



THE CHURCH  
OF ENGLAND  
Diocese of Manchester

CHURCH  
FOR A  
DIFFERENT  
WORLD

# Guidance for Ecclesiastical Office Holders

Issue Date: January 2018

Review Date: January 2021

## **Contents Page and Overview**

Section One:	Introduction
Section Two:	Your Statement of Particulars and Role Description
Section Three:	Stipend and Benefits
Section Four:	Absence from Duties
Section Five:	Housing
Section Six:	Continuing Ministerial Development and Ministerial Development Review
Section Seven:	Capability, Grievance and Disciplinary Procedures
Section Eight:	Trade Union Membership
Section Nine:	Safeguarding

### Appendix

Appendix One: List of key contacts in the Diocese

If you require this document in a different format please contact the Director of Support Services on

0161 828 1462

or

email: [alanbrown@manchester.anglican.org](mailto:alanbrown@manchester.anglican.org)

## **Section 1: Introduction**

### 1.1 Guidance

Welcome to Guidance for Ecclesiastical Office Holders. The guidance is designed to be a source of information for all clergy and licensed lay workers in the Diocese of Manchester, containing useful information and links to information available elsewhere in the Diocese or from other organisations. The information relates to how you are engaged by the Diocese and supported in the fulfilment of your duties.

The guidance document will be referred to at various points in individual Statements of Particulars. Each member of clergy will receive a Statement of Particulars as part of Common Tenure. The exception will be those clergy who choose to retain Freehold, hold Permission to Officiate or are on contracts of employment; nonetheless much of the information within this guidance will still be applicable and useful.

The guidance is written for all clergy and licensed lay workers. Some sections will only apply to clergy in receipt of stipend. This guidance and your Statement of Particulars will inform you where this is the case. Others will refer to areas that do not apply to, or are not compulsory for, those who choose to retain Freehold. The guidance explains where this is applicable.

This guidance will also be a useful source document for lay people, especially Church Wardens, as it explains where they may have a role (for example, in reporting absence) and it will also explain what expectations are placed on office holders in a variety of areas.

### 1.2 Keeping the Guidance up to date

The guidance will be updated and refreshed at appropriate intervals. The guidance was updated in 2012, 2015 and 2018 and will now be reviewed on a triennial basis. The next review date will be January 2021. The version on the Diocesan website will always be the most up to date version and will clearly show the date it was last updated. Significant changes will be communicated via the Diocesan mailing. You can also request a paper copy of the most up to date version at any time from the Human Resources Team.

The Diocesan website is [www.manchester.anglican.org](http://www.manchester.anglican.org)

### 1.3 Feedback on the Guidance

If you have any comments on this guidance you can either speak to or email the Director of Support Services.

## Section Two: Your Statement of Particulars and Role Description

The Statement of Particulars is not a list of main rights and duties as would be found in a contract of employment. The Statement of Particulars states the obligations and rights of ecclesiastical office holders that are conferred through the Ecclesiastical Offices (Terms of Service) Measure and Regulation 29.

Further details are available at [www.commontenure.org](http://www.commontenure.org)

The Statement of Particulars gives details of how you may terminate your appointment. It also details how the appointment may be terminated under Section 3 of the Measure, which states offices held under Common Tenure may only be terminated because of:

- Resignation
- Capability
- Following disciplinary proceedings under the Clergy Discipline Measure or the Ecclesiastical Jurisdiction Measure
- Death
- Reaching retirement age
- The post coming to an end because of pastoral reorganisation
- When the office holder is a priest in charge, when the vacancy ends
- The appointment is for a fixed term under regulation 29.

If you intend to terminate your appointment you should discuss in good time with your clergy colleagues, including your archdeacon, how and when this will be announced. Preparation for reaching retirement age or retirement for other reasons and how this is announced should similarly be discussed.

Any changes to your Statement of Particulars will be notified to you within one month of their coming into effect either by the issue of a revised Statement of Particulars or a letter detailing the change(s). An example of a change might be:

- If there was a change agreed either by the Diocese, or required due to a statutory change, that required an amendment to sick leave entitlement.
- On a more individual basis, it might be that you have agreed a change in where you reside if the position provided housing and this would initiate a change in your Statement of Particulars to update the details.

The Statement of Particulars will make reference to this document, and also to your Role Description. The Role Description is a document which outlines the key duties and outcomes for an individual role. If you have more than one role you may have a role description and Statement of Particulars for each role.

Role Descriptions are not a requirement of Common Tenure but are encouraged and as a Diocese we are committed to ensuring that each member of clergy has a Role Description.

Role Descriptions will be a key document for each of you as they will guide your ministry on a day to day basis, as well as the longer term development of your role. They will be a key document in Ministerial Development Review (see section 6).

## **Section Three: Stipend and Benefits**

### 3.1 Pattern of Work

The pattern of work will be stated in your Statement of Particulars. The regulations provide an entitlement to a minimum uninterrupted rest period of 24 hours within any 7 days. This is an entitlement and the Diocese strongly encourages you to take this. We regard this as important to ensure good health and an appropriate balance in your life.

### 3.2 Holidays

You are entitled to take 36 days leave per year plus 8 days for Bank Holidays or in lieu of Bank Holidays where the Bank Holiday falls on your normal rest day or a day where you are required to be on duty. For illustration, a week's leave will use 6 days leave. Leave can be taken as days as well as whole weeks.

Your Statement of Particulars will inform you of days when leave or rest days must not be taken. This will normally be, Christmas Day, Good Friday and Easter. Patronal Festivals, Ash Wednesday and Pentecost should not normally be taken.

In any one year no more than 5 Sundays should be taken as leave. No more than 3 consecutive Sundays should be taken. Where either of these requirements is exceeded, prior permission should be requested from the Bishop via the Director of Support Services.

Leave should be notified in advance to your Wardens. Appropriate cover must be arranged for your period of leave. If your period of leave is in excess of one week, it is good practice to notify your Area Dean. In addition to these reporting requirements you may well also need to put in place local arrangements, for example, to ensure cover is in place for funerals. In a Team setting, or as a curate / assistant priest, you would normally be expected to plan leave in consultation with other Team members. If you work in another setting, appropriate local arrangements should be put in place.

You are required to maintain a record of the dates you have taken as annual leave and provide this information if requested. The leave year operates from the 1<sup>st</sup> February to the 31<sup>st</sup> January. Leave entitlement is normally taken within this period and not carried over. However, in exceptional circumstances the Bishop may allow leave to be carried over. Requests should be made through the Director of Support Services.

### 3.3 Stipends

Your Statement of Particulars will detail whether or not you are entitled to a stipend. It provides details of how this is paid.

If you have any questions relating to your stipend please contact the Diocesan Board of Finance – list of contacts at Appendix One.

### 3.4 Expenses

Parochial expenses should be claimed from your Parochial Church Council. Further information is available on the Church of England website [www.churchofengland.org](http://www.churchofengland.org) or the following link will take you to the correct page: <https://tinyurl.com/yak9uzs4>

### 3.5 Tax Office

When contacting the tax office you should quote your National Insurance number and the Church Commissioners' reference number 073/C16.

The Bradford Office is responsible for retired clergy in receipt of a clergy pension and those office holders who do not receive the Heating, Lighting and Cleaning tax allowance (non-stipendiary office holders and part time stipendiary office holders).

The Cardiff Office handles enquires from full time stipendiary office holders. If you are unsure which tax office would deal with you, please contact Payroll Services (Clergy Team) at the Church Commissioners on 020 7898 1615 who will be able to advise.

The addresses are:

HM Revenue and Customs 073 /C16  
Bradford Group  
Centenary Court  
1 St Blaise Way  
Bradford BD1 4YL

Tel: 0845 300 0627

HM Revenue and Customs 073/C16  
Public Department 1  
Ty Glas  
Llanishen  
Cardiff CF14 5XZ

Tel: 02920 325048

<http://www.hmrc.gov.uk>

### 3.6 Pensions

Details on pension for stipendiary posts are available at the Church of England website [www.churchofengland.org](http://www.churchofengland.org) or the following link will take you to the correct page: <http://tinyurl.com/283dn64>

You can also contact the Church of England Pensions Board at:

29 Great Smith Street  
London  
SW1P 3PS

Telephone: 020 7898 1800

### 3.7 Grants

Grants are available for a variety of purposes. Full details are available on the Diocesan website [www.manchester.anglican.org](http://www.manchester.anglican.org) or the following link will take you to the correct page: <https://tinyurl.com/ybxqcr3z>

Grants are available to clergy for a range of events such as removal and settlement. Annual Grants are available to support Continuing Ministerial Development.

In addition, there are a range of grants which clergy can apply to in times of financial difficulty. Contact Bishops Court or your Archdeacon for further information.

## **Section Four: Absence from duties**

### 4.1 Sickness Absence

If you are unable to work due to illness you must report the absence to your Wardens. You should make sure that all sickness absence is reported to the Diocesan Secretary at the Diocesan Board of Finance. This will also ensure proper administration and accounting of Statutory Sick Pay. If your period of absence is less than 7 days a self-certification form should be completed and sent to the Diocesan Secretary. This form can be found on the diocesan website at [www.manchester.anglican.org](http://www.manchester.anglican.org) or click on following link: <https://tinyurl.com/ycf5bq3f>

If your period of absence is expected to last more than 7 days, or will include a Sunday, you should notify your Area Dean. If you are the Area Dean and you are absent through illness you should notify your Archdeacon.

Statements of Fitness for Work (previously known as medical certificates) received in relation to your absence should be forwarded to the Diocesan Secretary.

In addition to these reporting requirements you may need to put in place local reporting arrangements. For example, in a Team setting, or as a curate / assistant priest, you would normally be expected to notify other Team members of your absence. If you work in another setting, appropriate local arrangements should be put in place.

Clergy may be asked to take part in a Return to Duties interview following a period of sick leave. This will be to ensure that as much support as possible is provided to individual clergy in returning to their duties and where applicable, that any ongoing health issues are taken account of. Where appropriate, a phased return to duties might be recommended.

### 4.2 Occupational Health & Counselling Services

The Diocese has links with occupational health providers. These will be used in cases of long term absence. We may also recommend occupational health referrals to assist with designing appropriate phased returns to duties after a long term absence. We will also recommend referrals where a health issue might be impacting on duties but where the office holder is still performing some or all of their duties. This will assist the Diocese in providing support for the office holder.

Sometimes it is appropriate for office holders to remain in post beyond the age of 70; this is at the discretion of the Bishop. Before issuing or extending the licence of an office holder who is over 70, the Bishop requires that an occupational health assessment should be undertaken. This will usually be arranged by human resources.

In addition to occupational health providers, there is the Inter-Diocesan Counselling Service.

Further details are available on the Diocesan website at [www.manchester.anglican.org](http://www.manchester.anglican.org) or the following link will take you to the correct page: <http://interdiocesancounselling.org.uk/>

### 4.3 Sick Pay

You are entitled to receive full stipend for any period where Statutory Sick Pay is payable. This is currently 6 months.

The Diocese has chosen to pay half of full stipend for a further 6 months. This will normally be subject to an occupational health assessment. Under present arrangements you may also be able to claim Employment and Support Allowance during this second six months.

Sick pay works on a rolling 12 months period and takes account of all absence in that period.

### 4.4 Sickness Absence where stipend is not paid for the role

Although sick pay is not applicable, you are still required to notify the Wardens for all absence and the Area Dean where absence is anticipated to be more than 7 days. If you anticipate more than 7 days absence you should also notify the Diocesan Secretary. In addition to these reporting requirements you may well need to put in place local arrangements where they do not already exist. For example, in a Team setting, or as a curate / assistant priest, you would normally be expected to notify other Team members of your absence.

### 4.5 Special Leave and Unpaid Leave

Special Leave will be considered and granted at the discretion of the Bishop. Special leave may be granted for a variety of reasons, including family ill health or bereavements. It may also be granted for removal and resettlement. This is in addition to annual leave.

Unpaid leave may be requested and again is at the discretion of the Bishop. This again might be requested for a variety of reasons; for example, extended leave to visit relatives who reside overseas. In either case contact the Director of Support Services who will pass your request to the Bishop. If approved please ensure your Area Dean knows when you will be away from your duties.

### 4.6 Jury Service

Clergy are eligible for jury service and are encouraged to claim their attendance allowance. Jury service should be notified to the Area Dean and the Diocesan Secretary. The value of the attendance allowance should be declared and stipend will be adjusted. You are entitled to keep any travel and subsistence paid and this is not adjusted with stipend.

### 4.7 Time Off for Other Public Duties

If you engage in other duties – beyond those outlined in your Role Description – you must notify the Bishop. Where a payment or fee is paid for these duties you must provide the Diocesan Secretary with details. Stipend may be adjusted to reflect these payments.

Other public duties may include, but are not limited to:

- Work for a public authority including membership of a court or tribunal
- Work for a charity or friendly society
- Work done in connection with an independent trade union representing office holders of a description which includes the person in question

It is for the Bishop to decide if other public duties are reasonable and resolve any disputes.

It is important to note that informing the Bishop of other duties is wider than the impact of such duties on time and, where applicable, stipend. It is important that any potential conflict of interest is noted and addressed.

#### 4.8 Maternity Leave and Maternity Pay

Maternity leave of up to 52 weeks is available. Statutory maternity pay is currently payable to qualifying stipendiary clergy for up to 39 weeks. The Diocese will increase payments to full stipend for the first six months. Further details are available from the Human Resources Team, including information on partners sharing leave.

#### 4.9 Paternity Leave and Paternity Pay

Paternity leave is currently available for a block of up to two weeks. For stipendiary clergy this will be paid at full stipend. Further details are available from the Human Resources Team.

#### 4.10 Shared Parental Leave

Mothers and adopting parents who meet the conditions for entitlement to Shared Parental Leave remain entitled to 52 weeks of maternity leave. After taking two weeks' compulsory leave, they are entitled to reduce their entitlement to maternity/adoption leave either by returning to work before their full entitlement of Statutory Maternity/Adoption Leave has been taken, or by giving notice to curtail their leave at a specified future date. They may then share the balance of any remaining leave, and pay, with the other parent. Shared leave will be paid at the statutory rate. As this can be a complex issue please contact Human resources for guidance at an early stage.

#### 4.11 Adoption Leave and Adoption Pay

Adoption leave is available. Adoption pay is currently payable to stipendiary clergy and is similar to maternity pay. Further details are available from the Human Resources Team.

#### 4.12 Unpaid Parental Leave

Following one year's continuous service, office holders will be eligible to take time away from duties to look after a child's welfare. This parental leave is normally unpaid and available for each child up to their 18<sup>th</sup> birthday.

Up to 18 weeks unpaid parental leave may be taken and this should be arranged in blocks of a week or multiples of a week except for exceptional circumstances. Officeholders should not take more than 4 weeks during a year per child. Leave may be requested straight after the birth or adoption of a child or following a period of maternity leave.

Requests for unpaid parental leave should be made to the Bishop via the Human Resources Team giving 21 days' notice of the start date of the parental leave. In cases where this may not be possible, they should give notice as soon as possible.

#### 4.13 Adjustments to working arrangements and time off for care for dependants

You can request adjustments to your pattern of work or unpaid leave to care for dependants. Requests should be submitted to your Archdeacon via the Director of Support Services for consideration.

#### 4.14 Sabbaticals and Retreats

For details of arrangements around sabbaticals please refer to the Sabbatical Policy or contact the Mission and Ministry Department.

Retreats are part of Continuing Ministerial Development and are not counted as annual leave. The Diocese encourages all office holders to take an annual retreat. The annual entitlement for retreats is the inside of one week.

Further details are available on the Diocesan website [www.manchester.anglican.org](http://www.manchester.anglican.org) or the following link will take you to the correct page: <https://tinyurl.com/ya63k5jo>

## **Section Five: Housing**

### 5.1 Housing for Stipendiary Office Holders

Where the office holder is provided with housing this will be clearly stated in the Statement of Particulars.

Full details on housing provision, and the conditions that apply, can be found in the Diocesan Parsonage Handbook. This can be obtained from the Property Department or from the Diocesan website at [www.manchester.anglican.org](http://www.manchester.anglican.org) or the following link will take you to the correct page: <https://tinyurl.com/y9fnlqeb>

### 5.2 House for Duty Office Holders

House for Duty ministers do not receive stipend, although they do receive remuneration in the form of housing. House for Duty clergy are not eligible for tax-free heating, lighting, cleaning and garden upkeep payments. Further information about House for Duty ministry can be found on the Church of England website [www.churchofengland.org](http://www.churchofengland.org) or the following link will take you to the correct page: <https://tinyurl.com/ydyypmh8>

### 5.3 Council Tax

Parishes pay the Council Tax for their parsonage on behalf of their vicar. The local authority is asked to send Council Tax bills to the parsonage for the attention of the PCC Treasurer. Clergy are asked to pass the bill to their PCC Treasurer as soon as possible. Treasurers are then asked to deal directly with the local authority to arrange payments.

During an interregnum, a parsonage house being held vacant and unfurnished for a minister of religion is exempt from Council Tax for the duration of the vacancy.

The Board of Finance will pay Council Tax on behalf of stipendiary curates and those sector ministers who qualify for Council Tax payment under the present system.

## **Section Six: Continuing Ministerial Development and Ministerial Development Review**

### 6.1 Continuing Ministerial Development

All office holders under Common Tenure are required to take part in Continuing Ministerial Development. In the Diocese of Manchester this involves being up to date with training in Safeguarding. It also involves awareness Training in Racism, and taking a full part in Diocesan training events, which include "Continuing Ministerial Development [CMD] Days" and the Diocesan Conference.

Training and Resourcing is also provided for those changing post and role, and in supervision for those taking on a supervisory role. Required training is put on in ways that should make it accessible to those who have other work requirements (e.g. many Non-Stipendiary Ministers, Ministers in Secular Employment and Ordained Local Ministers), and dates for any required training are provided well in advance.

Stipendiary ministers who are unable to attend for whatever reason need to notify the Bishop in advance of the event.

Further details about Continuing Ministerial Development in the Diocese are available from the Mission and Ministry Department. Contact details are in Appendix One. Further information can be accessed on the Diocesan website [www.manchester.anglican.org](http://www.manchester.anglican.org) or the following link will take you to the correct page: <https://tinyurl.com/yb3muypr>

### 6.2 Ministerial Development Review

All office holders under Common Tenure are required to take part in Ministerial Development Review; the Diocesan Scheme has been developed since 2007 with the new regulations in mind.

In accordance with the regulations, the summary from the Review must be shared with the office-holder and agreed and signed. A copy is held by the Bishop, and Continuing Ministerial Development requirements are copied to the Continuing Ministerial Development Officer.

Further details on Ministerial Development Review are available from the Bishop's Senior Chaplain. Contact details are in Appendix One. Further information can be accessed from the Diocesan website [www.manchester.anglican.org](http://www.manchester.anglican.org) or the following link will take you to the correct page: <https://tinyurl.com/yapwwscc>

## **Section Seven: Capability, Grievance and Disciplinary Procedures**

### 7.1 Capability

The purpose of the capability procedure is primarily to support the office holder in achieving the required standards. An informal intervention should take place to support the office holder in improving their performance. Formal capability procedures can be taken if the office holder has failed to improve after informal intervention. Capability procedure is only applicable to those on Common Tenure.

Manchester Diocese will use the Archbishops' Council code of practice and supporting advice. A copy of this is available on the Church of England website [www.churchofengland.org](http://www.churchofengland.org) or the following link will take you to the correct page: <https://tinyurl.com/yay74ylb>

### 7.2 Disciplinary Procedure

All clergy office holders, including those on freehold, are subject to the Clergy Discipline Measure 2003 and (for offences relating to doctrine, ritual and ceremonial) the Ecclesiastical Jurisdiction Measure 1963. A copy is available the Church of England website [www.churchofengland.org](http://www.churchofengland.org) or the following link will take you to the correct page: <https://tinyurl.com/y7kqzdob>

### 7.3 Grievance

If you have a grievance you may use the procedure set out in the Archbishops' Council code of practice and the supporting advice. A copy is available on the Church of England website [www.churchofengland.org](http://www.churchofengland.org) or the following link will take you to the correct page: <https://tinyurl.com/ycz64r3h>

### 7.4 Employment Tribunal Hearings

The Diocese hopes to resolve any dispute or grievance internally. However, if you do not feel this has been possible you may make an application to an Employment Tribunal. Your Statement of Particulars will state who the respondent would be if you took this course of action.

### 7.5 Dignity at Work

The Diocese aspires to provide an environment that is free from bullying and harassment. If you are subject to behaviour which you regard as bullying or harassment in relation to your office holder status either from within the Church, from a member of the public or from another agency we would urge you not to attempt to manage this in isolation.

The Diocesan Director of Support Services' prime role is to advise the Bishop and Diocesan Secretary in matters of Human Resources. However, you can contact him if you wish to obtain information on process and where to obtain further support.

The Diocese has its own Dignity at Work Policy & Procedure and has a team of Clergy Supporters to provide support in relation to Dignity at Work. Details are on the website <https://tinyurl.com/ycsrregr> or can be obtained from Human Resources.

## **Section Eight: Trade Union Membership**

Office holders may wish to join a trade union. The Diocese always aims to work with trade unions in a constructive way.

### **UNITE**

<http://www.unitetheunion.org>

The Church of England Clergy Advocates is a professional association of clergy in the Church of England. It is a professional sector of Unite. It was formed in February 2012 on the basis of agreed core values. You can find out more details from this website:

<http://tiny.cc/pn6lcy>

For support, you can contact the Faith-workers branch helpline: **0333 123 0021**.

## **Section Nine: Safeguarding**

All office holders are required to complete a Disclosure and Barring Service [DBS] check administered by the Board of Finance. DBS checks are undertaken for clergy joining the Diocese and as old Criminal Record Bureau certificates reach their 5<sup>th</sup> anniversary. DBS checks will be renewed every 5 years.

Taking part in required Safeguarding Training (see paragraph 6.1) is important and mandatory.

You must at all times cooperate with the Diocesan Safeguarding Officer, agencies including the police and probation service and MDBF appointed contractors in this area of specialism.

## **Appendix One: List of Key contacts**

The Diocese website has a full list of departments in Church House.

For issues relating to this guidance and for quick reference the following will be main contacts:

### **Diocesan Secretary**

The Diocesan Secretary, Martin Miller can be contacted on 0161 828 1412 or email [martinmiller@manchester.anglican.org](mailto:martinmiller@manchester.anglican.org)

### **Discipleship and Ministry Training**

The Mission and Ministry Department can be contacted on 0161 828 1411 or email [preiss@manchester.anglican.org](mailto:preiss@manchester.anglican.org)

### **Human Resources**

The Diocese has a Human Resources Team. They are Alan Brown (Director of Support Services) and Alex Peet (Governance and HR Adviser). They can be contacted as follows:

Alan Brown - 0161 828 1462 or email: [alanbrown@manchester.anglican.org](mailto:alanbrown@manchester.anglican.org)

Alex Peet – 0161 828 1467 or email: [alexpeet@manchester.anglican.org](mailto:alexpeet@manchester.anglican.org)

### **Property Department**

The Property Department can be contacted on 0161 828 1401 or email [darrenbamford@manchester.anglican.org](mailto:darrenbamford@manchester.anglican.org)

### **Bishopscourt**

The Bishop's Personal Assistant and Senior Chaplain can be contacted on 0161 792 2096 or email [bishop.pa@manchester.anglican.org](mailto:bishop.pa@manchester.anglican.org) or for the Chaplain at [chaplain@bishopscourt.manchester.anglican.org](mailto:chaplain@bishopscourt.manchester.anglican.org)