs up to £1,379

(g) Housing Allowance **£8,931**

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 **£525**

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

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

8.7. Removal Arrangements

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

- Bishops Move 0800 61 64 25
- Bournes 01797 224188
- Britannia 0800 62 25 35
- Brosnan & Son 020 8452 3452
- Pickfords 0800 21 21 55

During the period of your move, we insure your household effects with EIG. The quotations you obtain should therefore exclude insurance. If your household contents insurance policy is with EIG your move will automatically be covered under your existing policy. If this is the case can you please inform Admin Officer (Stipends) at Trinity House.

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

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

9. Ministerial Development

9.1 Ministerial Development Review

The Discipleship and Ministry Department administers, on behalf of the Bishop, a well-established ministerial development review programme. Those on Common Tenure are required to participate and those on Freehold are encouraged to do so. Further details are available from the Diocesan Director of Discipleship and Ministry.

9.2 Continuing Ministerial Education

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

10. Annual Leave

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

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

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

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

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

10.2 Rest Periods

Clergy on Common Tenure are entitled to an uninterrupted rest period of 24 hours in each period of seven days. Further details are in your Statement of Particulars. The College of Bishops of the Diocese in the Clergy Wellbeing Handbook (p.6) make the following commendation, "Protect your personal time by taking regular short breaks, being unavailable to 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/downloads/integrated_policy_final.docx Please discuss these arrangements with your Archdeacon.

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

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 of 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)

If your period of sickness is for less than 7 consecutive days you should complete the upload self-certifying certificate which is available from the web page:

www.gov.uk/government/publications/statutory-sick-pay-employees-statement-of-sickness-sc2

If your sickness continues for more than 7 days you must

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

All completed certificates should be sent to Admin Officer (Stipends) at Trinity House (see contacts, page 28).

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

Clergy are paid in full for the initial 28 weeks of sickness. From week 29, the state benefit of “Employment and Support Allowance” may be payable, the Church Commissioners will advise as to the procedure for claiming this. Where the Diocese continues payment of the stipend beyond 28 weeks the sum paid will be reduced by the amount of state benefit. At the half-year stage the option to review whether there is long-term sickness may be considered.

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

12.3 Retirement through Ill-Health

Your Archdeacon will advise. Your pension will be based on length of service to date plus 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 their 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 helpful publications on the above website, including a booklet on the pension scheme www.churchofengland.org/sites/default/files/2017-10/2017-clergy-booklet-v-13_0.pdf and one on *Retirement Housing*. You may also contact the Pensions Board at pensions@churchofengland.org or 020 7898 1800.

14. Disciplinary Procedures

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

15. Capability Procedure

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

16. Grievance Procedure

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

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

17. Respondent in Employment Tribunal Proceedings

This is included in the Statement of Particulars for those on Common Tenure. It is hoped that any dispute or grievance will be resolved internally before an office holder makes an application to an Employment Tribunal.

18. Term Assurance and Additional Benefits

18.1 Life Assurance

The Church of England Pensions Board (CEPB) provides life assurance for all full-time parochial and non-parochial stipendiary clergy and licensed stipendiary lay staff dying in office. A lump sum of three times the National Minimum Stipend for the previous year will be payable tax free. The amount would be adjusted pro-rata if you work part time. The lump sum is paid under trust and the CEPB has discretion as to whom it is paid. The reason for payment under trust is that it usually enables the CEPB to pay the lump sum quickly and the lump sum will not become part of your estate and so is not liable to inheritance tax.

18.2 Additional Benefits

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

19. National Car Loan Scheme

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

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

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

20. Health & Safety

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

General advice and guidance on health and safety matters may be sought from Trinity House, whilst extensive guidance on health and safety can be found at: www.ecclesiastical.com/churchmatters/images/church%20insurance%20health%20and%20safety%20policy%20with%20guidance%20notes.pdf or consult the HSE website 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. They are required to pay due regard to House of Bishops and Diocesan policy and guidance on safeguarding. The Diocesan policy on Safeguarding is contained within the document 'A Safe Church'. A Safe Church is available at southwark.anglican.org/safeguarding/

(b) Incumbents must consult with the Diocesan Safeguarding Team on the following issues:

- concerns or allegations relating to church officers (clergy, commissioned, licenced and accredited ministers [this includes SPAs and Readers], paid and voluntary children's, youth and adults' workers, churchwardens, etc.)
- inclusion in the congregation of those who are known to pose risk to others.

(c) Legislation is now in place requiring clergy (and readers) to undergo safeguarding training. Training requirements for all clergy and church officers are set out, in line with national requirements, at:

southwark.anglican.org/safeguarding/safeguarding-training-events/

(d) 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 at the end of this booklet

22. Social Media

22.1 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 Clergy¹ (2015) issued by the Convocations of Canterbury & 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/downloads/social_media_policy_1218.pdf

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 also provides guidance on clergy tax in the form of circulars and books. Details may be accessed from the web:

www.churcheslegislation.org.uk/home

Please, for example, note, *Taxation of Ministers of religion: a rough guide* (2009)

www.churcheslegislation.org.uk/publications/

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.

¹ www.churchofengland.org/sites/default/files/2017-10/Clergy%20Guidelines%202015.pdf

23.4 Taxation on mileage allowance

A PCC is free to apply the mileage rates at whatever is deemed appropriate. However, HM Revenue & Customs approved rates for tax year 2018/19 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 Childcare Voucher Scheme

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

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/downloads/resources/clergywellbeinghandbook2018.pdf

24.2 Counselling for Clergy

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

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

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

24.3 Counselling Organisations

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

The Churches Ministerial Counselling Service

Counselling is available for individuals, couples and teenage children, through a network of counsellors across London. In the first instance please contact Area Co-ordinator, London & South East Area Co-ordinator, Emma Jones, 07867 229296, emma.cmincs@gmail.com, or CMCS 01235 517705, www.cmcs.org.uk

WPF Therapy LTD

Fast-access counselling for individuals at their centre:

23 Magdalen Street, London SE1 2EN.

Contact Margaret Mykura, Senior Clinician, on 020 7378 2000 or e-mail:

therapy@wpf.org.uk

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 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 and Southwark only) modest grants in cases of hardship
www.johnricecharity.org.uk/index.htm

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

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

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

Society for the Relief of Poor Clergy (SRPC) with certain criteria
www.cpas.org.uk/advice-and-support/other-advice-and-support#.WRnQ1evyvcs

[St Luke's Health Care for the Clergy: provides a range of services for physical and mental well-being.](#) stlukeshhealthcare.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: Contact List

Diocese of Southwark: Bishops and Archdeacons see:
southwark.anglican.org/about-us/who/bishops-and-officers

Trinity House

The Diocesan Secretary

Ruth Martin (Lay Canon)
ruth.martin@southwark.anglican.org

Kathleen Bailey - PA to the Diocesan Secretary
020 7939 9429
kathleen.bailey@southwark.anglican.org

Finance

Anthony Demby, Director of Finance
020 7939 9425
anthony.demby@southwark.anglican.org

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

Human Resources

David Loft, Director of Human Resources
020 7939 9470
david.loft@southwark.anglican.org

Kumbi Maponga, HR Officer
020 7939 9402
kumbi.maponga@southwark.anglican.org

Property Services Department

Colin Bushell, Diocesan Surveyor
colin.bushell@southwark.anglican.org

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

Property management & tenancy
Maria Beattie, Senior Property Officer
020 7939 9454
maria.beattie@southwark.anglican.org

Safeguarding

Diocesan Safeguarding Adviser

E-mail: kate.singleton@southwark.anglican.org

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

The Assistant Diocesan Safeguarding Advisers are:

Marie Daly marie.daly@southwark.anglican.org

020 7939 9441

Louise Vernon louise.vernon@southwark.anglican.org

020 7939 9462

National Church Institutions

Church House, Westminster

Switchboard: 020 7898 1000

Clergy Payments

Payment of Southwark Stipends 020 7898 1618

clergy.payments@churchofengland.org

Clergy Pensions

Church of England Pensions Board

PO Box 2026

Pershore

WR10 9BW

020 7898 1802 (open 9am - 5pm, Monday to Friday) pensions@churchofengland.org

Annex A Diocese of Southwark

Out of hours Emergency Contractor Directory 2019/20

EPISCOPAL AREA	ARCHDEACONRY		Deanery (Diocesan Directory 2016)	ECO Vicarages	Gas Central Heating & Plumbing	Drainage & Plumbing	Electrics	Window / External door damage/Locks
Woolwich (Dr Woyin Karowei Dorgu)	Lewisham & Greenwich Venerable Alastair Cutting	1	Charlton	Hoveair 0208 656 7744	A.C.Wilgar 01689 891 011	Drain Surgeon 020 8680 1306 OR DSP Drainage & Plumbing 0203 174 2440	Hoveair 0208 656 7744	All Emergency Services 020 8664 3760 (Day) / 020 8643 1708 (Night)
		2	Eltham & Mottingham					
		3	Plumstead					
		4	East Lewisham					
		5	West Lewisham					
		6	Deptford					
	Southwark Venerable Dr Jane Steen	7	Bermondsey					
		9	Camberwell					
		10	Dulwich					
		8	Southwark & Newington					
Kingston (Bishop Richard Cheetham)	Lambeth Venerable Simon Gates	11	Lambeth North					
		12	Lambeth South					
		13	Merton					
	Wandsworth Venerable John Kiddle	14	Battersea					
		15	Tooting					
		16	Wandsworth					
		17	Richmond & Barnes					
		18	Kingston					
Croydon (Bishop Jonathan Clark)	Croydon Venerable Christopher Skilton	19	Croydon North					
		20	Croydon Addington					
		21	Croydon Central					
		22	Croydon South					
		23	Sutton					
					Rygas 07867 487718 OR TD Property Maintenance 020 8241 5651 OR EVO Plumbing & Heating (WEST) 07869 214 000/ 07921 865 309	Rygas 07867 487718		

Reigate Venerable Canon Moirá Astin	24	Tandridge - Caterham	A.C.Wilgar (EAST) 01689 891 011 OR EVO Plumbing & Heating WEST) 07869 214 000/ 07921 865 309	Rygas 07867 487718
	25	Tandridge - Godstone		
	26	Reigate		
Clergy in ECO vicarages, please contact Hoveair on 0208 656 7744 in the first instance				
Rygas are also able cover drainage if Drain Surgeon or DSP unavailable in areas they cover as shown above. However Drain Surgeon or DSP should be first point of contact.				

L:\Contractors\Notice board 2018 2019\Emergency contractor directory 2019-20.xlsxTemplate

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.