

DIOCESE of CHESTER

CLERGY INFORMATION

A summary of the most frequently needed information

Compact Version August 2018

Welcome to the Diocese of Chester

Full Clergy Information can be found on the Diocese of Chester website, via the Human Resources (HR) pages: <https://www.chester.anglican.org/support-services/hr/clergy/clergy-information-8542.php> The index of information is detailed at the end of this document.

The purpose of this compact version is to provide the information that we feel you may require on a more regular basis and may be helpful to keep on your desk.

How to Contact Church House

Church House
5500 Daresbury Park
Daresbury
Warrington
WA4 4GE
Tel: 01928 718834
Web: www.chester.anglican.org

Current staff extension lists are available from the Diocesan website:
<https://www.chester.anglican.org/contacts>

Hours of work

The recommendation from the Bishop is that clergy should have one full day off per week, with an additional day off once a month so that two consecutive days can be taken, and clergy are strongly advised to take this time off.

In a working day, proper time should be set aside for family responsibilities and relaxation, with an overall aim of an average working week of up to 48 hours.

Holidays

The holiday entitlement for clergy is six weeks a year, with six Sundays, including any break taken after Christmas and Easter. The Bishops are concerned that holidays are taken.

The Statement of Particulars will advise when holiday may not be taken, which is usually Christmas Eve, Christmas Day, Easter Day, Good Friday, Ash Wednesday, Maundy Thursday and any significant patronal festivals.

Part time clergy receive their holiday entitlement on a pro rata basis.

If cover for services is a problem, your Rural Dean has a list of retired clergy in the area willing to do duty or you may wish to combine services within your benefice or reduce the number of services during the holiday periods.

Stipends

For stipendiary clergy, the amount they will be paid is noted on their Statement of Particulars.

Stipendiary clergy receive their stipend by monthly instalments paid into their bank account on the last day of each month by the Church Commissioners, funded by the Diocese. Income Tax and National Insurance contributions are deducted at source. The gross amount is determined by the Diocese, so any queries (other than about Income Tax) should be directed in the first instance to the Finance Department at Church House (01928 718834).

Further details are available from the following link:

<https://www.churchofengland.org/more/clergy-resources/clergy-payroll>

Curates are paid on a scale which is reviewed annually.

Reimbursement of Expenses

All parochial clergy should have their legitimate working expenses reimbursed in full by the PCC. It is important that you keep full and accurate records, including receipts, of all expenses claimed and reimbursed. You will require this information to support the reimbursement of expenses claimed and it may be required by the Inland Revenue.

The main items of reimbursable parochial expenses are postage, stationery, telephone, secretarial assistance, office equipment, maintenance of robes, hospitality and travelling expenses.

A complete guide to parochial expenses can be found in the booklet "The Parochial Expenses of the Clergy" which is published by the Central Stipends Authority and is available from the Church of England website via the following link:

<https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-pay-and-expenses>

It also deals with the circumstances in which payments can be properly made to a spouse.

Curates are unlikely to incur the same level of expenses as incumbents, but it is important, before a title is accepted, that a curate should find out exactly how these expenses will be dealt with, i.e. what they cover, how claims are to be made, whether the claim should be counter-signed by the incumbent.

Car Loan Scheme

From 8 May 2015 the Church Commissioners clergy car loan scheme ceased. The Churches Mutual Credit Union (CMCU), now offer car loans. All clergy and church employees are eligible to join and apply for a loan. Further information and details of the products available can be found at www.cmcu.org.uk

Pensions

The pension paid on retirement depends on the total number of years served. Further details are available from the Church of England's Pensions Board: <https://www.churchofengland.org/more/pensions/clergy-pensions>

If a member of the clergy dies in office, the relevant Bishop and Archdeacon should be informed and contact should be made with the relevant Diocesan Widow/ers Officer (identified in the Yearbook). Further details are available on the website.

Childcare Costs

Details about the Childcare Voucher Scheme, a simple and tax efficient way of paying all or part of your childcare costs by enabling you to take part of your stipend in the form of an electronic childcare voucher (due to be phased out by HMRC in October 2018) and the government's alternative Tax-Free Childcare (a scheme independent of payroll under which you set up an account and every time you pay money in, the government will top it up by 20%) are all available from the Church Commissioners website: <https://www.churchofengland.org/more/clergy-resources/clergy-payroll/help-childcare-costs>

Financial help

In cases of financial hardship or unexpected expense, the Archdeacon should be contacted, who will then get in touch with a relevant charity or trust. You may, of course, write directly to the charity, but requests for help will often be referred back to the Bishop.

Further information is available in the full version of "Clergy Information".

Clergy Sickness Absence

Clergy should report absence on all occasions when they are unable to fulfil their normal duties and usual workload, by telephoning the Churchwardens and Rural Dean on the first day of absence, or for curates to their incumbent. Full details are provided in the Clergy Sickness Policy and Procedure available on the Diocesan website.

Once the absence has continued for 4 consecutive days (including Saturdays, Sundays and Public Holidays) a form SC2 must be completed. The form should be sent to the Finance department in Church House (for the attention of Maxine Southwick). A copy of the SC2 form can be downloaded from the HMRC website at: <http://www.hmrc.gov.uk/forms/sc2.pdf>

Once the absence continues for more than 7 calendar days a Doctor's Certificate will also be required. This should be sent to Maxine Southwick at Church House who will keep a copy and forward the original to the Church Commissioners. A copy will also be provided to the HR department who will consider whether an Occupational Health referral is needed.

Further details regarding sickness absence can also be found on the Church Commissioners website at: <https://www.churchofengland.org/more/clergy-resources/clergy-payroll/what-happens-if-i-am-ill>

Sick pay arrangements

Clergy are entitled to receive their stipend at the full rate for the first 28 weeks of absence and after that the stipend reduces to half pay for a further period of time dependent upon length of service. These payments include Statutory Sick Pay. Full details are provided in the Clergy Sickness Policy and Procedure available on the Diocesan website.

Compassionate leave

Leave with pay for compassionate reasons may be granted at the Bishop's discretion. It is not anticipated that compassionate leave would exceed 6 days per year. Permission will be given to attend the funeral of a close relative or friend. However, it is acknowledged that there will be many occasions when clergy attend funerals on the basis of their clergy role. In such cases permission will not be required as this will be considered to be a part of the normal duties for clergy.

Jury Service

You should inform your Rural Dean and Archdeacon or incumbent as soon as you are notified if you are called for Jury Service, so that alternative staff cover can be arranged during your absence.

Time off for Public Duty

Office holders may spend time on public duties other than the duties of their office.

Public duties are defined in the regulations as follows: "any work done for a public authority including membership of a court or tribunal, or for a charity within the meaning of the Charities Act 2006 or a registered friendly society" and "any work done in connection with the activities of an independent trade union representing office holders of a description which includes the person in question".

Please contact your Archdeacon for further information.

Termination of appointment

Three months' written notice is required to resign from office, although this may be variable by agreement.

Information regarding situations where a formal resignation is not required is detailed in the full version of "Clergy Information" on the Diocesan website.

Changes in personal details

Clergy are required to notify the Finance department in Church House of any changes to their personal details in order that the records may be kept up to date.

Housing - In an emergency

If an emergency occurs (e.g. burst pipes) the Incumbent or spouse should telephone the Surveyor's Department (01928 718834) for advice and for permission to employ a local tradesman. If the emergency happens at the weekend or out of office hours, guidance is available on the Diocesan website: <https://www.chester.anglican.org/support-services/clergy-housing/emergency-repairs.php> Alternatively, you should use your own discretion provided the cost is reasonable. The account should subsequently be sent to the Surveyor's Department at Church House, with an explanatory note.

Lone Working and Personal Safety for Clergy

Guidelines on Lone Working and Personal Safety for Clergy can be accessed on the Diocesan website: <https://www.chester.anglican.org/support-services/hr/clergy/clergy-policies-and-procedures-7993.php>

Continuing Ministerial Development

Details of current courses and how they are financed are available via the CMD pages of the Diocesan website: <https://www.chester.anglican.org/ministry/continuing-ministerial-development/>

Ministerial Development Review

The purpose of the Ministerial Development Review scheme is to support and encourage clergy to develop in their ministry.

All clergy on Common Tenure are required to undergo reviews every year (freehold clergy are encouraged to do so) and you will be notified when your review is due.

Counselling

There are two counselling services available to clergy and their families to help with personal and professional issues.

The Diocesan Counselling Service is co-ordinated by Mrs Jane Knight. There are a number of qualified and experienced counsellors across the Diocese who will see either individuals (over 16 years of age) or couples. Jane is available to talk through the nature of the problem and can advise on the best form of help; whether with herself, one of the other Diocesan counsellors, or via another service. Jane can be contacted on 07918 732806. This is a dedicated mobile line which no-one else accesses.

The Inter-diocesan Counselling Service, established by the bishops of the north-west, provides clergy and spouses the opportunity to cross diocesan boundaries, if they prefer to retain total anonymity. They can be contacted directly via their website <http://interdiocesan-counselling-service.org.uk/find-a-counsellor/>

It should be stressed that both counselling services work to professional standards and are confidential.

Contents of Full Clergy Information available on the Diocesan website.

Section 1 Introduction

Welcome to the Diocese of Chester
Introduction
The Diocese of Chester
Church House
Contacts within the Diocese of Chester

Section 2 Stipend and Benefits

Common Tenure
Freehold
Statement of Particulars
Role Descriptions
Hours of Work
Holidays
Holiday Assistance
Stipends
Tax office
Termination of Appointment
Appointments held under Regulation 29
Appointments subject to pastoral reorganisation under Regulation 30
Grants
Removals
Retirement
Pensions
Retirement Housing
Childcare Vouchers
Reimbursement of Expenses
Car Loan Scheme
Financial Help

Section 3 Training and Development

Continuing Ministerial Development
Ministerial Development Review

Section 4 Policies and Procedures

Clergy Sickness Policy and Procedure
Dignity at Work Policy
Ministerial Development Review
Capability Procedure
Grievance Procedure
Disciplinary Procedure
Social Media Policy

Section 5 Absence from Work

Sickness Absence
Sick Pay Arrangements
Compassionate Leave
Jury Service
Time off for Public Duty
Absence due to Injury
Maternity Leave and Maternity Pay
Paternity Leave and Paternity Pay
Parental Leave
Adoption Leave and Adoption Pay
Retreats and Sabbaticals

Section 6 Housing

Housing
The Parsonage House
In an emergency
Security
Gas Safety
Listed Houses
Sub-letting
The Curacy House
When you leave
Council Tax
House Insurance

Section 7 Personal Matters

Clergy safety and security
Counselling
Babies born to clergy households
Education of clergy children
When you feel you need help
Supporting clergy marriages

Section 8 General Information

Changes in personal details
Outside professional activities
Public statements & the media
Standards of Conduct
Working with children and vulnerable adults
Life Insurance
Insurance advice and premiums
Spiritual matters