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**DIOCESE OF SALISBURY**

# **CLERGY REFERENCE MANUAL**

Updated October 2020

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Edits/changes to be sent to [hradmin@salisbury.anglican.org](mailto:hradmin@salisbury.anglican.org) . Please title email 'Clergy Reference Manual'

## **Introduction to Clergy Reference Manual**

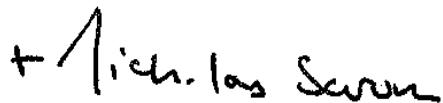
I hope you find this Manual a useful resource bringing together the various regulations, guidelines, policies and practices adopted in the Diocese, to supplement the provisions of Canon Law and other regulations issued at national level.

It is intended to give advice and guidance on working arrangements for all authorised ministers, ordained and lay. For those appointed as office holders on Common Tenure (as defined in the Ecclesiastical Offices (Terms of Service) Regulations 2009) it also expands upon the obligations and rights conferred by the legislation and should be read in conjunction with the Statement of Particulars.

Access to the Clergy Reference Manual is not restricted to authorised ministers.

It is in electronic format, so that sections can be revised and updated periodically and as necessary. Accessing the manual through the Diocesan website will also ensure that the reader is referring to the most up to date version available.

If you have a comment or question about the content of this manual or you have any difficulties in accessing the sections or using the links, please contact either the Bishop's Chaplain on 01722 334031 or via [bishops.chaplain@salisbury.anglican.org](mailto:bishops.chaplain@salisbury.anglican.org) , or by contacting [HRAdmin@salisbury.anglican.org](mailto:HRAdmin@salisbury.anglican.org) who will ensure your query is passed on to the correct person.

A handwritten signature in black ink that reads "Nicholas Holtam". The signature is written in a cursive style with a small cross at the beginning.

**The Rt Revd Nicholas Holtam  
The Bishop of Salisbury**

July 2014

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## 1. Appointment and Office

Clergy are called as Priests and Deacons to serve and care for the people of God. In this task they work with the Bishop, their fellow clergy and other ministers. The responsibilities of their office are set out in the Ordinal and in the Canons, as well as, the licence/deed of appointment, the role description and the [Guidelines for the Professional Conduct of Clergy](#) . Further responsibilities of office are linked to particular appointment or tenure of office (Common Tenure and Freehold Tenure).

Regardless of their form of tenure, all clergy are subject to the provisions contained within the Canons, the Clergy Discipline Measure, the current law related to patronage and the appointments procedure and anti-discrimination legislation (apart from the specific exemptions granted).

Prior to February 2011, clergy held their office either with Freehold or without Freehold. On 31 January 2011, the Ecclesiastical Offices (Terms of Service) Measure and the Ecclesiastical Offices (Terms of Service) Regulations came into effect. This legislation conferred a new way of holding an ecclesiastical office, termed **Common Tenure**, which applied to most clergy who formerly held their office without Freehold.

All new clergy appointments made after this legislation came into effect are subject to Common Tenure. Clergy with Freehold have been invited to transfer to Common Tenure. If they chose not to they continue to hold the Freehold on its existing terms until they move to another post. The invitation to transfer remains open. If Clergy with Freehold wish to consider a transfer to Common Tenure they should contact their Bishop.

Some clergy who hold roles that are designated as employees (of the DBF or possibly the bishop in his corporate capacity or a secular organisation) are not covered by common tenure as their appointments are bound by contracts of employment.

There may be circumstances where someone may hold two or more roles, for instance, an employment and a clergy appointment. In such circumstances each role is allocated the appropriate 'Contract' or 'Tenure' to cover the responsibilities/activities/time spent in relation to that role. The terms and conditions relating to the specific role will apply, but it may be that some practical arrangements may need to be agreed for practical reasons such as Annual Leave entitlement.

### **Common Tenure**

The Ecclesiastical Offices (Terms of Service) Measure and the Ecclesiastical Offices (Terms of Service) Regulations afford clergy (stipendiary or self-supporting) a range of rights, support, responsibilities and accountabilities.

Clergy on common tenure receive a Statement of Particulars which sets out the matters relating to the general day to day aspects of their appointment and indicates rights and responsibilities. The person nominated by the Bishop to issue a Statement of Particulars is the Archdeacon, or in the case of Clergy working in the Cathedral it is the Chapter Clerk.

Most common tenure appointments are permanent and would be held until the individual reached the age of 70. However, it is possible to hold common tenure on a time limited arrangement. Such arrangements can only be made in the following specific circumstances:

- If the appointment is designated as covering another office holder's absence from work
- If the appointment is held by an office holder over 70
- If the appointment is designated as a training post
- If the appointment is designated as subject to sponsorship funding
- If the appointment is designated as a probationary office

- If the appointment is created by bishop's mission under the diocese, Pastoral and Mission Measure
- If the appointment is designated as held in conjunction with another office or employment.
- If the appointed office holder does not have the right of abode or unlimited leave to enter or remain, in the United Kingdom.
- If the appointment is designated as a Locally Supported Ministry Post (for example, where a parish has agreed with the diocese that it will take on responsibility for funding an additional curate's post).

The Ecclesiastical Offices (Terms of Service) Measure and the Ecclesiastical Offices (Terms of Service) Regulations can be found on the [Church of England website](#)

[Guidelines for the Professional Conduct of Clergy](#) are also available from the Church of England Website.

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*Reviewed October 2020*

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## 2. Stipend

The Diocesan Stipend is paid through the Church Commissioners. Useful information can be found at [Clergy payroll | The Church of England](#)

The National Minimum Stipend is calculated and set by the Central Stipend Authority and included in the Central Stipend Authority's annual report to the General Synod. **Current Stipend rates are found at Appendix 1 on page 33.**

There is no reduction of stipend for clergy in receipt of state retirement pension.

For the purposes of National Insurance only, clergy are treated as being of employed type status. Employee contributions are deducted from stipend payments each month alongside 'pay as you earn' tax deductions. Employer's contributions are paid by the diocese or, when appropriate, the Cathedral Chapter.

### **Other Income**

Additional income arising from the ordinary course of the Office should be declared on your PUN form and will form part of the augmentation (i.e. will be deducted from the amount financed by DBF). If you have any doubt about what constitutes additional income please consult the Diocesan Office.

### **Higher Paid Status**

It should be noted that when total emoluments, i.e. stipend, Easter Offerings and all expenses reimbursed or paid on behalf of the individual or household, are at an annual rate of £8,500 or more, the person will be deemed to be of "Higher Paid" status. The implication of this is usually some loss of benefits in respect of heating, lighting and cleaning but full details are given in the Churches Main Committee booklet ["The Taxation of Ministers of Religion"](#), circular No 1991/15.

### **Annual Return**

Please return your PUN (pink) Annual Income and Expenses form to the Church Commissioners as soon after the start of the tax year as possible. For NI and tax purposes, income from local trusts has to be paid by the Church Commissioners. Such payment is initially from the Diocesan Stipends Fund so clergy should either send trust income direct to the Diocesan Office or request the trustees to do so. Please also ensure that the parochial expenses shown to 31st March are those properly chargeable to the PCC or Cathedral Chapter. You are also advised to fill in your Tax Return promptly. It may well be worth seeking help from a clergy tax advisory service or an accountant, who for a reasonable fee will manage your tax affairs.

Further information can be found in the booklet [The Taxation of Ministers of Religion](#).

Your tax affairs are dealt with by:	HM Revenue and Customs, West Yorkshire and Craven Area
Tax ref: 073/C16	Centenary Court
Tel: 01274 205714	1 St Blaise Way Bradford BD1 4YL

["The Taxation of Ministers of Religion"](#) are available from the Church of England Website.

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### 3. Parochial Fees

Local fees for funerals and weddings etc form a part of the funding that the DBF uses to pay for stipends and other support for clergy. The fee is payable to the DBF and the PCC, and is mainly collected by the PCC. The DBF fee is to be remitted by the PCC on a regular basis to the Diocesan Board of Finance. Parochial Clergy are Trustees of the PCC, and part of the body responsible for ensuring that the fees are handled correctly.

During a vacancy, fees due to the DBF should continue to be remitted to the diocesan office. An adequate record of fees should be kept, and a form to assist PCCs in keeping track of fees is available on the diocesan website. The PCC should submit completed forms to the diocesan office at least once a quarter. A guide on statutory fees is available from the Diocesan Office, or may be downloaded from the diocesan website.

Parochial fees are regulated by Ecclesiastical law.

General Synod and Parliament have agreed changes to the parochial fees arrangements, which came into effect from 1 January 2013.

The main changes are as follows:

- Since 1 January 2013, all parochial fees have legally belonged to the Diocesan Board of Finance (DBF). The DBF portion goes straight into paying the stipends of parish clergy. The DBF's fee income is a means by which the diocese can pay adequate stipends and pensions to clergy. It makes a significant contribution to keeping Parish Share levels down. No Church of England Minister should be retaining any fees.
- Parochial fees have increased ahead of inflation. The new level of fees is correlated with the actual costs of providing authorised ministry, buildings and relevant lay staffing. The level of fees due to a Parochial Church Council (PCC) is based on assumptions about PCC costs of ministry and the time taken in support work.
- Parochial fees are statutory fees. The amounts detailed on the Table of Parochial fees are set by the Archbishops' Council and are payable when the service takes place. Fees are likely to increase on the 1 January each year and this must be explained to a couple or a family making a booking in the Church. Arrangements to hold fees at the current level are null and void. Travel expenses, postage expenses or any other expenses should not be deducted from the amount detailed on the Table.
- No fee is payable in respect of a funeral or burial of a still born infant or for the funeral or burial of a person dying within sixteen years of birth.
- Funeral Directors have been instructed to make payments to the PCC / benefice where the funeral took place. Once the fee has been received by the PCC / benefice, it should then be apportioned accordingly between the PCC and the DBF (and a Minister who holds Permission to Officiate, if applicable). Fees for services at the crematorium will also be handled through the PCC / benefice. You will notice on the Table of Parochial fees that there is now an apportionment to the PCC for administration of such services.
- Fees for weddings and monuments are also to be apportioned through the PCC / benefice since 1 January 2013.

Please note that only Ministers who hold Permission to Officiate are permitted to receive Parochial fees. Clergy working in the Cathedral should follow Cathedral guidelines.

Further information, including the documents listed below, is available from the Diocesan Website at: [Clergy Finance — Diocese of Salisbury](#)

## **Statutory Fees – Bishop’s Guidelines**

A pamphlet explaining fees can be found [Here](#).

## **Parochial Fees Table**

The Guide to the Church of England Parochial Fees can be found [Here](#) .

## **Record of Fees Form**

A template for fees administrators to record their fees and submit the quarterly return to Salisbury DBF, a longer form for busier parishes, and one for those using older versions of Excel, are also available on request from the Accounts Department at Church House.

*Reviewed October 2020*

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#### 4. Expenses

Parishes are responsible for the reimbursement of the proper parochial expenses incurred on their behalf by their parochial clergy (stipendiary and self-supporting) and other licensed and accredited staff. These sums do not form part of the stipend calculation but the level of diocesan stipend presupposes full reimbursement of these expenses. It is equally important that self-supporting clergy are properly and fully reimbursed.

It is essential that at the very start of taking up an appointment, clergy should discuss working expenses with the PCC by means of a consultation with the Churchwardens. It is suggested that agreement should be reached at such a meeting between the Churchwardens and the Minister (and the Incumbent too where an assistant is involved), on those expenses to be paid directly by the PCC and those to be reimbursed. Procedures for monthly reimbursement and the claim form to be used should also be discussed. To assist, copies of a claim form may be obtained from the Diocesan Office. If after discussion agreement is not reached, clergy should consult the Archdeacon.

Information on [Clergy Pay and Expenses](#) is a useful guide. The matters covered by the booklet include: Postage and Stationery; Telephone; Secretarial Assistance; Office Equipment; Maintenance of Robes; Hospitality; Travel - Car and Public Transport; Books; Use of Study - Help with Replacement Furnishings.

Up to date rates for fees and travelling expenses will be sent to parishes by the Diocesan Office as and when these are revised, normally annually. The Archdeacons are available to give advice or to help in matters of interpretation. 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 upon change of the Minister.

For tax purposes, full and accurate records should be kept by clergy of all working expenses received.

[Clergy pay and expenses](#) booklet is available from the Church of England Website.

Clergy based in the Cathedral are also entitled to claim expenses but must do so directly from the Cathedral in line with its current policies.

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## 5. Housing

Those Office holders provided with a house of residence, for the better performance of their duties, need to be aware of both their rights and responsibilities (for certain houses to which it applies). These are detailed in the Repair of Benefice Buildings Measure 1972 and other legislation but may be summarised as follows:

Duties of the relevant housing provider (as administered by the Diocesan Board of Finance):

- to repair the structure and exterior of the buildings of the property, including windows, doors, drains, gutters and external pipes
- to repair all relevant walls, fences, gates, drives and drains of the property
- to repair and keep in proper working order installations related to; the supply of water, gas and electricity; sanitation; space heating or heating water, except where it is a tenants duty
- to arrange for a qualified surveyor to inspect the property at least every five years and submit a report describing its state and condition
- to send the office holder a copy of this report and after consultation carry out within a reasonable time frame any appropriate repairs
- to pay the council tax and water rates
- to insure the property against all risks related to buildings
- to carry out such works of improvement, alteration or replacement as it considers necessary

Duties of the Office holder:

- to permit the officers of the Archdeaconry Property Committee and the Diocesan Property Department to enter the property after giving reasonable notice; in order to inspect or carry out repairs or for another reasonable purpose consistent with its powers and obligations
- to exercise all duties equivalent to those of a tenant
- to keep the property and contents provided clean and free from deterioration
- to arrange for all gutters and downpipes at the property to be cleared of obstructions each year
- to keep any garden or other grounds belonging to the property in a good state of upkeep
- to notify the Property Department of any repairs required as soon as possible
- to pay the whole or part of any repairs which they are responsible for
- to use the property only as a private residence for his or her household and guests and for any other purpose agreed by the Archdeaconry Property Committee
- not to make any repairs, alterations or additions to the property without the consent of the Property Department.
- where the property is held on a lease, to observe any binding term, condition, or covenant
- to vacate the property within one month of either ceasing to hold office or changing office and to leave the property clean, tidy and clear of all personal possessions

It should be noted that the Diocesan Board of Finance also encourages each parish to perform the following duties, through its PCC;

- to assist with the decoration of the property
- to help the office holder with general small maintenance
- to support the office holder in keeping the property in good order
- to oversee any contracts for alarm systems and fire prevention

Contact the Property Department at the Diocesan Office on 01722 411933 for information on the Repair of Benefice Building Measure or other related information.

Any disputes or objections regarding housing that cannot be resolved informally may be dealt with by the grievance procedure. Incumbents have the right of absolute veto over the sale of the benefice parsonage house. Priests in Charge on common tenure occupying parsonages or glebe team vicarages have a right of representation, with certain others, to the Diocesan Board of Finance, with ultimate appeal to the Church Commissioners, in the event of a proposed sale.

Additional information regarding rights and responsibilities can be found in the variety of leaflets obtainable from the Property Department which are available from the Diocesan Website at [Clergy Housing — Diocese of Salisbury](#) and listed below. Alternatively, telephone The Property Department at the Diocesan Office on 01722 411933 for advice.

- [General Notes for occupiers and those in charge of empty houses](#)
- [Works to Parsonage houses in a Vacancy](#)
- [The Occupier's Duty of Care](#)
- [Letting Empty Parsonage Houses](#)
- [Internal Decorations Grant](#)
- [Provision of Cookers](#)
- [Improvements to Clergy Houses](#)
- [Security in Clergy Houses](#)
- [Preventing Public Rights of Way](#)
- [Loss of Amenity Grant Scheme](#)
- [Woodblock Floors – advice](#)
- [Mobile Gas Heaters – advice](#)

Clergy who are provided with housing by the Cathedral will be issued with a set of specific guidelines which they are required to follow.

### ***Newly Appointed Clergy***

In addition to the useful information above, the Stipends Secretary has prepared an overview for newly appointed clergy, called The House – an overview for newly appointed clergy, which includes information about diocesan housing as well as information on removal and resettlement grants. The Stipends Secretary will send out a copy along with other key documents to newly appointed clergy. This document can also be accessed on the Diocesan Website or from the link below. Alternatively telephone the Stipends Secretary at the Diocesan Office on 01722 411955 for advice.

[Clergy Housing — Diocese of Salisbury](#)

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## 6. Retirement

Those who hold office under Common Tenure are required to retire at 70. The expectation is that the majority by the time they are 70 will have retired from office and will be exercising ministry on the basis of permission to officiate (PTO) which does not commit them to carry out any regular ministry.

For clergy who hold office under Common Tenure or Freehold Tenure, their Tenure and Licence will automatically come to an end when the age of seventy is reached.

However, sometimes it may be appropriate for an office holder to remain in office beyond 70. Regulation 29A of the Ecclesiastical Offices (Terms of Service) Regulations makes provision for this in relation to an office which is held under Common Tenure. Ultimately, this is a decision for the bishop. If he wishes to enable someone over 70 to exercise a ministry other than through PTO, the bishop will need to issue a direction to that effect. The direction will authorise the holding of the office for a time-limited period for clergy to continue in a common tenure post and end on the date, or on the occurrence of an event, specified in the direction (and may extend beyond the day on which the person attains the age of 75 years. Further details on the Regulations can be found at the Church of England website.

Clergy can also apply to the Bishop for Permission to Officiate. Clergy who wish to request to continue ministry after the age of 70 must discuss this with their Archdeacon or, where appropriate, the Dean of the Cathedral in the first instance at least 6 months prior to their 70<sup>th</sup> birthday.

Our Diocesan Clergy Retirement Officers are able to give details of the practical issues concerning retirement.

### ***Clergy Retirement Officers:***

Ramsbury

Vacant

Sherborne

The Revd Canon John Wood (01305) 268749 e-mail: [johnsamwood@me.com](mailto:johnsamwood@me.com)

***Other useful information***, available from the Church of England Website:

[Ecclesiastical Office \(Age Limit\) Measure 1975](#)

[Supporting the Ministry of Retired Clergy](#)

[Clergy pensions | The Church of England](#)

[Retirement housing](#)

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## 7. Retirement Housing

In the last few years the arrangements for housing have greatly improved. It is no longer the case, for example, that if you neither have your own house nor have sufficient capital to buy one, you have little choice about where you live. Apart from the good convention that you should not retire within the parish in which you are serving, within reason it is possible to choose where you retire.

For housing purposes, retiring clergy fall roughly into five categories:

1. Those that have a house of their own, and wish to retire into it.
2. Those that have enough capital to enable them to purchase a property of their own.
3. Those who have some capital, and who wish to take advantage of the Pensions Board's new Shared Ownership scheme, which replaced the value linked mortgage scheme in April 2008.
4. Those whose capital is very small or non-existent, and who wish to rent a property from the Pensions Board.
5. Those who wish to move into a residential home - details are available from the Pensions Board. It is not possible to give exact answers to the degree of help which can be given because so many factors have to be taken into consideration. But in all cases the Church of England Pensions Board is very ready and willing to advise, and is prepared to consider the purchase of a retirement house at the age of 57 for stipendiary clergy.

Arrangements for retirement housing are more readily available and more secure than they used to be for so many of our predecessors. But increases in house prices have created fresh problems, though the Church has tried to deal with these in ways which are appropriate and helpful for retired clergy. However it needs to be emphasised that there is no substitute for planning positively with the help of the diocese and other church bodies for ones retirement well in advance.

You may remain in your clergy house free of charge for two months beyond your date of retirement. Full details of the retirement housing provisions are available from:

The Church of England Pensions Board  
29 Great Smith Street  
London SW1P 3PS  
Tel 02078981800

The following publication available from the Church of England Website may also be useful:

[Retirement housing | The Church of England](#)

### ***Retired Clergy Housing Fund***

The purpose of the fund is to assist with the housing of retiring stipendiary clergy from Salisbury Diocese. Examples of its use have been in providing a bridging loan towards the purchase of a house, the renovation of an existing property that has been bought for retirement or as an equity share when a retirement house is purchased. Further details are available from the Diocesan Office.

### ***Removal Expenses***

The Diocesan Board of Finance will pay the removal costs of retiring clergy. If moving abroad, the Board will pay up to the average cost of a UK move undertaken during the previous 12 months. Three quotes should be obtained without transit insurance, the lowest may be accepted and copies of the quotes sent to the diocesan office. The invoice should also be sent direct to the Diocesan Office for payment.

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## 8. Pension

Full details of the pension scheme and pension forecasts are available from:

The Church of England Pensions Board

29 Great Smith Street

London SW1P 3PS

Tel 02078981800

Or click [Here](#) to view the further information or to contact the Board.

The following publication available from the Church of England Website may also be useful:

- [Clergy Pension Scheme Guide](#)

There is provision for voluntary contribution during service to supplement the pension. Details again can be found from the Church of England website. Clergy should seek professional advice on this matter.

On retirement, a cleric who has been in receipt of a stipend is entitled to a tax free lump sum payment and pension. Information on this and more can be found at [Clergy pensions | The Church of England](#).

*Approved by Bishop's Council Oct 2010;*

*Reviewed October 2020*

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## 9. Leave and Other Time Off

This section includes; Rest Periods, Annual Leave, Bank Holidays, Spiritual Leave, Special Leave, Maternity, Paternity, Parental and Adoption Leave and Time Off to Care for Dependants, and Time Off for Public Duties.

### Introduction

Time away from work and clerical responsibility is a vital factor in the well being of those in ministry and their relationships with those close to them. Time for rest and re-creation is a biblical principle which should be at the heart of a ministry which models for others self-respect and a healthy way of working.

Particular care should be taken to ensure that all clergy<sup>1</sup> have adequate time off, both days off and holidays. Parish Priests should see that their assistant staff take the time allocated.

Parishes and those who are responsible in the setting in which clergy minister (e.g. PCCs, churchwardens, training incumbents, the Chapter of the Cathedral) have a duty to enable clergy to take sufficient free time and to protect them from intrusion. This may involve the provision of another person to cover public worship, office time and administration. PCCs and other responsible bodies should review this provision annually. The payment of locum tenens fees is the responsibility of the PCC.

It is essential for Rural Deans to know when clergy are away. Undertakers should also be advised.

It is sometimes possible to provide financial assistance with holidays; applications in the first instance should be made to your Archdeacon, or where appropriate, the Dean of the Cathedral.

Guidelines have been drawn up to help deal with matters such as payment of stipend, and leave entitlement taken around the time of leaving or changing posts. A copy of the Guidelines may be obtained from the Diocesan Office.

Your Archdeacon or, where appropriate, the Dean of the Cathedral is the key person to advise on all aspects of time off.

### ***Rest Periods***

All clergy<sup>1</sup> should take an uninterrupted period of at least 24 hours in every seven days. Preferably a regular day in the week should be chosen, which should be known to parishioners. Clergy should take an uninterrupted rest period of 48 hours rather than 24 hours once a month.

### ***Annual Leave***

All clergy<sup>1</sup> are encouraged to take the agreed amount of annual leave each year. The annual leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. Unused annual leave may not be 'carried over' into the following year, unless this has been agreed with the Archdeacon or, where appropriate, the Dean of the Cathedral.

All full-time clergy should take 36 days annual leave per leave year. The days taken as annual leave may not normally include more than 6 Sundays.

This excludes any discretionary special leave such as extended study leave or spiritual leave.

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<sup>1</sup> Clergy includes those in stipendiary and self-supporting roles.

Part time clergy and licensed lay workers should take the appropriate pro-rated amount of the 36 days. The specific number of annual leave days should be detailed in their Ministry Specification and/or their Statement of Particulars.

Incumbents must ensure that time off is taken by their stipendiary assistants, and that self-supporting ministers have comparable periods free from parochial duties.

All clergy<sup>1</sup> should notify their Rural Dean or other appropriate person when they intend to take annual leave so that records may be kept, and where applicable, suitable arrangements can be made for cover.

### ***Bank Holidays***

All clergy<sup>1</sup> are entitled to statutory bank holidays in addition to their annual leave entitlement. When it is not possible to take the actual bank holiday off (for instance, because it is a major festival) a day in lieu should be taken.

### ***Spiritual Leave***

All clergy<sup>1</sup> are encouraged to take the inside of a week each year for spiritual refreshment, whether on retreat or at cell group meetings. Clergy<sup>1</sup> should notify their Rural Dean or other appropriate person when they will be away on spiritual leave.

### ***Special Leave***

The Bishops or Archdeacons may also grant an additional period of special leave, of usually no more than 2 weeks, in particular circumstances. Special leave is designed to support clergy when emergencies arise – particularly those related to children or dependents. A dependent may be someone who can reasonably be said to rely on the Office Holder for assistance.

### ***Maternity, Paternity, Parental and Adoption Leave and Time Off to Care for Dependants***

The diocese observes the Archbishops' Council's Directions prescribing the entitlement of office holders under Common Tenure to Maternity, Paternity, Parental and Adoption Leave and Time Off to Care for Dependants. The diocese extends these entitlements to all clergy regardless of their tenure.

It should be noted that in making the 'Directions' the Archbishops' Council is required to have regard to the corresponding rights of employees but is not obliged to ensure that office holders are placed in the same position as employees. In addition to this, the law in this area is complex and fast moving. It is therefore advisable that any clergy interested in finding out more about Maternity, Paternity, Parental (including Shared) and Adoption Leave and Time Off to Care for Dependants should contact their Archdeacon or, where appropriate, the Dean of the Cathedral for advice. A copy of the most up to date Maternity, Paternity, Parental and Adoption Leave and Time Off to Care for Dependants policies can be obtained from <https://www.salisbury.anglican.org/ministry/clergy-hr>

### ***Time Off for Public Duties***

Clergy<sup>1</sup> may spend a reasonable time on public duties other than the duties of the office without any loss of stipend (if applicable). Clergy<sup>1</sup> are requested to discuss the details of the public duty and the associated time off with the Bishop, the Dean or Archdeacon prior to commencement. Public duties will include work done for a public authority, a court, a tribunal, a charity or Trade Union.

If a member of clergy<sup>1</sup> is called for jury service they are required to claim the attendance allowance. Please contact the Finance Department for further guidance.

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## 10. Wellbeing, including Dignity at Work

### Wellbeing

As the church, visible in the Diocese of Salisbury, we affirm that our wellbeing is essential to our ministry and mission as the people of God. It is an integral part of that formation which enables us to grow into the full stature of Christ and be his vibrant presence in the world. It is through loving and caring for one another and ourselves that we witness to our love of God. It is with these deeply held beliefs that we offer a range of wellbeing resources, calling one another into renewed commitment to the life-long process of growing in wholeness of ministry.

Our Diocesan view of wellbeing is one of on-going formation, expressed through the following diverse, far reaching and interdependent areas: my role (professional development); my relationships (interacting with others); myself (self awareness and care).

Wellbeing seeks to respond to the above by:

- Modelling work life balance and honouring the integrity of the person in all areas of our common life
- Making provision for the physical, mental, emotional and spiritual needs of our ministers
- Developing a culture of care and support amongst colleagues with particular emphasis on the life of Chapters
- Providing access to appropriate forms of confidential care and help for those who need them
- Providing the opportunity for sharing and exploring work and personal issues in the context of work based learning groups
- Offering through the CMD programme events and opportunities which are nurturing and restorative as well as educational and developmental

Diocesan members of the Wellbeing coordinating group would welcome any thoughts or comments, please feel free to contact them, contact details below.

### ***Related links, information and support***

#### **[Wellbeing- Dignity at Work — Diocese of Salisbury web page](#)**

This is our main web page for wellbeing and includes information, policy, relevant wellbeing links in the diocese, information on the wellbeing survey 2016 and other useful resources.

#### **[Continuing Ministerial Development \(CMD\)](#)**

This brochure contains information on Support for Ministry and Wellbeing, including information on Retreats, Quiet Days, and Spiritual Direction. **In particular** it contains information on:

- **Reflective Practice Groups**

An opportunity to join together with colleagues in a confidential environment for development and change through reflective practice. Regular sessions facilitated by a professional facilitator from outside the authority structures of the church. Contact Sue Chandler, tel 01722 411944, email [sue.chandler@salisbury.anglican.org](mailto:sue.chandler@salisbury.anglican.org)

- **Team Consultancy**

The Diocesan Team Consultancy Advisor offers consultancy resources to both formal and informal teams. Contact David Durston, tel 01722 334017 Email: [david.durston@btinternet.com](mailto:david.durston@btinternet.com)

- **Confidential Care**

Confidential care and help is available to clergy and their families who are experiencing difficulties which adversely affect their wellbeing. For advice contact Robert Kelso, tel 07971080682 Email [robert@kelso.org.uk](mailto:robert@kelso.org.uk)

## **Ministry of Healing**

The Wholeness and Healing Team have advisors and conveners of groups in each archdeaconry. For more information about the work of the Wholeness and Healing Team - main contact is Lucyann Ashdown . Go to <https://www.salisbury.anglican.org/worship/wholeness-healing>

## **Ministry of Deliverance**

The Diocesan Deliverance Group is available to help where needed. Contact Stephen Robbins, tel 07867 809507 Email [venstephen@gmail.com](mailto:venstephen@gmail.com)

## **Dignity at Work**

The Diocese aims to provide a supportive environment in which the rights of individuals are respected and each person is treated with dignity and courtesy at all times. Abuse, harassment and bullying will, therefore, not be tolerated, complaints will be taken seriously and complaints will be thoroughly investigated.

Supporting guidance in potential situations of bullying and harassment can be found on the [Wellbeing Resources](#) section of the Wellbeing – Dignity at Work web page

Further information can be obtained from the [Dignity at Work policy](#) which is available on the Diocesan Website.

## **The Wellbeing Coordinating Group**

Penny Sayer (Archdeacon of Sherborne, Convenor), [Sherborne.office@salisbury.anglican.org](mailto:Sherborne.office@salisbury.anglican.org)

Jonathan Triffitt (Ministry, Mission and Communications) [jtrif@salisbury.anglican.org](mailto:jtrif@salisbury.anglican.org)

Paul Sutcliffe, (Laity)

Fiona Fox

Lucyann Ashdown (wholeness and Healing)

Robert Kelso (confidential Counselling) [robert@kelso.org.uk](mailto:robert@kelso.org.uk)

Ann Keating (Ramsbury Clergy)

Jonathon Foster (Sherborne Clergy)

Sue Chandler (MMC) Email: [sue.chandler@salisbury.anglican.org](mailto:sue.chandler@salisbury.anglican.org)

Jean Boulton-Reynolds (spirituality) [jean.boulton-reynolds@salisbury.anglican.org](mailto:jean.boulton-reynolds@salisbury.anglican.org)

Helier Exon (spirituality) [helier.exon@salisbury.anglican.org](mailto:helier.exon@salisbury.anglican.org)

vacancy (People, Safeguarding and Learning)

*Reviewed October 2020*

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## 11. Sickness

All clergy, unable to perform their duties because of sickness, should contact their Archdeacon through the Area Office via e-mail or by telephone as soon as possible. They should also inform their Churchwarden(s) and Rural Dean (or Training Minister if appropriate) so that arrangements for cover can be made.

Although this is an added burden when unwell, reporting sickness in this way will satisfy the obligation to ensure the proper administration and accounting of Statutory Sick Pay.

**Please contact the Archdeacon through the Area Office if you are unwell and suffer a sickness absence of more than one day (and up to seven days).**

**Please contact your Area Office to let them know when you have returned to work.**

If you are still unwell and the sickness absence lasts more than seven days please obtain a medical certificate (Statement of Fitness to Work) from your GP or other medical practitioner and send it to the Archdeacon at the relevant Area Office.

If the medical certificate indicates that you could return to work on an altered hours/modified duties basis (often referred to as a phased return), the Archdeacon will discuss this with you with advice as appropriate from the Clergy HR Director. It is important that your return to work is carefully thought through. Occasionally it may be necessary to seek professional advice to ensure that, as far as possible, your return to work is supported and will not contribute to a relapse or delay the recovery process.

Cathedral based Clergy should follow Cathedral guidelines for reporting sickness. These are detailed in the Statement of Particulars.

### **Common Tenure Appointments**

If you should be unwell, the rights and obligations of clergy who hold Common Tenure appointments are as set out in Regulations 27 and 28. In addition to the points above, please also note the following:

- The Diocesan Bishop may, if satisfied that you are unable adequately to discharge the duties of your office by reason of illness, permit you to be absent from work for such period as the Diocesan Bishop thinks appropriate, and may make provision for the discharge of those duties during the period of your absence by reason of illness.
- The Diocesan Bishop, if he has reasonable grounds for concern about your physical or mental health, may under Regulation 28(1) direct that you shall undergo a medical examination by a medical practitioner selected by agreement between the Diocesan Bishop and you, or, in default of such agreement, by medical practitioners consisting of a practitioner chosen by each of the Diocesan Bishop and you.

**Note:** Clergy who hold an employment contract must comply with the rules laid down by their employer.

If you incur extra expenditure through illness, please let one of the Bishops, your Archdeacon or the Diocesan Secretary know. They may be able to access funds that could help you.

### ***Sickness Benefit***

Stipendiary clergy will continue to be paid for the first 28 weeks of an illness. If the illness is likely to last longer than 28 weeks, the Archdeacon or, as appropriate, Dean of the Cathedral will ask your permission to contact your GP or specialist about the prognosis or ask you to be seen by a doctor instructed by the Board, and you will now need to ;

- apply for Employment and Support Allowance (ESA), **and**
- advise the Stipendiary Secretary (See Appendix 3) of payments received so that Stipend can be adjusted accordingly.

Payment for services taken by a locum is the responsibility of the PCC, who may (if necessary) request help from the Diocesan Board of Finance to meet additional costs, which should be for no more than the usual number of services from a month after onset of sickness if there is a reasonable expectation that this will be a long term absence.

### **Convalescence**

Proper convalescence after an operation or serious illness is vital. Funds are available to make this possible. One of the Bishops, your Archdeacon or the Diocesan Secretary will advise.

### **Early retirement through ill health**

If this becomes necessary, it will have been discussed fully with the Bishop and Archdeacon or, where appropriate, the Dean of the Cathedral. The financial and housing arrangements, whatever your age, are based on those that would have been the entitlement at normal retirement age. Further information can be found by following the link to [Clergy pensions | The Church of England](#)

*Approved by Bishop's Council Oct 2010;  
Reviewed October 2020*

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## 12. Ministry Review Scheme

Under Regulation 18 of the Ecclesiastical Offices (Terms of Service) Regulations 2009 all clergy are required to participate in Ministerial Development Review (MDR). Each Diocesan Bishop is responsible for designing and maintaining a suitable scheme which must be compliant with guidelines laid down by the Archbishops' Council.

The guidelines describe the purpose of MDR as follows:

*'to look back and reflect on what has happened over the last year or two of ministry and, informed by that, to look forward to plan, anticipate and develop a clearer vision for what lies ahead. In looking back there is an opportunity to acknowledge all there is to be thankful for and anything that is a matter for lament, and in looking forward to anticipate the changing demands of the role, identify future objectives and areas for potential development.'*

They further state that:

*'MDR is founded in 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 includes a preparedness to grow and develop on the basis of experience and the learning gained from it. It is about affirmation and encouragement as well as challenge.'*

The Diocese of Salisbury Ministry Review Scheme provides for those clergy holding office under common tenure to have a Ministry Review every 18 months. All other clergy, including those with freehold, are offered the opportunity to undertake a Review regularly. Reviews alternate between a meeting with a Peer Reviewer, selected from a Diocesan list, and a meeting with a member of the Senior Staff.

The Scheme is based on clarifying a vision for ministry and working this out in terms of ministerial priorities for the next 18 months which are in turn accompanied by developmental priorities. Ministry Review enables each minister to plan his or her Continuing Ministerial Development proactively and creatively.

The ethos and operation of the Scheme are described in the Scheme Manual, which can be found on the Diocesan website at [Ministry Review Scheme — Diocese of Salisbury](#) together with the paperwork associated with the Scheme. The Scheme is administered from the Bishop's Office.

1 January 2011.

*Reviewed October 2020*

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### 13. Continuing Ministerial Development

Under Regulation 19 of the Ecclesiastical Offices (Terms of Service) Regulations 2009 all clergy are required to participate in Continuing Ministerial Development. The Archbishops' Council has approved the following Statement of Expectations:

The purpose of Continuing Ministerial Development (CMD) is to strengthen and deepen a lifelong learning culture within each diocese. Good practice in both provision and participation are ultimately evidenced in spiritual and numerical growth with the Church's ministers more fully engaged in God's mission themselves, in the variety of roles they have been licensed to as public representative ministers, and better able to stimulate and enable the whole Church to respond to its call.

CMD focuses not just on learning and training but takes seriously the flourishing of the whole person in their ministerial context. It cannot seek to meet all the individual needs of everyone but aims to create a normative environment in which developmental learning is recognized as a hallmark of professional good practice as well as a central aspect of discipleship. It is also a means by which we exercise grateful stewardship of the talents which God has entrusted to us, both as individuals and as the Church.

Good CMD provision is characterized by:

- a prophetic focus on the needs of the Church of the future as well as the immediate needs of the Church of today
- a well articulated theology of CMD accompanied by a clear statement of expectation
- a responsiveness to national and diocesan vision setting and policy
- visible modelling of good practice by key people including senior staff
- appointment of qualified post holders
- allocation of financial resources in accordance to articulated priorities
- collaboration between Dioceses and ecumenical partners regionally
- shared delivery with other Diocesan departments
- alignment with IME 1 - 7
- alignment with Clergy Terms of Service and Ministerial Development Review
- particular attention to transition points in ministry
- integration of the needs of the individual with the strategic objectives of the Diocese and the priorities of the wider Church
- inclusion of all those exercising ministry in the name of the Church with attention given to their differing needs
- ready access to information and to personal advice and support
- provision of enjoyable, supportive and inspirational learning events
- regular review of provision

Good CMD participation includes:

- honouring of vocation to "be diligent in prayer, in reading Holy Scripture, and in all studies that will deepen your faith"
- for full time ministers taking personal responsibility in setting aside at least 5 days for CMD and the best part of a week for retreat each year and encouraging and enabling others to do the same
- positive engagement with ongoing developmental learning at all stages of ministry
- regular participation in Ministerial Development Review
- proactively planning one's own learning especially in response to Ministerial Development Review
- using Ministerial Development Review to assess and apply learning undertaken
- keeping abreast of changing legal and public responsibilities
- planning ahead for possible longer periods of developmental leave

- balancing individual inclinations and enthusiasms with the needs and demands of the present role
- willingness to share knowledge and skills in order to resource the learning of others

The Diocese of Salisbury is a partner in the South Central Regional Training Partnership (SCRTP). The SCRTP has approved the following Regional policies which relate to the delivery of Continuing Ministerial Development in the Diocese of Salisbury:

### **Towards a Theology of Ongoing Ministerial Development**

#### **Ministry Development Leave (MDL and EMDL): guidelines for good practice**

Copies of both these can be found on the Diocesan website.

Current CMD information is also available [Here](#) and can also be accessed via the Diocesan website. It contains the programme for the year together with information on all aspects of continuing ministerial development.

*Reviewed October 2020*

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## 14. Safeguarding

In line with national legislation, Church of England National Safeguarding Team Practice Guidance, and best practice, Salisbury Diocese has very clear rules and guidelines for managing issues relating to child protection and the protection of adults at risk. Every parish/benefice is required to have a Nominated Person (a Parish Safeguarding Representative) to support the PCC in its safeguarding work. Parishes and benefices must also have policies and procedures in place to deal with any potential incidents and should work through careful Safer Recruitment practices as laid out in the Safer Recruitment Practice Guidance. No parish-based employee should be recruited and start without a current DBS check where this is a requirement.

The Diocesan Safeguarding Advisers can be found at; <https://www.salisbury.anglican.org/parishes/safeguarding> and are responsible for the development of safeguarding good practice across the diocese, including the Cathedral.

All information on safeguarding including training requirements for clergy can be found on the diocesan safeguarding website pages at <http://www.salisbury.anglican.org/parishes/safeguarding>

*Reviewed October 2020*

## 15. Capability Procedure

The Capability Procedure is a right and responsibility associated with Common Tenure. However, with mutual consent the Diocese may permit its use more widely.

The Capability code of practice is designed to come into operation when there are concerns about whether an individual is managing or coping. It is designed to be supportive and developmental. Any concern will be treated seriously, but it will first be examined to see if there are any grounds to the concern. Most concerns should be resolved informally. Formal action under the code of practice should only occur some way down the line and when all else has failed. There are 3 formal stages and each stage has the right to appeal.

The procedure contains many built in safeguards including:

- The right to be informed in advance, and in writing, of the nature of the capability issue, the procedure to be followed, and the possible actions that may be taken,
- The involvement of a panel, not an individual, at every formal stage,
- The requirement to take human resources advice,
- The right to be supported by a friend or trade union representative during the formal stages of the process.
- The right to respond to all points raised
- The right of appeal

The capability procedure will not be used in trivial or unsubstantiated cases, and can only be invoked by the Bishop, Archdeacon or someone specifically designated on their behalf, after a thorough investigation of the facts, and an interview with the cleric.

The procedure will normally consist of the following stages but can be discontinued at any point if the required improvements are made:



- Informal warning
- Formal procedure stage one – formal written warning
- Formal procedure stage two – final formal written warning
- Formal procedure stage three – removal from current office

In exceptional cases stage one of the formal procedure may be bypassed but should this be the case, the requirements of natural justice will always prevail and appropriate pastoral support and care will always be provided.

Full information on the procedure and guidelines are available from the Church of England Website:

[Capability Procedure Code of Practice](#)  
[Capability Procedure - Supporting Advice](#)

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## 16. Grievance Procedure

It is believed that clergy should have the right to seek redress if they have concerns which cannot be resolved during the normal course of their duties. The objective of the grievance procedure (as detailed in the Code of Practice issued by the Archbishop's Council) is to deal with such complaints promptly, fairly and consistently with a focus on mediation and conciliation wherever possible. The grievance procedure is a right of Common Tenure. However, the diocese extends this procedure to all clergy.

The underlying principles of the procedure are as follows:

- All grievances will be taken seriously and responded to fairly and quickly
- Grievances will be dealt with informally wherever possible
- All matters will be kept confidential
- The focus will be on issues not personalities
- Account will be taken of the legitimate interests of all concerned
- Office holders will have the right of representation by a colleague or trade union representative at any meeting
- Grievances may be pursued without fear of sanction

This grievance procedure is intended to provide a means of addressing grievances relating to the office held. In the case of bullying, the diocesan [Dignity at Work Policy](#) sets out the informal steps which should be taken before making a formal complaint under the grievance procedure and is supported by additional resources. The key stages of the Grievance Procedure are as follows:

- Informal stage – wherever possible attempts should be made to address the person or body responsible for the matter directly and attempt to resolve the grievance informally
- Formal stage – if the grievance has not been resolved informally or within a reasonable time period, the office holder may choose to proceed to the formal stage which comprises:
  - Stage one* – the grievance needs to be set out in writing, describing what attempts have been made to resolve the matter informally and what is the desired remedy
  - Stage two* – the person handling the grievance will investigate the matter and then hold a meeting to discuss the issues. This will be followed by a letter detailing the decisions made regarding appropriate resolution.
  - Stage three* – if the matter has not been resolved satisfactorily then the office holder may appeal in writing. They will then be invited to attend a meeting to discuss the issues. The decision of the appeal body will be given in writing. There is no further right of appeal.

Full information on the procedure and guidelines are available from the Church of England Website:

[Grievance Procedure - Code of Practice](#)

[Grievance Procedure - Supporting Advice](#)

The [Salisbury Diocese Dignity at Work Policy](#) is available from the Diocesan Website.

*Approved by Bishop's Council Oct 2010;*

*Reviewed October 2020*

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## 17. Disciplinary Procedures

The Clergy Discipline Measure 2003 (that came into effect in 2006) provides a structure for dealing efficiently and fairly with formal complaints of misconduct against members of the clergy. All admitted to Holy Orders in the Church of England are covered by the Measure, whether or not in active ministry.

A disciplinary process can only be started by a formal written complaint of misconduct, which is made to the Bishop. There are four grounds on which misconduct may be alleged, namely: acting in breach of ecclesiastical law; failing to do something which should have been done under ecclesiastical law; neglecting to perform or being inefficient in performing the duties of office; or engaging in conduct that is unbecoming or inappropriate to the office and work of the clergy. The complainant must produce written evidence in support of the complaint, and verify the complaint by a statement of truth. The complaint and evidence in support are referred by the Bishop to the Diocesan Registrar for advice.

Having received the Registrar's advice, the Bishop may decide that the complaint should be dismissed, in which case it will proceed no further under the Measure. If on the other hand the Bishop considers that the complainant has a proper interest in complaining and that the complaint deserves further consideration, he will invite the priest or deacon about whom the complaint is made to send a written answer verified by a statement of truth, together with evidence in support. The Bishop will then decide which of five possible courses of action available to him under the Measure is the appropriate one to pursue. He can:

- a. take no further action;
- b. record the complaint conditionally for a period of up to five years, such that if another complaint is made within that time and is dealt with under paragraphs c, d or e below, the two complaints may then be dealt with together;
- c. refer the complaint to a conciliator in an attempt to obtain agreement between the complainant and the respondent as to how the complaint should be resolved;
- d. impose a disciplinary penalty (but only with the consent of the respondent); or
- e. require the complaint to be formally investigated by the Designated Officer, a barrister employed in the Church of England Legal Office.

More details are available on the Church of England Website [Clergy Discipline | The Church of England](#) including access to information for clergy where a complaint has been made against them.

Clergy are asked to note declarations under Section 8 by the House of Bishops under the [Clergy Discipline Measure](#)

*Approved by Bishop's Council Oct 2010;  
Reviewed October 2020*

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## **18. Respondent in Employment Tribunal Proceedings**

It is hoped that any dispute or grievance will be resolved internally before an office holder makes an application to an Employment Tribunal.

If an issue cannot be resolved any other way, information on how to make a claim and how the process works can be obtained from [www.direct.gov.uk](http://www.direct.gov.uk)

The body to be treated for the purposes of the Ecclesiastical Offices (Terms of Service) Regulations 2009 as the respondent in any proceedings brought before an Employment Tribunal will be detailed clearly in the office holder's Statement of Particulars.

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*Reviewed October 2020*

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## **19. Termination and Resignation of Office**

### ***Termination of Office***

For all clergy under Common Tenure (stipendiary and self-supporting), unless resigning, term of office shall be terminated by the Bishop only upon specific circumstances, the main circumstances are listed below:

- on the death of the office holder;
- on attaining the retirement age specified in relation to that office in section 1 of the Ecclesiastical Offices (Age Limit) Measure 1975 (1975 No. 2) or on the expiration of any period in which the office holder is permitted to continue in office after the retirement age under section 2 or 3 of that Measure;
- where the office ceases to exist in consequence of a pastoral scheme or order made under the Pastoral Measure 1983 (1983 No. 1) or reorganisation scheme made under Part II of the Dioceses, Pastoral and Mission Measure 2007 (2007 No. 1);
- 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);
- 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;
- where the Bishop revokes the licence of the office holder under the capability procedures;
- Where a license has been granted by a diocesan bishop to a person to exercise an office which is held by the office holder in connection with employment under a contract of employment the Bishop may revoke the licence if that contract is terminated and the term of office of the office holder shall, thereupon, be terminated.

For full details refer to Section 3 of the [Ecclesiastical Office \(Age Limit\) Measure 1975](#) available from the Church of England Website.

### ***Resignation of office***

All clergy (stipendiary or self-supporting) are requested to put their intension to resign in writing to the Archdeacon, the Dean or the Bishop. Clergy are requested to give at least 3 months' notice before resigning their appointment. This period may be waived by agreement with the diocesan Bishop.

*Approved by Bishop's Council Oct 2010;*

*Reviewed October 2020*

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## **20. Bereavement in Service**

Nothing can reduce the shock of bereavement, but some practical advice may help.

### ***Preparing***

Draw up a list now of where certain things are kept, such as, for example, Wills, marriage certificates, birth certificates and insurance policies; lists of those to be notified of the death, so that someone else can do this on your or your widow(er)'s behalf if you wish; and any special requests regarding funeral arrangements (which should be stated in the Will).

### ***Finance and your pension***

All stipendiary clergy are covered by the Church Commissioners' Group Assurance Scheme, which is non-contributory. If a stipendiary deacon or priest dies in service before the age of 65, a lump sum of three times the National Minimum Stipend for the previous year will be payable tax free, more information is available from Appendix 1 under the heading Insurance. The Pensions Board has discretion as to whom this lump sum death benefit is paid. Although clergy aged 65-70 are also covered, the amount of benefit declines sharply to take account of the retirement lump sum payable at the age of 65. This policy does not apply to clergy over 70 or those who have already retired. You may decide to take out additional insurance, which is cheaper when you are young. If you want access to independent financial advice, please contact the Diocesan Secretary.

A widow(er) will receive a proportion of the pension that his/her spouse would have received on normal retirement from the date of death. The Diocesan Office will inform the Pensions Board, who will initiate payments.

The Widow(er) may also receive the State benefit, and the local Social Security office will advise on this.

### ***Housing***

In the case of anyone living in a tied house, the widow(er) has to leave his/her home. We recognise that this is an extra burden on top of an already painful situation. A widow(er) has a legal right to remain for two months, but the Diocese would not be hard and fast about regarding this as a maximum, and a mutually satisfactory arrangement will be made which takes into account both the circumstances of the widow(er) and the future ministerial needs of the parish.

The person to consult about where to live is the Clergy Retirement Officer (see contact details below), who will also be glad to liaise with the Pensions Board on your behalf.

### ***Relevant Contact details:***

#### ***Diocesan Widows' Officers:***

Wilts: Preb Ivor Hughes, 15 Leventon Place, Hilperton, Trowbridge BA15 7US tel 01225 760275 [hughes6cm@btinternet.com](mailto:hughes6cm@btinternet.com)

Sherborne: The Rev Jane Culliford, tel 01305 264360 [janeculliford@aol.com](mailto:janeculliford@aol.com)

Dorset: The Rev Malcolm Hill, tel 01202 660076 [adhill40@hotmail.com](mailto:adhill40@hotmail.com)

Sarum: The Rev Peter Matthews, tel 01722 340508 [fpetermatthews@hotmail.co.uk](mailto:fpetermatthews@hotmail.co.uk)

Wilts: vacant. Please contact Peter Matthews

***Clergy Retirement Officers:***

Ramsbury

Vacant

Sherborne

The Revd Canon John Wood (01305) 268749 e-mail: [johnsamwood@me.com](mailto:johnsamwood@me.com)

*Approved by Bishop's Council Oct 2010;*

*Reviewed October 2020*

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## **21. Bereavement in Retirement**

### ***Pension***

A widow(er) may be entitled to a (reduced) State Pension, and he/she will also receive a pension equal to 2/3rds of the pension of the deceased person. No further lump sum is payable, but if a cleric dies within one year after retiring, the balance of the first year's pension is payable to his/her estate. A supplementary pension is also payable when necessary to a widow(er) or dependant and certain benefits in respect of dependent children are also available.

There is a minimum income standard for all clergy widows/widowers. Augmentation grants may be awarded by the Pensions Board.

There are Retired Clergy and Widow(er)s and Dependents Officers in each deanery who are ready to help with any advice you need.

### ***Diocesan Widow(er)s' Officers:***

Wilts: vacancy. Please contact Peter Matthews

Sherborne: The Rev Jane Culliford, tel 01305 264360 [janeculliford@aol.com](mailto:janeculliford@aol.com)

Dorset: The Rev Malcolm Hill, 64 St Mary's Road, Poole BH15 2LL tel 01202 660076 [adhill40@hotmail.com](mailto:adhill40@hotmail.com)

Sarum: The Rev Peter Matthews, 15 Berkshire Road, Harnham, Salisbury SP2 8NY tel 01722 501884  
[fpetermatthews@hotmail.co.uk](mailto:fpetermatthews@hotmail.co.uk)

### ***Housing***

If you have a value-linked mortgage loan with the Pensions Board, or occupy a property under Licence, you will be able to remain in your retirement home, unless you choose to move, in which case the Pensions Board, the Bishop's Adviser for Retired Clergy and Widow(er)s and Dependents and/or the Deanery Officer will discuss suitable alternatives with you. The Pensions Board will consider sympathetically the position of dependants on your death, if appropriate, but would not normally expect to continue to house them.

### ***Children***

The following charitable trust offers grants and help for many needs of children's education and training:

The Clergy Orphan Corporation  
1 Dean Trench Street  
London  
SW1P 3HB  
1 January 2011

*Approved by Bishop's Council Oct 2010;  
Reviewed January 2018*

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## Appendix 1- Other Useful Information

### **DIOCESAN INFORMATION**

A great deal of information, including forms and publications plus contact details for individuals, is available on the diocesan web site at: [www.salisbury.anglican.org](http://www.salisbury.anglican.org)

There are regular communications with clergy through a weekly e bulletin.

### **STIPENDS**

Diocesan standard stipend for Incumbents, Team Clergy and full-time Priests in Charge from 1 April 2020 is **£27,000**

The Diocesan stipend for Assistant Curates and Licensed Lay Workers from 1 April 2020 is **£25,265**

### **ADDITIONAL FINANCIAL BENEFITS**

**Removal Expenses** within the UK for full-time clergy and licensed lay workers arriving in the diocese or moving to a new post within the diocese are paid by the Board of Finance.

**Resettlement Grant.** A Resettlement Grant of £2,527 (from 1 April 2020) to reimburse additional expenses incurred in a move is payable, in addition to the removal expenses.

**First Appointment Grant.** A First Appointment Grant of £2,527 (from 1 April 2020) is payable to assistant curates on commencing their diaconate and to clergy entering their first post of incumbent status.

**Insurance.** Under a Central Group Assurance policy, a lump sum will normally be payable on the death of a priest under the age of 65 holding a fulltime office in the diocese. It also covers those between the ages of 65 and 70, but with the lesser benefits according to age taking account of lump sum entitlement under the Pensions Measure.

**Pension.** All details in relation to the Clergy Pension Scheme including pension payments, AVC's, ill health pensions, widow and dependent's pensions along with the necessary forms and contacts can be found at [Clergy pensions | The Church of England](#)

**National Car Loan Scheme.** This scheme was closed to new business from 8 May 2015. Clergy may wish to explore applying for a loan from the Churches Mutual Credit Union (CMCU) [www.cmcu.org.uk](http://www.cmcu.org.uk)

**Fees for Casual Services.** The fee in 2017 is £40 for a Sunday service, Holy Communion, Parish Communion, Matins and Evensong. Travelling expenses are no longer reimbursed by the Board of Finance.

*This information is maintained by The Diocesan Accounts Dept.  
January 2020 [\[Back to contents\]](#)*

## Appendix 2 **Grants**

Clergy may find the following information and contact details useful.

### **General**

#### **FRIENDS OF THE CLERGY and SONS OF THE CLERGY**

**1 Dean Trench Street, Westminster, London Tel: 020 7799 3696 Fax: 020 7222 3468.**

**e-mail: [enquiries@clergycharities.org.uk](mailto:enquiries@clergycharities.org.uk) website [www.clergycharities.org.uk](http://www.clergycharities.org.uk)**

The objectives of these two leading grant-making charities are to provide financial help to Anglican clergy and their families in times of need. Between them, they are able to help towards a wide range of expenses, including school clothing and school trips, clerical clothing, holidays and resettlement, heating and home maintenance for the retired, bereavement expenses and some of the expenses arising from separation and divorce.

#### **NEWTON'S TRUST**

**Chapter Office, 19a The Close, Lichfield, Staffs, WS13 7LD. Tel 01453 306104**

Established to provide financial assistance to widows or unmarried daughters of deceased clergymen and to divorced or separated wives of clergymen of the Church of England.

#### **LLEWELLYN EDWARDS BELL RESTORATION FUND**

**Administrator:** Mrs Anne Wardell, South View Cottage, Manningford Bruce, Pewsey, Wiltshire SN9 6JQ. Tel: 07774 110275. Email enquiries: [lebrf.admin@sdgr.org.uk](mailto:lebrf.admin@sdgr.org.uk)

Assists Churches within Salisbury Diocese with restoration and maintenance of bells and to provide new bells. It also assists with repairs to bells, frames and fittings and to the fabric of the towers and belfries.

### **Educational**

#### **THE ATHERLEY SCHOOL AND GROVE PLACE PREP.SCHOOL**

**Grove Place, Upton Lane, Nursling, Southampton, SO16 0AB Tel 023 80741629.**

Email: [office.atherley@church-schools.com](mailto:office.atherley@church-schools.com) . Offers independent education for girls of 3 to 18 years and boys of 3 to 11 years. There are means-tested clergy bursaries available.

#### **SONS OF THE CLERGY and FRIENDS OF THE CLERGY (see general grants above)**

#### **THE BUTTLE TRUST**

**32 Denison House, 296 Vauxhall Bridge Road, London SW1. Tel 020 8828 7311**

Makes very generous grants to children over 8 years in particular to adopted children. Grants can include maintenance as well as education. They are paid direct to the School and the Trustees must be satisfied that Church of England teaching is given fully in the School.

#### **KING EDWARD'S SCHOOL**

**Witley, Wormley, Godalming, Surrey GU8 5SG. Tel 01428 686700**

Offers eleven year old children City of London Scholarships. Also Bridewell Endowments for children whose home background makes boarding education a special need.

#### **THE HABERDASHERS' COMPANY**

**Haberdashers' Hall, Staining Lane, London EC2V 7DD. Tel 020 7606 0967**

The Company administers the financial trust - The Jeston Charity. Application has to be made for a meeting of the Court of the Company in December each year. There is usually a long waiting list so early application is necessary.

#### **THE THOMAS WALL TRUST**

**1 York Street, Baker Street, London W1 .**

Makes grants for further education of all kinds, but in exceptional circumstances will also assist with the education of children at school. This Trust also makes interest-free loans for any kind of training, repayable after the child enters into employment.

#### **THE TOBIAS RUSTAT TRUST**

**The Dean, Jesus College, Cambridge CB5 8BL**

The primary object is to provide Scholarships or Exhibitions at Jesus College for children of Church of England clergy. The Trust can also provide help for children of especially needy parents, in easing urgent and unforeseen need and for special reasons such as physical or mental handicap. Applications must contain the fullest details and enclose evidence of diocesan support from the appropriate Area Bishop or Archdeacon.

#### **WESTONBIRT GIRLS' PUBLIC SCHOOL**

**Tetbury, Gloucester, GL8 8QG. Tel 01666 880333**

The School is based on an anglican foundation and, as a consequence, a special discount from normal fees of up to 30% is available to daughters of clergy.

#### **WALHAMPTON SCHOOL**

**Walhampton, Lymington, Hampshire SO41 5ZG. Tel 01590 672013**

The School has a bursary to assist with the education of a child which has a real need for boarding but insufficient financial support.

#### **TALBOT HEATH SCHOOL**

A caring Anglican, independent day and boarding school for girls aged 3-18 and boys 3-7. Very generous bursaries available for children of Church of England clergy.

#### **ST MARY'S HALL**

**Eastern Road, Brighton, East Sussex BN2 5JF**

The School has bursaries for clergy daughters in boarding need.

#### **THE OFFICERS' ASSOCIATION**

**48 Pall Mall, London SW1Y 5JY. Tel 020 7389 5227/5228**

For clergy who have served in the Forces.

#### **THE GABBITAS-THRING EDUCATIONAL TRUST**

**Broughton House, 6/9 Sackville Street, London W1**

This organisation advises on education problems and gives grants where there is proven need, but will also give the names of additional Trusts where educational grants may be obtained.

#### **LOCAL EDUCATION AUTHORITIES**

The Local Education Authorities of Bournemouth, Devon, Dorset, Hampshire, Poole and Wiltshire do not normally make grants for private education except in very exceptional circumstances, e.g. in the case of a father taking up an appointment abroad where there is no suitable source of education. Enquiries should be addressed to the Chief Education Officer of the appropriate Authority.

#### **THE REV CHARLES MAYO TRUST**

**Jennifer Parker 86 High Street Marlborough Wilts SN8 1HF Tel: 01672 515151**

Grants for further education are available under the Trust for the sons of living or deceased clergymen of the Church of England, who have ministered and resided at least five years in the County of Wilts or in the Diocese of Salisbury. Apply well in advance.

#### **EDUCATION GRANTS ADVISORY SERVICE**

**The National Council of Social Service, 26, Bedford Square, London WC1B 3HU**

Has no funds of its own but, for a small processing charge, will advise provided local education

authorities have already been approached. Assistance increasingly restricted to cases of child taking examinations with programme in danger of interruption.

#### **JOINT EDUCATIONAL TRUST**

**Mr R A Cooper MC MA, Birdbush Cottage, Ludwell, Shaftesbury Dorset SP7 9NH**  
For children whose future well-being is at risk without a new educational environment.

#### **ST JOHN'S SCHOOL**

**Leatherhead, Surrey KT22 8SP**

Boarding education for boys aged 13-18, also day boys and Sixth Forms girls. Substantial help with fees available to sons and daughters of the clergy. Applications to the Headmaster, Mr Christopher Tongue MA.

#### **BISHOP PIKE TRUST**

**c/o Diocesan Education Centre, The Avenue, Wilton, Salisbury SP2 0FG**

Small grants for education in the broadest sense, including sport, music, field trips and other activities connected with school and the immediate post-school period.

#### **SHAW FLETCHER EDUCATIONAL TRUST**

**Miss C Johnson, c/o Church House, Crane Street, Salisbury SP1 2QB**

Set up exclusively for the children of clergy in this diocese. Grants are offered for activities and educational needs which encourage the spiritual, moral and educational development of clergy children up to the age of 18 years.

*This information is maintained by The Diocesan Accounts Dept.  
Reviewed January 2018*

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## Appendix 3 Useful Contacts

### USEFUL CONTACTS

The following contacts may be of use. E-mail addresses are all the same format and all in lower case i.e.: [department](mailto:department@salisbury.anglican.org) or [firstname.surname@salisbury.anglican.org](mailto:firstname.surname@salisbury.anglican.org)

**Diocesan Office**, Church House, Crane Street, Salisbury, Wilts SP1 2QB.  
(01722) 411922 Fax (01722) 411990 [parishsupport@salisbury.anglican.org](mailto:parishsupport@salisbury.anglican.org)

**Board of Finance: Stipends Secretary**  
Church House, as above (01722) 411955  
e-mail: [carolyn.cropp@salisbury.anglican.org](mailto:carolyn.cropp@salisbury.anglican.org)

**Accounts Department**  
Church House, as above (01722) 411955

**Cathedral Head of HR**  
Chapter Office, 6 The Close, Salisbury, SP1 2EF  
Tel (01722) 555158  
email: [n.stafford@salcath.co.uk](mailto:n.stafford@salcath.co.uk)

**Diocesan HR services**  
Church House, as above (01722) 411922  
email: [hradmin@salisbury.anglican.org](mailto:hradmin@salisbury.anglican.org)

**Diocesan Safeguarding Advisor**  
Church House, as above 07500 664800  
email: [jem.carter@salisbury.anglican.org](mailto:jem.carter@salisbury.anglican.org)

**Diocesan Advisory Committee Secretary**  
Church House, as above (01722) 438654

**Property Department**  
Church House, as above (01722) 411933 Fax (01722) 329833 [property@salisbury.anglican.org](mailto:property@salisbury.anglican.org)

**Learning for Discipleship and Ministry Team**  
Church House, as above (01722) 411944.

**Wellbeing** The Ven Penny Sayer: [Sherborne.office@salisbury.anglican.org](mailto:Sherborne.office@salisbury.anglican.org)

**Communications** Church House, as above (01722) 438651

**Board of Education** Diocesan Education Centre, The Avenue, Wilton, Salisbury, SP2 0FG  
(01722) 744538 Fax (01722) 746940

**Bishops' and Archdeacons' Offices**  
Sherborne Office (01202) 659427  
Ramsbury Office (01722) 438662

**Diocesan Registrar** The Registry, Minster Chambers, 42/44 Castle Street, Salisbury  
Wilts SP1 3TS (01722) 411141

**Chapter Office** 6 The Close, Salisbury, Wilts SP1 2EF (01722) 555100

**Bishop's Visitor to Clergy Spouses:**

Hugh Privett, (01935) 850294 [jhcp@talktalk.net](mailto:jhcp@talktalk.net)  
Sarah Musgrave [sarahmusgrave99@hotmail.com](mailto:sarahmusgrave99@hotmail.com)

**Clergy Retirement Officers:**

**Ramsbury:** Vacant

**Sherborne:** Canon John Wood (01305) 268749 e-mail: [johnsamwood@me.com](mailto:johnsamwood@me.com)

**Diocesan Widows' Officers:**

Wilts: Vacant

Sherborne: The Revd Dr Jane Culliford tel 01305 264360 [janeculliford@aol.com](mailto:janeculliford@aol.com)

Dorset: The Rev Malcolm Hill tel 01202 660076 [mchill43@hotmail.com](mailto:mchill43@hotmail.com)

Sarum: The Rev Peter Matthews, tel 01722 5340508 [fpetermatthews@hotmail.co.uk](mailto:fpetermatthews@hotmail.co.uk)

**Church Commissioners**

Church House, Great Smith Street, London SW1P 3NZ (020) 7898 1000

**Church Commissioners (Stipends)**

Church House, Great Smith Street, London SW1P 3NZ. (020) 7898 1643  
(020) 7898 1604

**Church of England Pensions Board**

29 Great Smith Street London SW1P 3PS (020) 7898 1800

**Archbishops' Council**

Church House, Great Smith Street, London SW1P 3NZ (020) 7898 1000

**Church House Bookshop**

31 Great Smith Street, London SW1P 3BN (020) 7898 1304  
Mail Order (020) 7898 1301

*October 2020*

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