



# Common Tenure Guide

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## 1. Introduction

Clergy who hold office under Common Tenure are entitled to a written Statement of Particulars that sets out the obligations and rights of office holders conferred by the Ecclesiastical Terms of Service Measure and Regulations. This is supported by the Diocesan Common Tenure Guide which provides additional (more detailed) information.

This guide brings together a variety of on a range of matters, many of which apply to all clergy and are not directly linked to clergy terms of service. Although not all sections apply to all clergy many sections will apply to both stipendiary and non-stipendiary or self-supporting clergy.

The document is published on the Diocesan website and contains links for easy access to other Diocesan and national documentation.

This document will develop and change over time as new policies are introduced and further information of interest and help to clergy becomes available. You are encouraged to check on the Diocesan website for the current version.

<http://dioceseofyork.org.uk/developing-ministry/clergy/terms-of-service>

**It should be noted that neither the Statement of Particulars nor the Guide to Common Tenure constitutes a contract of employment.**

## 2. Common Tenure

Over the years, it became apparent that the historic arrangements for holding office that existed in the Church of England no longer sat comfortably with the norms expected in secular employment.

At the end of January 2011, significant changes occurred in the way in which clergy hold office in the Church of England. These changes were the result of a number of years of careful deliberation concerning the way to deal appropriately with the issues that have developed from the increased level of legislation in the secular world, which affects the employment of individuals and groups.

The church sought to maintain the system of office holding which is valued by both clergy and laity in the church while allowing for the introduction of rights that are equivalent to those rights enshrined in employment law for those in secular occupations.

Common Tenure is the new form of office holding introduced by the Ecclesiastical Offices (Terms of Service) Measure 2009. This form of holding office applies to all those appointed to office after the implementation date of 31st January 2011. It also applies to those who held office prior to that date but did not have the freehold.

Those who held the freehold at the date of implementation were invited to transfer to Common Tenure but were not obliged to do so.

This means that, although it is more than 10 years since the implementation of the Measure and Regulations, the Church of England still has a variety of arrangements for tenure of office and these are, as far as possible, reflected in this guide.

## **2.1 Freehold**

The traditional method of holding office in the Church of England for incumbents.

## **2.2 Common Tenure**

The new method of holding office resulting from Ecclesiastical Offices (Terms of Service) Measure 2009. Common Tenure applies to both stipendiary and non-stipendiary or self-supporting priests. It also applies to lay ministers holding the Archbishop's licence who receive any form of remuneration for their post.

## **2.3 Qualified Common Tenure**

Under regulation 29 some Common Tenure posts are on a fixed term or under terms which provide for the appointment to be terminated on the occurrence of a specific event and this is known as Qualified Common Tenure. It occurs in situations where the post is

- created to cover the absence of another office holder
- created as an interim ministry post
- held by a member of clergy over the age of 70
- a training post
- probationary
- subject to all or part of the remuneration package being funded by a 3rd party (other than the Church Commissioners, a cathedral or a PCC)
- under a Bishop's Mission Order
- held with another office or employment
- subject to limited leave to remain
- a post designated as a Locally Supported Ministry Post\*

*\*A post may only be designated as a Locally Supported Ministry Post if*

- *It is held by an assistant curate who is not in sole or principal charge of the parish in which he or she serves;*
- *The PCC has entered into a legally binding agreement with the DBF to meet all the costs, including stipend, expenses, pension and housing;*
- *The office holder, Bishop and PCC have all given their consent in writing.*

Under regulation 30, an office may be designated as subject to potential pastoral reorganisation and the Statement of Particulars must contain a declaration of this designation. Should the office cease to exist compensation will be based on the loss of one year's service.

## **2.4 Clergy Not Covered By Common Tenure**

2.4.1 Those with permission to officiate (PTO)

2.4.2 Non-stipendiary Readers, Deaconesses and Lay Workers

2.4.3 Honorary Canons

#### 2.4.4 Employed Clergy

There are some posts that are likely to be classed as employment when considered under the legislation and therefore these posts are held on contracts of employment and not common tenure.

These include

Post	Employer
Diocesan Roles such as : Director of Mission & Ministry Diocesan Advisor in Vocations Children's Work Advisor	DBF
Archbishop's Chaplain	Archbishop (in his corporate capacity)
Hospital, university, school chaplains	Institution or DBF
Clergy employed directly by the parish	Parish

*N.B. These posts will have different terms and conditions to clergy who hold office under common tenure.*

### 3. Statement of Particulars

- 3.1. The Statement of Particulars (SOP) is a factual statement of the basic terms and conditions of service that apply to the office holder of a particular office.
- 3.2. Under the Ecclesiastical (Terms of Service) Regulations 2009 the Diocesan Bishop is required to nominate officer(s) to prepare the Statement of Particulars. The nominated officer for this Diocese is Canon Peter Warry, the Diocesan Secretary. He is supported in this by the HR Manager.
- 3.3. All clergy on Common Tenure will be issued a Statement of Particulars within one month of the date from which the office holder took up office or moved onto Common Tenure.
- 3.4. The information that must be provided in the Statement of Particulars is set out in the Ecclesiastical Offices (Terms of Service) Regulations 2009. Further information can be found on the Church of England website:  
<https://www.churchofengland.org/more/clergy-resources>

### 4. Role Descriptions

- 4.1. A role description is not mandatory under the Terms of Service legislation but it is the practice in this diocese that they are created and used in relation to making appointments, Ministerial Development Review (MDR), and the working of the grievance and capability processes.
- 4.2. Role descriptions will be revised when there is a vacancy. Each new incumbent is given the opportunity to review it with the Archdeacon after about 6 months in office.
- 4.3. In addition to the to the role description there are a number of other sources which define the role of the priest.
  - 4.3.1 **The Ordinal** which describes the role of a priest in a number of different ways at ordination.

- 4.3.2 **Canon Law** sets out church legislation which governs the way a priest should carry out their role.
- 4.3.3 **The licence** from the Bishop.
- 4.3.4 **Guidelines for the Professional Conduct of Clergy** is a more recent document, and can be found on the Church of England website, which provides guidance on acceptable conduct:  
<https://www.churchofengland.org/resources/clergy-resources/guidelines-professional-conduct-clergy>
- 4.3.5 **Legislation** of a more general nature that affects the role of the priest.

## 5. Stipend

- 5.1 Full time clergy receive an annual stipend of not less than the national minimum stipend or a stipend that together with any other income related to the office is not less than the national minimum stipend.
- 5.2 Part time clergy are entitled to a stipend that is determined in accordance with the Diocesan Stipend Policy.
- 5.3 The national minimum stipend is determined by the Archbishops' Council and details of this together with other information about matters relating to the stipend can be found at: <https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-pay-and-expenses>

## 6. Augmentation of Stipends

It is the responsibility of the Diocesan Board of Finance to ensure that all incumbents' stipends are made up to the Diocesan Minimum Stipend for incumbents after taking into account their income from the following:

- a) Guaranteed Annuities and Personal Grants
- b) Parochial giving direct for stipends (including contributions towards the costs of heating, lighting and cleaning the parsonage house)
- c) Easter Offering
- d) Fees (both church fees and non-church fees)
- e) Income from chaplaincies and public and educational appointments (after allowing for agreed expenses properly incurred in earning this income)
- f) Income from local trusts.

The computation of income for augmentation purposes does not include:

- a) Spare-time earning
- b) Spouse's earning
- c) Private Income
- d) Income from the informal letting of parsonages house rooms
- e) Approved working expenses.



## 7. Allowances

The Diocese does not pay additional allowances to clergy, although additional expenses in relation to non-parochial responsibilities (for example, Rural Dean or Diocesan Advisory roles) will be met within budgets as agreed between the individual, the suffragan bishop and the Diocesan Secretary.

## 8. Grants

The Diocese pays the following grants to clergy:

### 8.1 Removal Grants and Expenses

The Diocesan policy on removal expenses is the lowest of three quotes, to be obtained by the person taking up the appointment. Insurance is arranged with Ecclesiastical where the clergy household insurance does not cover removals.

Whilst the Diocese will pay for packing and removal of standard household goods, this does not extend to large specialist items such as grand pianos.

The Diocese pays an additional resettlement grant of £2679 (at 01/04/23) towards the costs associated with setting up a new property. See below for assistance with decorating costs.

### 8.2 First Appointment Grant

The Diocese pays a First Appointment Grant of £2679 (at 01/04/23). This is paid to Assistant Curates and Licensed Lay Ministers taking up their first appointment and is towards the cost of robes, theological books and any other equipment that they need for the new appointment.

### 8.3 First Incumbency Grant

The Diocese pays a First Incumbency Grant of £2679 (at 01/04/23). This is towards the additional costs incurred in equipping a priest taking on responsibility for a parish for the first time.

### 8.4 Continuing Ministerial Development Grant

Grants for Continuing Ministerial Development (CMD) are by application.

Guidelines on amounts available and the conditions governing grants can be found at: <http://dioceseofyork.org.uk/supporting-people/training/for-clergy/cmd-grants>

### 8.5 Other Grants & Benefits

#### ***Decorating Materials:***

A grant of up to £200 is available from the Property Team at Diocesan Office towards the cost of materials for decorating in the first year of occupancy. Grants of up to £100 per annum thereafter are available towards the cost of decorating materials. Details can be found in the Guidelines for Occupants of Parsonage and other Diocesan Properties, available at:

<http://dioceseofyork.org.uk/developing-ministry/clergy/housing>

**Retirement:**

A grant of up to £1000 is available from the trustees of the Ministers' Relief Fund towards the cost of removals on the retirement of the post holder.

**Professional Counselling:**

Details of the services that can be funded by the Diocese are obtainable from the Archbishop's Advisor in Pastoral Care (see Section 30).

**Childcare Vouchers:**

Details of the scheme operated via Clergy Payroll whereby clergy can take childcare vouchers in lieu of stipend (with reduced statutory deductions) can be accessed via the following link: <https://www.churchofengland.org/more/clergy-resources/clergy-payroll/help-childcare-costs>. Please note that this scheme is close to new applicants.

**9. Parochial Fees**

- 9.1 The current level of fees can be found at:  
<https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/life-events-parochial-fees-and-guidance>
- 9.2 Following the implementation of the Ecclesiastical Fees (Amendment) Measure 2011 clergy office holders are no longer entitled to receive fees personally. All statutory fees are due to the PCC or DBF as stipulated in the annual fees order.
- 9.3 The only exception are those Incumbents who were in post prior to July 2011, had previously retained fees and who had registered their intention to continue retaining fees before December 31st 2011. They must continue to report all fees received, arising from their office, to the DBF. Forms are provided for this purpose and additional copies can be downloaded from the Diocesan website. The amount received in fees is then taken into account in calculating the stipend that is to be paid.
- 9.4 Neither PTO clergy nor readers are entitled to retain fees. See Appendix I for the Diocesan policy in relation to payments to retired, formerly stipendiary, clergy. Note that is not an entitlement to fees, but a policy that may be reviewed and amended in the light of changing legislation or national guidance. This may be downloaded from the website at:  
<http://dioceseofyork.org.uk/supporting-parishes/fees>

**10. Expenses**

- 10.1 The Central Stipends Authority's annual recommendations for the level of stipends are made on the basis that parochial expenses are reimbursed in full. If, therefore, clergy do not claim all their expenses, or their expenses are not fully reimbursed, they are receiving less than their full stipend. PCCs should be committed to reimbursing clergy expenses in full.
- 10.2 The Statement of Particulars for those on Common Tenure sets out the entitlement to be reimbursed for expenses reasonably incurred in connection with carrying out the office. It also makes it clear that reimbursement is the responsibility of the PCC(s).

- 10.3 A booklet that gives guidelines to parochial clergy and PCC treasurers about the reimbursement of expenses is available from here:  
<https://www.churchofengland.org/sites/default/files/2017-10/parochial-expenses-guide-2017.pdf>
- 10.4 The diocese recommends that the HMRC rates for mileage be used. The rates for the current year including those for cycling can be found using this link:  
<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>

## 11. Termination of Appointment

### 11.1 Full Common Tenure

The term of the office may only be terminated on the following grounds

- **Resignation**

Clergy are required to give written notice of not less than 3 months to resign their office but this is variable by agreement with the Diocesan Bishop.

- **Capability**

The Diocesan Bishop is required to give written notice of not less than 3 months to remove a member of clergy from office following a decision to do so under the capability procedure.

- **Discipline**

A member of clergy can be removed from office following a finding of guilt under the Ecclesiastical Jurisdiction Measure 1963 or the Clergy Discipline Measure 2003.

- **Death**

- **Reaching retirement age**

The office terminates when the office holder reaches the retirement age specified in relation to the office in the Ecclesiastical Offices (Age Limit) Measure 1975 or the expiration of any period which the office holder is permitted to remain in office after retirement age.

- The office ceases to exist because of a **pastoral scheme** or order.

- The office is designated as held in conjunction with **another office or employment which ceases to exist.**

- Where the office holder is a **priest in charge and the vacancy ends.**

### 11.2 Qualified Common Tenure

In addition to the reasons given in section 11.1 above Qualified Common Tenure may be terminated at the expiry of a fixed term.

- Under Common Tenure a person may be appointed to office for a fixed term or under terms which allow the office to be terminated on the occurrence of a specified event. The circumstances under which this Qualified Common Tenure can be used are set out in paragraph 2.3 of this guide.

- Where a Qualified Common Tenure post is terminable under specified circumstances or is fixed term, the circumstances or end date of the fixed term must be included in the statement of particulars.

- For Qualified Common Tenure appointments, the compensation for loss of office is limited to a maximum of one year under schedule 4 of the Pastoral Measure.

## **12. Housing**

The majority of stipendiary clergy are required to live in accommodation provided for the better performance of their duties.

### **12.1 Incumbents**

Incumbents generally occupy the parsonage house owned by the benefice, unless otherwise agreed by the Bishop. This is subject to the rights and duties set out in the Repair of Benefice Buildings Measure 1972 and its code of practice.

### **12.2 Other Clergy**

Every office holder other than an incumbent who receives a full stipend is entitled under the Ecclesiastical Offices (Terms of Service) Measure to be provided by the relevant housing provider with accommodation reasonably suitable for the purpose. This is known as a 'house of residence'. It is occupied for the better performance of the duties of the office holder. It does not create a relationship of landlord and tenant between the relevant housing provider and the office holder.

Details relating to the provision of housing and the duties and responsibilities of the housing provider and officer holder can be found at paragraphs 12-14 of the Ecclesiastical Offices (Terms of Service) Regulations. The Regulations can be accessed at <https://www.churchofengland.org/more/clergy-resources>

### **12.3 Vacating the Premises**

Clergy are required to vacate the house within one month of vacating office or within such longer period as the housing provider may allow.

### **12.4 Removals**

See section 8.3 for details of the Removal Grant.

Clergy will receive details of the procedure to be followed from Diocesan Office when formal notification has been given of the appointment. Until the welcome pack has been received, please direct any queries relating to removals and housing to the relevant Archdeacon.

### **12.5 Housing Allowances**

The policy of the Diocese is that it does not pay housing allowances in lieu of the provision of accommodation.

### **12.6 Guidance on Housing**

Further detailed information on diocesan housing policies and procedures can be found in Guidelines for Occupants of Parsonage and other Diocesan Properties which can be accessed online at:

<http://dioceseofyork.org.uk/developing-ministry/clergy/housing/>

### 13. Ministerial Development Review

13.1 Under common tenure each Diocesan Bishop is required to provide a scheme for Ministerial Development Review and each office holder is required to co-operate and participate.

13.2 In providing a scheme, the Bishop has to have regard to Archbishops' Council Guidance.

13.3 MDR is about having a guided discussion framed round the office holder's ministry. It should allow reflection on the last two years and the opportunity to plan for the future.

13.4 The basis and purpose of Ministerial Development Review is best summarised by quoting from the Ministerial Development Review Interim Guidance booklet.

*'Ministerial Development Review is founded on the assumption that all office holders are responsible to God for the ministry entrusted to them and that they are accountable to the Church and to one another for the way in which it is exercised. Ministry is a gift and a trust for which each individual holds account.*

*Accountability is about preparedness to grow and develop on the basis of experience and the learning gained from it. It is also about how the work is done and how individual ministry can make a real difference. It is about affirmation and encouragement as well as challenge'.*

13.5 Each Diocese is able to develop its own scheme which incorporates principles, which have been established nationally. It is important to develop a scheme that really supports clergy in the development of their ministry.

The national principles include

- making it available to all
- that it should be carried out not less than once every two years
- reviewers to be appointed by the Bishop
- should be one to one
- it should include written feedback from a range of those who know about the person's ministry
- it should result in objectives being set
- it should be recorded.

13.6 The pattern of Ministerial Development Review in the Diocese of York consists of an interview every two years between each priest and, alternately, the Suffragan Bishop and the Archdeacon or another member of the Diocesan Leadership Team. The interviews are set within the context of a pastoral relationship, and are structured according to a set of notes, based on themes drawn from the Ordinal. Following the interview, a mutually-agreed note is filed.

The pattern of review is the same for stipendiary and non-stipendiary clergy under retirement age, including the members of the Leadership Team, although the general pattern operates in a slightly different way for those in title posts, reflecting the fact that the Church of England operates a nationally agreed scheme of ongoing appraisal and review for those who are at that stage of public ministry.

In addition, there is an opportunity to follow up particular issues in the intervening years between reviews.

Full details of the scheme can be accessed at <http://dioceseofyork.org.uk/developing-ministry/clergy/mdr/>

## **14. Continuing Ministerial Development**

Continuing Ministerial Development is about equipping and developing the church's ministers in order that they may stimulate and enable the whole church to participate more fully in the mission of God in the world. It involves fostering a culture of lifelong learning which applies to clergy, readers and licensed lay ministers.

### **14.1 Aims for Continuing Ministerial Development (CMD).**

- To provide, resource and encourage professional development in ministry.
- To help clergy to engage in dialogue with scripture and tradition and to develop the skills of theological reflection.
- To assist clergy in understanding contemporary culture and how the gospel may be related to the key issues.
- To assist in developing a culture of life-long learning in the Diocese.

### **14.2 Expectations**

The Archbishop expects that clergy, readers and other ministers will set aside regular time for study and for professional development in ministry and that full time ministers will undertake at least five days per year. Consideration of continuing education and professional development is a key aspect of Ministerial Development Review.

### **14.3 Current CMD Programme**

Details of the current programme of CMD events are available from the Lifelong Learning Team or can be accessed on the diocesan website at: <http://dioceseofyork.org.uk/developing-ministry/training/>

### **14.4 CMD Grants**

Full details on grants in support of CMD can be accessed at <http://dioceseofyork.org.uk/developing-ministry/training/for-clergy/>

### **14.5 Extended Study Leave (Sabbatical)**

The opportunity to devote time to a period of study or a personal project, which includes rest completely free from parish duties can be an enriching and affirming experience. It need not necessarily be for a long period, though a month would be the minimum for any real benefit. For some, it may only prove possible when a person is between jobs, but it should be a period genuinely away from the demands of day-to-day work.

At present clergy are encouraged to take a sabbatical of 3 months at a suitable point in their ministry. We have an aspiration of encouraging a sabbatical every 10 years of ordained ministry, and we are working towards that. The full current details can be accessed on the Diocesan website.

## **14.6 Further Information**

If you wish to discuss any issues relating to clergy ministerial development, please contact the Director of Mission and Ministry, or the Lifelong learning team. Contact details can be found on the website.

<https://dioceseofyork.org.uk/living-christs-story/mission-ministry-team/>

## **15. Well-Being**

Clergy are encouraged to develop and maintain a good work-life balance. Ordained ministry is demanding – physically, emotionally, mentally and spiritually. No priest can ever ‘switch off’ his or her vocation and calling to serve Christ. However, periods of rest, refreshment and time off are important and should be taken.

The Revd Andrew De Smet, the Archbishop’s Advisor in Pastoral Care is available to provide support (see Section 30).

<https://dioceseofyork.org.uk/developing-ministry/wellbeing/>

## **16. Annual Leave**

Clergy as officer holders are responsible for planning their working lives and ensuring that sufficient time is allowed for holiday and rest. The Bishops and Archdeacons will support the clergy to achieve a proper balance.

Clergy are encouraged to discuss and coordinate their holiday plans and days off with fellow clergy in the parish, team, cluster or chapter, and to plan holiday absence well in advance so that proper provision for cover can be organised. It is their responsibility to organise cover for periods of absence from the parish.

Clergy should ensure that the Rural Dean is informed of any absence from the parish.

Churchwardens and PCCs are encouraged to ensure that their clergy are taking time off in accordance with this guidance, and to help make this possible.

Clergy are encouraged to take time for an annual retreat (maximum of six days and not including a Sunday) and for CMD. This is in addition to the annual leave entitlement.

Clergy wishing to take other time away from the parish (for example attending non-CMD conferences, leading parish weekends, participation in trips and visits) should discuss this with their churchwardens prior to making the arrangement.

Where there is any uncertainty about the appropriateness of clergy having time away from the parish this should be resolved with the involvement of the Rural Dean in the first instance.

### **16.1 Clergy on Common Tenure**

Full time clergy on Common Tenure are entitled to take 36 days (6 working weeks) annual leave in each leave year. This includes leave traditionally taken after Christmas and Easter.

The leave entitlement for part time clergy is calculated pro rata based on a six-day working week. This is set out in the Statement of Particulars.

The leave year begins on 1st January each year. Clergy who take up or leave office part way through a leave year are entitled to take a pro rata amount of annual leave.

No entitlement to annual leave will generally carry forward from one annual leave year to another, although a Bishop may exercise some discretion in this regard in exceptional circumstances.

In addition full time clergy are entitled to the following bank holidays:

- New Year's Day
- Easter Monday
- May Bank Holiday Monday
- Spring Bank Holiday Monday
- August Bank Holiday Monday
- Boxing Day

Plus days off in lieu of Christmas Day and Good Friday.

Clergy may not take annual leave on the following days:

- More than 6 Sundays in a year
- Any of the principal feasts of the Church of England as set out in Canon B6 paragraph 2
- Ash Wednesday
- Good Friday
- The Parish's Patronal Festival.

## **16.2 Clergy on Freehold**

For clergy on freehold holiday arrangements continue as before Common Tenure was introduced. Information can be found in the Advice and Resources for Clergy Households booklet.

## **17. Rest Period**

Clergy on Common Tenure are entitled to a minimum rest period of 24 hours within any 7 days. Although this is not an entitlement for clergy on freehold, it is the policy of the Diocese to encourage all clergy to take this rest period.

Rest days must not be taken on

- A Sunday
- Any of the principal feasts of the Church of England as set out in Canon B6 paragraph 2
- Ash Wednesday
- Good Friday
- The Parish's Patronal Festival (if not transferred to a Sunday).

Clergy are often required to work evenings and long, unsociable hours. They are therefore encouraged to take reasonable breaks within the working day.

## **18. Special Leave**

Special leave is usually granted on compassionate grounds. It is subject to the Archbishop's discretion and should be applied for by contacting the appropriate Suffragan Bishop.



## **19. Entitlement to Maternity, Paternity, Adoption and Shared Parental Leave**

Office holders do not have an entitlement to maternity, paternity, adoption and parental leave which corresponds with employees. The Archbishops' Council in the exercise of its function as Central Stipends Authority has made Directions for the grant of maternity, paternity, adoption and parental leave for those under common tenure as employees are entitled to under the Employment Rights Act 1996. The periods and conditions of such leave are the same as for employees.

An office holder who exercises any entitlement to leave under the Directions shall in consultation with a responsible person or authority, use all reasonable endeavours to make arrangements for the duties of the office to be performed by another person or persons during *the period of leave*.

### **19.1 Maternity Leave**

In addition to paid maternity leave clergy women or licensed lay workers may wish to take an additional 13 weeks' unpaid maternity leave after the end of the period of paid maternity leave.

In accordance with the recommendation of the CSA the Diocese gives clergy and licensed lay workers the right to return to work regardless of length of service following their maternity leave.

### **19.2 Paternity Leave**

The individual is entitled to a maximum of 2 weeks within 56 days after the birth, subject to the same qualifying conditions that apply to Statutory Paternity Pay and Leave.

### **19.3 Adoption Leave**

In addition to paid adoption leave clergy or licensed lay workers may wish to take an additional 13 weeks' unpaid adoption leave after the end of the period of paid adoption leave.

### **19.4 Shared Parental Leave**

The statutory right to shared parental leave and pay, that applies to employees who are due to give birth on or after 5th April 2015 as well as adoptive parents who have been matched for adoption on or after this date, will be extended to stipendiary office holders from 1st December 2015

Shared parental leave will enable eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed for adoption. Parents can decide to be off work at the same time and/or take it in turns to have periods of leave to look after the child. Shared parental leave replaces additional paternity leave.

Stipendiary office holders keep their entitlement to 52 weeks of maternity leave and 39 weeks statutory maternity pay or maternity allowance plus any diocesan occupational entitlement but they can choose to give notice to end the maternity leave and pay early in order to opt into the shared parental leave and pay arrangements instead.

To access the scheme, both parents must share the main responsibility for care of the child. Additionally they have to satisfy a number of criteria. The mother must be

entitled to statutory maternity/adoption leave or statutory maternity/adoption pay or maternity allowance and must have curtailed this or given notice to curtail it.

They must pass the continuity of employment test with a minimum of 26 weeks' service at the 15th week before the expected week of childbirth or matching date.

The employee's partner must also meet the test of employment and earnings. For shared parental leave they must work for at least 26 weeks in the 66 weeks before the expected date of the child's birth or matching date and earn an average of £30 a week in any 13 of those weeks.

In addition to qualify for shared parental pay they must have earnings not less than the lower earnings limit for NI in the relevant period which is usually the 8 weeks leading up to the end of the 15th week before the expected week of child birth or matching date in the case of adoption.

The amount of shared parental leave and pay is calculated by establishing the amount of maternity or adoption leave and pay that has been taken prior to the mother or adopter curtailing their leave. The remainder is then available to take as shared leave and pay.

An office holder who is considering taking shared parental leave and pay should speak to the Diocesan HR Manager as soon as possible to ensure that all the eligibility and notification criteria can be met before making firm plans.

#### ***Shared Parental Leave in Touch (SPLIT) Days***

Each parent entitled to shared parental leave or statutory shared parental pay will have an individual entitlement to 20 shared parental leave in touch (SPLIT) days. This will enable them to work on up to 20 days (per employer if a parent has multiple employers) – either continuously or one off days – without bringing to an end their shared parental leave or pay.

Any payment for these days will depend on the type of work, training or activity and will be agreed between the office holder and the Archdeacon in consultation with the Diocesan Secretary.

### **19.5 Ordinary Parental Leave**

The Diocese allows Clergy and licensed lay workers to take parental leave, subject to the same conditions and eligibility criteria as applied by statute to employees.

The objective of ordinary parental leave is to enable employees with parental responsibility to have time off to spend time with and to look after a child, or to make arrangements for the child's welfare.

Individuals are entitled to a maximum of 18 weeks unpaid leave (of which up to 4 weeks may be taken in any one year) before the child's 18th birthday.

Leave must normally be taken in blocks of one week or more, up to a maximum of four weeks in a year for each child. If less than a week were taken at a time, under the statutory scheme, this would count as a whole week. However, parents of disabled children can take leave in blocks or multiples of one day.

The eligibility conditions are as follows:

- (a) the individual must have at least one year's continuous service
- (b) the individual must have, or expect to have, responsibility for the child
- (c) the individual must have given at least 21 days' notice of intention to take leave

and the employer must not have postponed the leave.

Leave may be postponed by the Diocese for up to six months from the date requested and ending before the child's eighteenth birthday where it is considered that an office holder's absence would be unduly disruptive.

Leave cannot be postponed where an office holder gives notice to take ordinary parental leave immediately after the time a child is placed with the family for adoption or the birth of a child.

The Diocese has the right to request sight of evidence that the office holder is the parent of a child or has parental responsibility for the child.

Examples of what might be considered suitable evidence are:

- Information contained on the child's birth certificate
- Papers confirming a child's adoption or the date of placement in adoption cases
- In the case of a disabled child, the award of disability living allowance for the child.

## 19.6 Pensionable Service

All unpaid Maternity, Paternity, Adoption and Parental leave is pensionable, and pension contributions will continue to be paid during this period, as, under the present rules of the scheme, death in service payments can only be made during pensionable leave.

## 20. Entitlement to Statutory Maternity, Paternity and Adoption Pay

Stipendiary office holders are entitled to statutory maternity, paternity and adoption pay in the same way as employees, by virtue of their payment of National Insurance contributions. This applies to office holders on freehold and common tenure.

### 20.1 Maternity Pay

#### *Statutory Maternity Pay*

Statutory Maternity Pay (SMP) is payable for 39 weeks, at two different rates

- for the first 6 weeks, 90% of normal weekly earnings
- for the remaining 33 weeks £139.58 per week or 90% of normal weekly earnings, whichever is the lower.

For a woman to be eligible for SMP, the following conditions must be satisfied.

- (a) She must have been continuously employed for at least 26 weeks at the end of the **Qualifying Week** (the fifteenth week before the Expected Week of Childbirth ("EWC")). For office holders paid through NCIs' Clergy Payroll Services the number of weeks on the payroll is, in practice, treated as continuous service for this purpose
- (b) Her normal weekly earnings are at least the lower earnings limit ("LEL") for National Insurance purposes (£112 from April 2015)
- (c) She must give at least 28 days' notice (or as much notice as is reasonably practicable) of the date she intends SMP to start
- (d) She must still be pregnant 11 weeks before the start of her EWC, or have already given birth

- (e) She must supply, no more than 3 weeks after the birth, a certificate from a midwife or doctor confirming the date of her EWC
- (f) She must have ceased to work.

### ***Diocesan Maternity Pay***

Subject to the eligibility below, clergywomen and licensed lay workers who express an intention to return to work and who have completed at least one year's service at the beginning of the 15<sup>th</sup> week before the Expected Week of Childbirth (EWC), will receive 39 weeks' paid maternity leave on full stipend (pro rata for part time office holders).

To qualify for Diocesan Maternity Pay it is necessary to

- a) have one year's continuous service at the beginning of the 14<sup>th</sup> week before the EWC
- b) be in paid service at the time maternity leave begins
- c) stop work at the earliest after the start of the 11<sup>th</sup> week before the EWC
- d) give notice to the Diocesan office in writing of the intention to take maternity leave before the end of the 15<sup>th</sup> week before the EWC. The Commissioners' Clergy Payments Department should then confirm the date in writing, including the date when the clergywoman or licensed lay worker is expected to return to work. The clergywoman/licensed lay worker can change her mind about the dates but should give 8 weeks' notice of any changes, which should again be confirmed by the Commissioners' Clergy Payments Department in writing
- e) give an undertaking of the intention to return to work after the birth
- f) be pregnant at the 11<sup>th</sup> week before the EWC, or have had the baby.

Women whose babies are stillborn, or who miscarry after the 24<sup>th</sup> week of pregnancy, still qualify for the full scheme terms.

The payment of Diocesan Maternity Pay includes any entitlement to SMP.

## **20.2 Paternity Pay**

### ***Statutory Paternity Pay***

Statutory Paternity Pay is paid during periods of statutory paternity leave at the prescribed rate set by the Government each tax year or 90% of the individual's normal weekly earnings whichever is the lower.

The eligibility conditions are

- (a) the individual must have been continuously employed between the Qualifying Week and the child's birth
- (b) the individual must have at least 26 weeks' continuous service at the end of the Qualifying Week
- (c) the individual is the father of the child or is married to, the civil partner or the partner of the child's mother
- (d) the individual has, or expects to have, responsibility for the child's upbringing or (if not the child's biological father) expects to have main responsibility other than that of the mother for the child's upbringing

- (e) the individual's absence is for the purpose of caring for the child, or supporting the mother in her care of the child
- (f) the individual must have had normal weekly earnings of at least the LEL over the 8 weeks ending with the Qualifying Week
- (g) the individual must have ceased to work.

***Diocesan Paternity Pay***

The Diocese will give 2 weeks' paternity leave on full stipend, subject to the same conditions and eligibility criteria as apply to Statutory Paternity Pay and Leave set out above.

**20.3 Adoption Pay**

***Statutory Adoption Pay***

Statutory Adoption Pay is payable for up to 39 weeks. Qualifying adopters will receive 90% of average earnings for the first six weeks followed by the statutory rate or 90% of the individual's normal weekly earnings whichever is the lower.

The qualifications for statutory adoption pay are

- (a) the individual must be the child's adopter
- (b) the individual must have continuous service for at least 26 weeks ending with the week the adopter is notified of being matched with a child
- (c) the individual must have agreed the date of placement with the adoption agency
- (d) over the eight weeks ending with the date on which the adopter is notified of the match, the individual must have had normal weekly earnings of at least the LEL
- (e) the individual must have ceased to work.

Within 7 days' of being matched with a child, the adopter must notify the employer of the expected date of placement and the date the individual intends the adoption leave to start.

***Diocesan Adoption Pay***

The Diocese will follow the CSA recommendations and give clergy and licensed lay workers who intend to return to work up to 39 weeks' adoption leave on full pay (pro rate for part time office holders), followed by a further period of unpaid additional adoption leave, subject to the conditions and eligibility criteria.

Either partner may receive Adoption Pay, but not both. The other partner may receive, if they have been continuously employed for the period between the end of the week in which the adopter is notified of being matched and ending with the day on which the child is placed for adoption and subject to eligibility conditions.

**20.4 Shared Parental Leave Pay**

The DBF will pay the statutory rate for shared parental pay.

## 21 Time off for Dependants

An office holder may make a request to the Bishop to allow him or her to take time off work or make adjustments to the office to care for a dependant.

For the purpose of the right to time off, a dependant is defined as follows:

*“A partner, child or parent of the employee, or someone who lives with the employee as part of their family e.g. elderly aunt or grandparent”.*

In cases of illness or injury, or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.

The request should be made in writing.

The Bishop must consider the request and may agree to any adjustments or time off as they consider reasonable. There is no obligation to agree to the request.

The Bishop may impose conditions including an appropriate variation in stipend.

## 22. Time off for Public Duties

Office holders are entitled to reasonable time off for public duties. This does not include time off for activities that would normally be considered to be part of the office.

Public duties are defined as

- (a) any work done for a public authority including membership of a court or a tribunal, or for a charity within the meaning of the Charities Act 2006 or a registered friendly society and
- (b) and work done in connection with the activities of an independent trade union representing office holders of a description which includes the person in question.

In circumstances where there is compensation for loss of income when undertaking public duties, the office holder should claim from the appropriate body and notify the Diocese so an appropriate reduction can be made to the stipend.

## 23. Jury Duty

On receipt of notice of jury service, you should inform the Archdeacon and Diocesan Secretary.

You are expected to claim the attendance allowance and that allowance will then be deducted from your stipend.

## 24. Sickness

### 24.1 Day One Notification

All stipendiary clergy are required to inform the Diocesan Secretary on, or as soon as possible after, the first day of absence from work, if you are unable to perform the duties of your office because of illness. This is in order to comply with the rules of the statutory sick pay scheme

## **24.2 Cover for Sickness**

In times of illness, office holders must use all reasonable endeavours to make arrangements for the duties of the office to be covered by another person. In parochial posts where the individual is unable to do this the responsibility lies with the churchwardens, in consultation with the Area Dean where necessary. In cases of serious illness, please ensure the Archdeacon is informed as soon as possible.

## **24.3 Sickness Payments**

All stipendiary clergy are entitled to payment of statutory sick pay by virtue of the payment of national insurance contributions.

In order to comply with the statutory requirements for statutory sick pay you must report your sickness absence to the Diocesan Secretary, the designated person for this purpose and comply with the Diocesan arrangements for sickness reporting.

Clergy are entitled to receive in full any stipend which is payable in respect of their office if they are entitled to receive statutory sickness payments under part XI of the Social Security and Contributions and Benefits Act 1992(a)

Statutory sick pay (SSP) is payable for 28 weeks in respect of any one period of incapacity for work. One period of incapacity can be linked to another if they are separated by no more than 56 days. The linked periods constitute a single period for the purpose of calculating the maximum entitlement.

The payment of full stipend will include the entitlement to SSP.

If the sickness absence continues beyond the date when entitlement to SSP ceases, the continued payment of stipend will be at the discretion of the Diocesan Bishop.

In cases where the payment continues, it shall be reviewed every three months in the light of the medical evidence available.

After 28 weeks of SSP, the office holder is entitled to claim Employment and Support Allowance (ESA) directly from the government. Office holders will be notified by the Church Commissioners, Clergy Payments Dept when SSP ceases and will be given information on how to claim ESA. The stipend will be reduced by the amount of ESA received.

There is no entitlement to SSP during a phased return to work.

Where there is no prospect of the individual returning to work in the near future and all reasonable efforts have been made to resolve the situation, a decision may be taken by the Diocesan Bishop to cease payment of the stipend.

## **25. Pension**

The service of stipendiary clergy is pensionable within the Clergy Pensions Scheme.

Non-stipendiary clergy are not covered by the Clergy Pensions Scheme.

Pensions are linked to the National Minimum Stipend (NMS) and are reviewed annually by the Church of England Pensions Board taking effect from 1 April.

The calculation for retirement at normal pensionable age and you have acquired full-time pensionable service is based on the following formula:

For each year of pensionable service prior to 1 January 2008, the pension provided is usually:

$$\frac{1}{37} \times \frac{2}{3} \text{NMS}$$

For each year of pensionable service completed between 1 January 2008 and 31st December 2010, the pension provided is usually:

$$\frac{1}{40} \times \frac{2}{3} \text{NMS}$$

For each year of pensionable service completed from 1 January 2011 the pension provided is usually:

$$\frac{1}{41.5} \times \frac{1}{2} \text{NMS}$$

The lump sum payable at normal retirement age is usually equivalent to three times the pension payable from the scheme.

- The Clergy Scheme is contracted into the State Second Pension Scheme (S2P). This means that clergy will receive S2P in addition to the Basic State Pension. Prior to 20011, the scheme was contracted out. The change noted above (the reduction from two-thirds of National Minimum Stipend (NMS) to half of NMS for future service from January 2011) means that members will earn a smaller scheme pension but a higher State pension for future service. It has been calculated that the change will have had a broadly neutral effect on total pension entitlement from all sources.
- The policy of the Archbishops' Council, acting as the Central Stipends Authority, is that the NMS will, in future, increase on average in line with annual changes in the Consumer Price Index (CPIH), subject to the need to review the position if high levels of inflation establish themselves and also once the deficit on the pensions fund has been cleared.
- The accrual period for future service from 1 January 2011 is 41½ years.
- Under the Ecclesiastical Office (Age Limit) Measure 1975 clergy automatically vacate office on the day they attain the age of 70 (if they have not voluntarily retired earlier). With effect from 1 January 1992, all new entrants to the clergy pensions' scheme had a minimum normal pension age of 65. From 1st January 2011 the retirement age increased to 68.
- Clergy may retire earlier on a Clergy Pension within 5 years of normal retirement age although the pension and lump sum payable will be reduced and you are advised to obtain an illustration from the Pensions Board.
- Pension following early retirement on the grounds of permanent ill-health is based upon years earned without reduction for early payment plus a graduated enhancement calculated according to completed years of service.

### **Additional Voluntary Pensions Contributions**

It is possible to buy an increased pension by making additional voluntary contributions for this purpose.

There is an approved supplementary pension scheme operating under the C of E Pensions Measure. This scheme enables you to save regularly on a voluntary basis. You will obtain full income tax relief on the amounts you save at the highest rate of tax you pay on earned income and your savings will accumulate in fund free tax on income and capital gains.



The benefits built up by your savings will eventually emerge at retirement as tax-free cash sum or a pension, which will be in addition to all other benefits you are going to receive. As substantial tax reliefs are available, the contributions and benefits are subjected to certain limits set by the Inland Revenue.

The scheme is administered by the Pension Board who also act as Trustee. For details apply to:

The Secretary  
The Church of England Pensions Board  
PO Box 2026  
Pershore  
WR10 9BW

Further details on the scheme can be obtained by accessing The Church of England Pensions Scheme using this link: <https://www.churchofengland.org/pensions>

The Pensions Department is responsible for the administration of the schemes and can be contacted as follows

e mail: [pensions@churchofengland.org](mailto:pensions@churchofengland.org)  
Telephone: 020 7898 1802

or by post at the address above

## **26. Retirement Housing**

The Church's Housing Assistance for the Retired ministry (CHARM) came into operation in 1983 and the Pensions Board is able to assist beneficiaries with retirement accommodation via rental properties or in Supported Housing Schemes (such as that at Dulverton Hall near Scarborough).

For details see: <https://www.churchofengland.org/housing>

## **27. Disciplinary Measures**

The disciplinary rules and procedures which apply to clergy on both freehold and common tenure are contained in the Ecclesiastical Jurisdiction Measure 1963 and the Clergy Discipline Measure 2003.

## **28. Capability Procedure**

As part of Common Tenure, a procedure for dealing with capability issues has been introduced for those who hold office in this way.

Details of this procedure can be accessed at <https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service>

## **29. Grievance Procedure**

Common Tenure also introduces a new procedure for dealing with the grievances of the clergy who hold office under the Measure.

Details of this procedure can be accessed at <https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service>

### 30. Pastoral Care

To seek help at times of personal crisis and stress is a sign of strength not weakness. Moreover, for some people, skilled and professional help at an early stage can be the factor that prevents a major breakdown with all the hurt and waste that that involves. Therefore, it is important that clergy and their partners should know where appropriate help is available.

The **Revd Andrew De Smet, the Archbishop's Advisor & Coordinator of Pastoral Care**, is a BACP (British Association of Counselling & Psychotherapy) accredited counsellor and can offer counselling (general, stress management, depression, anxiety, bereavement, spiritual issues), or a one off confidential space to talk something through. He can also offer short term supervision to reflect on difficult or challenging work or pastoral situations. This service is available to clergy (including NSMs) their families, diocesan employees and readers; strict confidentiality is kept.

He has access to external professional specialist counseling services which can usually be funded by the diocese. He can also advise on obtaining Health Screening, work consultancy and mentoring and provide support (as well as external contacts) for mediation.

Details of other agencies can be found in the "Advice and Resources for Clergy Households" booklet, obtainable from Andrew via [andrewdesmet@btinternet.com](mailto:andrewdesmet@btinternet.com) or on 07583 279459.

### 31. Spiritual Direction

People involved in ministry, lay or ordained, may find benefits in finding a spiritual director or soul friend. If you are interested in exploring this, the following people coordinate spiritual direction in their respective Archdeaconry:

#### *Cleveland*

Revd Mark Brosnan: (t) 01751 431452, (e) [moorlandfive@gmail.com](mailto:moorlandfive@gmail.com)

#### *East Riding*

Revd Maggie Jeavons: (t) 07398 166824, (e) [maggieannejeavons@gmail.com](mailto:maggieannejeavons@gmail.com)

#### *York*

Revd Andrew De Smet : (t) 07583 279459, (e) [andrewdesmet@btinternet.com](mailto:andrewdesmet@btinternet.com)

More information can be found on the Diocesan website:

<https://dioceseofyork.org.uk/developing-ministry/wellbeing/>

### 32. Grants

Grants to assist clergy in a wide variety of circumstances are available from a number of institutions. In applying for help, it is important to apply to those sources most

likely to give help for your specific purpose and at the level you have in mind. A list of national charities can be found at Appendix 2. Locally there are four key charities that can provide financial assistance in case of financial need:

Lady Elizabeth Hastings Charity:

Applications are made via your bishop or archdeacon. Grants offered for the relief of need, but can include requests for financial assistance towards holidays

York Diocesan Ministers' Relief Fund:

Details available at <https://dioceseofyork.org.uk/mrf> . Grants offered for the relief of need

East Riding Clergy Charity:

Details from the Archdeacon of the East Riding. Limited funds available for clergy serving in the East Riding

Emily Wilson Barkworth Charity:

Details from the Archdeacon of the East Riding. Limited funds available for evangelical clergy of incumbent status, serving in the East Riding.

### **33. Holiday & Retreat Accommodation**

Some charities will be prepared to help with holidays; the Church Army have some provision; St Deiniol's Residential Library are glad to welcome retired clergy for holiday and refreshment at special rates. The friends of the Clergy Corporation offer holiday flats in Eastbourne. See also [www.oscar.org](http://www.oscar.org) for information on holidays for Christian workers.

The ecumenical magazine 'Retreats' lists nation-wide retreat houses, as does the Retreat Association Web site. You can apply to your Archdeacon for financial assistance for retreats or conferences.

The Quiet Garden Trust has several gardens in this area, some of which can be used for quiet days. Your Archdeacon or Andrew De Smet will give you details if you are interested, or go direct to the Quiet Garden Trust web site.

Our own Diocesan conference and retreat centre is Wydale Hall, between Pickering and Scarborough on the edge of the North Yorkshire Moors. You can find full details at: [www.wydale.org](http://www.wydale.org)

### **34. Other Guidance and Policies**

The Diocese has other guidance, information and policies available on the diocesan website. Useful links include:

<http://dioceseofyork.org.uk/safeguarding>

<http://dioceseofyork.org.uk/developing-ministry/clergy/>

<https://dioceseofyork.org.uk/developing-ministry/lifelong-learning-home/>

<http://dioceseofyork.org.uk/running-your-church/legal-matters/>

<https://dioceseofyork.org.uk/running-your-church/parish-finances/>

<https://dioceseofyork.org.uk/generosity-stewardship>

## **Appendix 1: Guide to Fees for Casual Duty and Occasional Offices**

This appendix should be read in conjunction with the national Table of Parochial Fees (<http://www.churchofengland.org/weddings-baptisms-funerals/fees.aspx>).

### **Who can receive payment for officiating at Sunday or Weekday Services?**

Casual duty fees for Sunday or Weekday services are only due to retired clergy who were formerly stipendiary. They are not due to any other ministers, stipendiary, house for duty, self-supporting or voluntary although they should be offered travelling expenses (see below).

The Archbishop assumes that most retired clergy would not expect to receive a fee for assisting in the benefice where they regularly worship and that should be considered the norm except during a vacancy.

### **Who should pay the fee for casual duty?**

Casual duty fees and expenses for parishes in vacancy will be met by the diocese for Sunday Services, Principal Feasts & other Principal Holy Days (listed in bold red type in Common Worship pp1-16) and Harvest & Patronal Festivals. Only one payment will be due when two services follow from each other in the same church (e.g. baptism following a morning service).

In cases where there are well attended mid-week Eucharistic services, the Archdeacons may authorise claims to be submitted to the diocese, but this must be confirmed in writing by the Archdeacon. The Rural Dean should countersign all claims for payment before they are submitted to Diocesan House.

At all other times (e.g. to cover holiday absence) they are the responsibility of the PCC, although in situations of extended (i.e. in excess of 4 weeks) absence due to ill health, the Archdeacons may authorise claims to be submitted to the diocese

### **What about Readers?**

PCCs and Churchwardens are reminded that the use of Readers should be considered when services of Morning and Evening Prayer are being arranged, especially during vacancies. Readers may not take any fees personally, but should receive travel expenses from the Diocese or PCC body as appropriate (see below).

### **Fees for Occasional Offices (Parochial Fees)**

People are required by law to pay for some services provided by the church and by clergy, including marriages and funerals. These payments are called parochial fees. The fees rates are prepared by Archbishops' Council and approved by General Synod (usually increased annually). Parochial fees are composed of two elements: from 1 January 2013 these are 'fee payable towards the Diocesan Board of Finance' (previously 'fee payable towards stipend of incumbent') and 'fee payable to parochial church council'.

The DBF recommends that the people paying the fee (e.g. marriage couple, undertaker) should be encouraged to pay the total sum including both fee elements by cheque to the PCC. The PCC treasurer should then make a monthly (quarterly for returns of £400 or less per quarter) payment by cheque or BACS for the total of the DBF's fees (us less anything that was paid to a retired clergy person who might have taken the service ) to the DBF, together with the appropriate Return of Fees form.

### **Who may receive payment for officiating at occasional offices?**

A minister who conducts a wedding or funeral may receive payment (from the DBF) if and only if he or she is a retired priest, who, at some stage before retirement, had a stipendiary post (i.e. received a curate's or incumbent's stipend). The rate set in this diocese follows the national recommendation of the Archbishops' Council and is equivalent to approximately 80% of the DBF fee.

Readers and non-stipendiary ministers may not keep any portion of the DBF's fee: that is a condition of the licence that they hold. They may receive out-of-pocket travel expenses, but not compensation for lost earnings. House-for-duty clergy may not normally keep fees, but some individuals may have written permission from the bishop to retain them. Ask the archdeacon or the bishop's office for advice if you have any queries in relation to these points.

**Under what circumstances may fees be waived?**

Under the new arrangements, there are no fees due for funerals of those under the age of 16. It continues to be the advice in this diocese that fees should be waived for all those under the age of 18.

The national guidance is that fees may be waived at the discretion of the incumbent or priest in charge for example in cases of clear financial hardship. (Retired clergy, curates, Readers etc do not have the authority to decide that fees should not be charged: in case of uncertainty please consult the archdeacon.) The incumbent may not waive fees generally – (s)he must be able to point to something about the particular case that would justify waiving the fee, and be prepared to produce a justification if asked, as part of an audit trail. We recommend that incumbents and churchwardens should make a written note of any waivers that have been made.

The DBF will expect confirmation that in those cases where the DBF fee has been waived, a similar waiver has applied to the PCC fees. You should be aware that checks may be made by, or on behalf of the Archdeacons to ensure that proper records are being kept of all funerals and the associated fees.

**Expenses**

The payment of expenses is completely separate from the payment of fees. Any person taking occasional offices should be fully reimbursed for their expenses by those requesting the service.

Persons undertaking casual duties should also be fully reimbursed for their expenses. The expenses should be paid by the PCC or DBF following the same guidelines as set out above re vacancies and illness. For your reference, the Diocese currently reimburses mileage at the following rates which have also been adopted by many of our PCCs:

<b>Type of vehicle</b>	<b>Rate per mile</b>
Cars and vans	45p
Motorcycles	24p
Cycles	20p

**Diocesan Payments for Casual Duty and Occasional Offices (at April 1 2023)**

Sunday & Weekday Public Worship	£30	<i>No more than £60.00 to be claimed in respect of casual duty on any one day.</i>
Marriage	£183	
Funeral in church	£94	
... followed by burial in churchyard	+£13	
... or cremation, or burial in cemetery	+£26	
Crematorium only funeral	£174	
Burial of cremated remains	£38	

## **Appendix 2:** **Charities who can support clergy and their families**

### **Clergy Support Trust**

<https://www.clergysupport.org.uk/>

Wide ranging support for clergy and their dependents including grants but also support services including counselling, long-covid support, debt support, and wellbeing support for families with complex needs.

### **Frances Ashton's Charity**

<http://www.francesashton.co.uk/>

[francesashton@hotmail.co.uk](mailto:francesashton@hotmail.co.uk) or 07775 717606

Provides grants of variable amounts for needy clergy of the Church of England, serving or retired, and the widows or widowers of such clergy.

### **Foundation of Edward Storey**

Storey's House, Mount Pleasant, Cambridge CB3 0BZ – 01223 364405 –

[info@edwardstorey.org.uk](mailto:info@edwardstorey.org.uk).

The clergy widow branch gives financial help and limited accommodation for women who are:

1. Widows of clergymen of the Church of England
2. Dependants of clergymen of the Church of England
3. Women Deacons and Deaconesses of the Church of England
4. Missionaries of the Church of England
5. Other women closely involved in the work of the Church of England.

### **Society for the Relief of Poor Clergymen**

[Sprc-aid.com](http://sprc-aid.com)

[sec@sprc-aid.com](mailto:sec@sprc-aid.com)

Founded 1788 to aid evangelical ministers and their dependants in times of financial distress due to sickness, bereavement or other difficulties.

### **The English Clergy Association**

[www.clergyassoc.co.uk](http://www.clergyassoc.co.uk)

Almoner: The Reverend G. Richard W. Hall, M.A., LL.B., 45 Howard Park, Greystoke, Penrith, Cumbria CA11 0TU – [revrichardhall45@gmail.com](mailto:revrichardhall45@gmail.com)

Holiday grants are given, in many cases of a sufficient size to make a significantly helpful contribution to clergy (and their family's) enjoyment of human life.

### **The Buttle Trust**

Audley House, 13 Palace Street, London SW1E 5HS – 020 7828 7311 –

[buttlehq@buttle.dircon.co.uk](mailto:buttlehq@buttle.dircon.co.uk)

Child support grants – for an item or service which is critical to the well being of the child.

School fees grants – to help meet the costs of schooling for children with acute needs that cannot in practice be met with the state education system or where there is a strong need for the child to be found a place in a boarding school.

Grants for students and trainees – to provide assistance with the acquisition of academic, trade, professional or vocational qualifications to young people facing severe social, emotional or health problems.

### **Tranquillity House**

The Grant Secretary: Mrs Ridgeway, Tranquillity House Trustees, 9 Merrivale View Road, Dousland, Yelverton, Devon PL20 6NS.

The Tranquillity House Trust is a grant-making charity whose particular function is to assist towards the cost of holidays for clergy, and in the making of awards it is required to have particular regard to those clergy who are for any reason in need. Nominations are made by the Bishop.

### **Dr George Richards' Charity**

Secretary: Dr P D Simmons, 96 Thomas More House, Barbican, London EC2Y 8BU  
- 020 7588 5583 -

Financial assistance for Anglican clergy retired early through ill health; also widowers and dependent children. A 2-sided A4 application form needs to be completed. Trustees meet in June and November.

### **The Women's Continuing Ministerial Education Trust**

c/o The Director, Ministry Division, Church House, Great Smith Street, London SW1P 3NZ.

The object of the WCMET is to further the Continuing Ministerial Education of women in the Church of England and the Scottish Episcopal Church by means of grants to ordained women, female Accredited Lay Workers (including Church Army sisters) and religious sisters (lay or ordained) who, in the opinion of the Trustees, are in need of financial assistance.

The Trustees' policy is to assist their work and professional ministry in areas that go beyond normal diocesan financial responsibilities or where normal diocesan resources are insufficient, for example in-service training, academic study, sabbaticals and travel.

Applications should be made on the form provided. Applications will normally be considered quarterly, at the end of: March, June, September and December.

### **Rustat Grants at Schools**

The Dean, Jesus College, Cambridge CB5 8BL - 01223 339421.

The Trustees give assistance to needy clergy whose children are being educated in maintained schools. Although any deserving cases will be considered, they would particularly like to help clergy below the status of incumbent with children at school. Applications have to be approved and signed by the diocesan authorities, and should include a financial statement and details of children's ages and schools.

The Trustees are also able to provide bursaries for clergy children who gain a place to study at Jesus College. The intention is to attract good applicants from clergy families, and to supplement the successful candidates' maintenance awards, reducing the need to take out student loans.

### **Pyncombe Charity**

Secretary: Mrs Kate Jonas, 2 Priory Cottage, Crowcombe, Taunton, Somerset TA4 4AD  
01984 618665 - [katejonas@hotmail.com](mailto:katejonas@hotmail.com) .

Income of about £10,000 applied to assist needy serving clergymen in financial difficulties due to illness or other special circumstances within the family. Applications to be made through the Diocesan bishop.

### **The St George's Trust**

<https://fsje.org.uk/the-st-georges-trust/>  
[admin@fsje.org.uk](mailto:admin@fsje.org.uk)

Make grants for sabbaticals and other recognised study (e.g. for SSMs). Trustees are keen to support sabbatical studies and in some cases gap year students wanting to work overseas. Trustees meet in March and September.