

DIOCESE of CHESTER

CLERGY INFORMATION

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SECTION 1 - INTRODUCTION

Welcome to the Diocese of Chester

Welcome to the Diocese of Chester.

This information has been produced with the intention of providing advice and help on a range of practical issues regarding your ministry and informing you about the support and services available within the Diocese.

We trust that you will enjoy your ministry in the Diocese of Chester. The staff at Church House, together with the Bishops and Archdeacons, are available to provide help and support to you and will be pleased to answer any queries you may have.

On behalf of the Bishops and the Diocesan Board of Finance I would like to express a warm welcome to you.

George Colville
Diocesan Secretary

Introduction

The updated version of this information can be found on the Human Resources pages of the Diocesan website.

An essential companion to its use is the Diocesan Yearbook, which gives names, addresses, telephone numbers and email addresses for Bishops, Archdeacons, Rural Deans and Diocesan officers.

The Yearbook also includes information about the synodical committees of the diocese and detail of Diocesan staff and their areas of responsibility.

Much of this information appears also on the Diocesan website at www.chester.anglican.org and the Church of England website <http://www.churchofengland.org/clergy-office-holders.aspx>

If you have any difficulty in identifying the right person to talk to in a particular set of circumstances, please do not hesitate to contact Church House (01928 718834), whose staff will be pleased to help.

SECTION 1 - INTRODUCTION

The Diocese of Chester

The Diocese of Chester spans the Victorian County of Cheshire including Wirral, parts of Greater Manchester and the edges of Flintshire and Derbyshire with a population of 1.6m and an area of 1025 square miles. This is a very diverse area spanning dense urban populations in Birkenhead and east Manchester, the prosperous suburbs of West and South Wirral, Chester and south of Manchester and the rural heartlands bordering on the Derbyshire Pennines and North Wales.

There are around 280 parishes in the Diocese (100 of which are rural) with 372 churches served by some 300 stipendiary clergy, augmented by a growing number of non-stipendiary clergy and over 400 licensed Readers and Pastoral Workers. The administrative base for the Diocese is currently located in Church House, Daresbury.

Parishes are encouraged to be pro-active, forward-thinking, collaborative and mutually supportive centres of worship, mission and care.

Diocesan finances have been substantially restructured in recent years; Chester is one of the Dioceses which no longer receive a Church Commissioners' subsidy towards parochial stipends. All finances are now raised within the Diocese through voluntary donation and asset management. The Diocese has recently put in place a revised Parish Share formula to ensure a more equitable distribution in the light of stipendiary clergy numbers, demographic factors and socio-economic differences across the parishes, and to encourage local initiatives.

The Diocese is strongly committed to ecumenism, taking an active part in Churches Together in Cheshire, Greater Manchester Churches Together, and Churches Together in Wirral. Very good relations are enjoyed with the other denominations. There are also a number of shared chaplaincies in a variety of sectors and joint Anglican-Roman Catholic schools.

Church House

The work of the Chester Diocesan Board of Finance (Chester DBF) is operated from Church House.

The Finance department oversees all the accounting issues relating to Chester DBF including payment of clergy.

The Communications department is responsible for the Diocesan publications: Chester Diocesan News and the Diocesan Yearbook, as well as the website. It also handles all press queries and communications between Church House and secular and Christian media representatives.

The Property department is responsible for dealing with all enquiries regarding clergy housing within the Diocese. It also includes the Diocesan Advisory Committee (DAC) work, which oversees the requests from churches to make changes, improvements and repairs to their buildings.

SECTION 1 - INTRODUCTION

The Committee for Social Responsibility is concerned with resourcing and supporting parishes in mission, particularly their social action and outreach. Its major areas of concern are: Disability Awareness; Family Life; Counselling; Urban and Rural Ministry; the Environment; Criminal Justice; and Minority Ethnic Anglican Concerns. It aims to promote inclusivity in church communities and build partnerships within churches and society.

The Committee for Ministry is concerned with the recruitment, selection and training for ordained and lay ministries (Readers and Pastoral Workers) for mission and ministry in the diocese. It also provides a variety of short and long term training and development activities as well as vocational courses for those considering full or part time stipendiary or lay roles within the diocese.

The Mission Team aims to inspire, enthuse and support churches in mission, including both spiritual and numerical growth across generations. Responsible for strategy development and exploration of a fresh vision to grow the Kingdom, we help churches energise ministries to make sure that there is a growing and sustainable Christian witness in every local community. Working in partnership with clergy and lay leaders, we promote the health of churches, ensuring they are appropriately resourced to evangelise and grow new disciples of Christ, as well as develop welcome, worship and giving strategies. Together we ensure that the Diocese is ready to tackle the evolving shape of the church so that we can meet the challenges of mission and ministry in coming decades.

The Education department promotes church schools, religious education and worship; advises school governors, school leaders and trustees and approves alterations and repairs on school buildings where necessary as well as providing services for church schools, including governor training and support, staff training and support, school inspections and building and professional services. It includes two separate companies, Chester Diocesan Board of Education and Chester Diocesan Academies Trust, operating from Church House, which supports the work in Church schools and academies.

The Human Resources department is responsible for all personnel matters from recruitment to retirement of all the DBF staff and clergy, including appointments, (together with being the Designated Officer for clergy appointments), stipend and remuneration, conditions of service, retirement and termination. They also provide advice and support to the Bishop, other senior clergy and managers as well as to parishes who have lay employees. They are also responsible for the DBS process for lay staff and new clergy appointments.

Foxhill is the Diocese of Chester's Retreat and Conference Centre situated near Frodsham in Cheshire and is owned and managed by the Chester Diocesan Board of Finance. It provides opportunities for individuals and groups to meet, relax and gain spiritual understanding and fulfilment. Foxhill offers day and residential retreats, conferences and study breaks as well as providing meeting rooms with modern facilities to groups of varying sizes.

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Contacts within the Diocese of Chester

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>

The Bishop of Chester

Bishop's House
Abbey Square
Chester
CH1 2JD
Tel: 01244 350864
E-mail: bpchester@chester.anglican.org

The Suffragan Bishop of Birkenhead

Bishop's Lodge
67 Bidston Road
Prenton
CH43 6TR
Tel: 0151 652 2741
E-mail: bpbirkenhead@chester.anglican.org

The Suffragan Bishop of Stockport

Bishop's Lodge
Back Lane
Dunham Town
Altrincham
WA14 4SG
Tel: 0161 928 5611
E-mail: bpstockport@chester.anglican.org

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The Archdeacon of Chester

Church House

E-mail: michael.gilbertson@chester.anglican.org

The Archdeacon of Macclesfield

Church House

E-mail: ian.bishop@chester.anglican.org

Chester Cathedral

Chester Cathedral Office

12 Abbey Square

Chester

CH1 2HU

Tel: 01244 324756

www.chestercathedral.com

Foxhill – Chester Diocesan Conference Centre

Tarvin Road

Frodsham

WA6 6XB

Tel: 01928 733777

E-mail: foxhill@chester.anglican.org

www.foxhillchester.co.uk

The Church of England National Offices

Church House

Great Smith Street

London

SW1P 3AZ

Tel: 020 7898 1000

<https://www.churchofengland.org>

SECTION 2 - STIPEND & BENEFITS

Common Tenure

Under the Ecclesiastical Offices (Terms of Service) Measure 2009, a new form of tenure for clergy office holders called Common Tenure came into effect on 1 February 2011. Clergy and other office holders will continue to be appointed as incumbents, assistant curates, priests in charge and team vicars but will hold their office under Common Tenure. Under these new arrangements, a post may only be limited to a fixed term in certain specified circumstances e.g. for training posts or for those over 70. Those clergy who currently hold the freehold of their parish may choose to continue to do so until they resign, retire or move posts. Common tenure will confer additional rights to clergy.

Clergy not holding a freehold office at 1st February 2011 automatically transferred to Common Tenure with effect from 1st February 2011.

Further details are available via the Church of England website:

<https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/common-tenure-faqs>

or from the Human Resources department in Church House.

Freehold

Clergy who currently hold the freehold of their parish(es) may continue to do so as long as they remain in that particular office or may choose to opt in to Common Tenure at any time.

The Bishop strongly encourages all clergy to participate in Ministerial Development Review (MDR) albeit this is optional for those with freehold.

Further details can be obtained from the Human Resources department at Church House.

Statement of Particulars

All clergy whose office is held under Common Tenure should receive a Statement of Particulars within one month of either their appointment or their transfer onto Common Tenure.

The Statement of Particulars will include the name of the office holder, the title to which the office holder has been appointed, the start date of the appointment and other specific information relevant to the appointment.

SECTION 2 - STIPEND & BENEFITS

Role Descriptions

A role description will be prepared during each vacancy in conjunction with the parish representatives and the senior clergy. Role descriptions will also be prepared for all clergy on Common Tenure. Template role descriptions and further help will be available via the Diocese of Chester website and from the Human Resources department.

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.

Holiday assistance

There is sometimes money to assist with holidays in special circumstances. Contact your Archdeacon for further details.

The Friends of the Clergy will also consider paying towards the cost of having someone to stay in your home when you are away - this is particularly helpful to clergy living in high risk areas.

SECTION 2 - STIPEND & BENEFITS

Stipends

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

Stipendiary clergy receive their stipend (or most of it) by monthly instalments paid into their bank account 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>

The Church Commissioners payroll department has launched a new payroll self-service system for clergy called MyView.

MyView is the fastest and most secure way to enable clergy to print their pay statements (including some backdated statements), P60 and P11D documents. You can also view your personal details and amend your bank details using MyView.

Further information relating to MyView – including a user guide – can be found at:

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

If you have any questions about MyView, please email:

myviewenquiries@churchofengland.org

Curates are paid on a scale which is reviewed annually.

Incumbents' stipends are also reviewed each year with effect from 1st April. In Chester Diocese the basic stipend is normally more than the minimum recommended by the Central Stipends Authority but, unlike a curate's stipend, it may not all be received through the Church Commissioner's monthly payment. This is because trust income payments paid through the DBF, payments made direct by the PCC, Easter offerings and fees for undertaking chaplaincy duties all count towards the basic stipend.

From January 2013, under new rules introduced, the fees formally known as incumbent's fees, automatically legally became assigned to the DBF. Forms for returning diocesan fees can be downloaded from the Diocesan website at:

<https://www.chester.anglican.org/support-services/finance/fees/forms-.php>

The PCC Treasurer can help by forwarding the fees due to the DBF on a monthly basis.

If you need any further information please contact Maxine Southwick at Church House (01928 718834).

SECTION 2 - STIPEND & BENEFITS

Tax Office

The tax district which deals with the Church Commissioners' pay-roll is HM Inspector of Taxes, Bradford Group, Century Court, 1 St Blaise Way, Bradford, West Yorkshire BD1 4YL (0845 300 0627). If you do need professional help you should take it only from a suitably qualified person. Specialist clergy taxation services are available.

Payment may be made to the clergy spouse for acting as receptionist, undertaking cleaning duties etc. This may be allowable against tax.

Termination of appointment

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

Where a formal resignation is not required, clergy leaving the Diocese or moving to a differently remunerated office, should complete the move notification form, available from the HR pages of the Diocesan website at <https://www.chester.anglican.org/support-services/hr/clergy/clergy-policies-and-procedures-7993.php>

Offices held under Common Tenure may be terminated due to:

- Resignation
- Capability, following a capability procedure
- Following disciplinary proceedings
- Reaching retirement age
- The post coming to an end because of a pastoral scheme
- The appointment is for a term under Regulation 29

Appointments held under Regulation 29

Posts held under Common Tenure may only be fixed term (or time limited) if designated as one of the following:

- Covering authorised absence (e.g. maternity leave; sabbatical)
- Posts held by those aged over 70
- Training posts
- Subject to sponsorship or local funding
- Probationary posts
- Posts covered by Bishop's Mission orders
- Posts designated as being held in conjunction with another office or employment
- Where the post holder has limited leave to remain in the UK.

SECTION 2 - STIPEND & BENEFITS

Appointments subject to pastoral reorganisation under Regulation 30

Where the Mission and Pastoral Committee of the Diocese has invited the views of interested parties before submitting proposals to the Diocesan bishop, the post may be designated under regulation 30 as an alternative to suspending presentation and appointing a priest in charge. The post would be held subject to pastoral reorganisation and a priest in charge may be appointed on a limited term basis – if the priest remains in post for over 5 years the post becomes permanent.

Grants

Grants are payable to all clergy taking up a full time stipendiary post.

A “first appointment” grant, currently £2,428 is payable when taking up a first curacy or first incumbent appointment. This is paid towards the cost of robes, theological books, office and other equipment.

A resettlement grant, currently £2,428 is paid to assist with the expenses incurred which are incidental to moving house.

Payment of these grants may be claimed up to 4 weeks before the expected date of institution, ordination or licensing. A claim form can be obtained from the Finance department at Church House.

Removals

The cost of removal of furniture and effects will be reimbursed. Three quotes should be obtained, one of which should be from either Pickfords (0203 188 2143 – please ask to speak to Mita Bhadresa), Bishop’s Move (0800 616425) or GB Liners (0800 923 2532 – please ask to speak to Joanne James). Chester Diocesan Board of Finance (DBF) will reimburse the lowest of the quotations, although you are free to use whichever firm you choose. Quotations should be obtained without insurance as the DBF has a block policy with Ecclesiastical Insurance Group covering clergy moves.

In addition, the travelling expenses for one single journey by the applicant and his / her immediate family may be claimed from the DBF.

Retirement

It is advisable to contact the Retirement Officer for your Archdeaconry (identified in the Diocesan Yearbook) as soon as you know the date of retirement. S/he will explain the pension entitlement and offer advice about housing options. A pamphlet about assistance with retirement housing is available from the Pensions Board.

SECTION 2 - STIPEND & BENEFITS

The Diocese allows clergy to remain in the parsonage house for up to one month after their retirement and they can apply to the Diocesan Secretary to remain in the house for up to 3 months after their retirement date.

In addition, a grant of £1,000 will be paid to clergy on their retirement to assist with the costs of removal.

Pensions

The pension paid on retirement depends on the total number of years served. All service to 1st January 2008 was accrued on the basis that the period required for a full pension was 37 years. Service from 1st January 2008 to 31st December 2010 was accrued on the basis that the period required for a full pension was 40 years and the accrual period for service beyond 1st January 2011 is 41½ years.

The clergy pension scheme is contracted into the Second State Pension Scheme (S2P) with effect from 1st January 2011, enabling clergy to receive S2P in addition to the Basic State Pension. The full pension from the Clergy Scheme is reduced from two-thirds of National Minimum Stipend (NMS) to half of NMS for service from 1st January 2011.

Further details are available from the Church of England's Pensions Board:

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

Clergy are also eligible for the State pension, which is paid in addition to the Church Commissioners' pension. For a forecast of your state retirement pension, visit <https://www.gov.uk/check-state-pension>

To claim State Retirement Pension you should complete a form which you should receive from the DWP about 4 months before you reach the state retirement age. If you have not received a claim form, write to the DWP and ask for one, putting your National Insurance number on your letter. If you do not hear from them and if at any time you have paid contributions, contact them and ask for a claim form, without delay. They will let you know if you are entitled to any pension.

To claim your clergy pension you should contact the Pensions Board at the Church Commissioners who will arrange for the necessary paperwork to be completed.

The Diocesan Bishop arranges payment of life membership in the Retired Clergy Association for clergy retiring from this Diocese, whether their retirement home is to be in the Diocese or not. Contact the Bishop's Secretary (01244 350864). There is also an annual Service and Garden Party for all retired clergy and spouses, plus widows and widowers of retirement age.

SECTION 2 - STIPEND & BENEFITS

Retirement Housing

The Pensions Board will usually help to provide retirement housing for clergy. Full details of all schemes can be found here <https://www.churchofengland.org/more/clergy-resources/retirement-housing>.

Schemes available include a mortgage (shared ownership: applications from the age of 62 onwards considered) or if you have insufficient capital to be considered for a mortgage, you may be eligible for a rented Pensions Board property. Applications for rented accommodation should be made six months prior to retirement.

The Pensions Board also has a number of residential and nursing homes – details may be found here <https://www.churchofengland.org/more/clergy-resources/retirement-housing/supported-housing>

The Corporation of the Sons of the Clergy may give retired clergy grants towards settling into retirement homes, the cost of long or short term nursing home and with financial problems of all kinds, e.g. heating costs, house repairs and decoration which the applicant cannot afford. They do not give grants to help with car repairs.

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).

The officer will visit immediately and:

1. Inform the Pensions Board who will then send you information regarding your pension and arrange for the payment of the death-in-service benefit.
2. Give information about grants available from the Sons of the Clergy Corporation etc.
3. Give help and advice about contacting the Tax Office and DSS for details about State benefits.
4. Help work out future financial needs and resources.
5. Help with continuing advice about housing and finance.

A widow(er)'s pension is 2/3 of the clergy pension and is reviewed each year. The lump sum death-in-service payment is tax free.

The Sons of the Clergy Corporation may give grants on bereavement, annual maintenance grants for dependent children and certain other grants.

It is a myth that a widow/er must vacate the Vicarage within six weeks of the incumbent's death. Time and help will be given to ensure that a house which is appropriate to the spouse's needs and resources can be found, but naturally the parish will need a new incumbent as soon as possible and so a move within three months would be the right timing at which to aim.

When registering a death it is advisable to obtain at least three copies of the death certificate. These will be required for insurance purposes etc.

SECTION 2 - STIPEND & BENEFITS

Childcare Costs

Until October 2018 when HMRC are phasing it out, clergy can make use of the Childcare Voucher Scheme, in association with Edenred (the provider). This is 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 issued free of tax and national insurance.

The government has introduced an alternative called Tax-Free Childcare. This is independent of payroll: you set up an account and every time you pay money in, the government will top it up by 20%.

Further details of both alternatives are available from the Church Commissioners website:

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

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.

Some PCCs pay a lump sum to cover all expense. Incumbents should however be aware that the Inland Revenue will allow only the amount of actual expenses which may have to be justified by the PCC as appropriate. For this reason, it is normally better to make a monthly claim for reimbursement of actual expenses to the PCC Treasurer. Agreement should be reached with the PCC (through the Treasurer or the Standing Committee) about how expenses are to be met.

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.

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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

Financial help

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

Limited funds are available via the Bishops and Archdeacons, in cases of special need. The Bishop is especially concerned to support those clergy households with children which rely wholly or mainly on the clergy stipend, or where there are particular educational or family needs. To this end, he has established the Chester Clergy Family Trust. Further details, and an application form are available from Mrs Gill Aldridge, "Tedda Junction" 9 Moorhouse Close, Upton, Chester, CH2 2HU, tel: 01244 371628 or from Bishop's House.

Sons of the Clergy Corporation
1 Dean Trench Street
Westminster
London
SW1P 3HB

The Clergy Orphan Corporation
57b Tufton Street
Westminster
London
SW1P 3QL

Richard Milne's Charity
Church House
90 Deansgate
Manchester
M3 2GH

Francis Ashton Charity (via Sons
of the Clergy Corporation)
1 Dean Trench Street
Westminster
London
SW1P 3HB

Friends of the Clergy Corporation
27 Medway Street
London
SW1P 2BD

Foundations of Edward Storey
Storey's House
Mount Pleasant
Cambridge
CB3 0BZ

SECTION 3 – TRAINING AND DEVELOPMENT

Continuing Ministerial Development

The fundamental purpose of Continuing Ministerial Development (CMD – also referred to as “Continuing Ministerial Education”/CME or “Lifelong Learning”) is to equip and develop the Church’s ministers in order that they may stimulate and enable the whole Church to participate more fully in the mission of God in the world.

Further details are available via the Ministerial Education and Development pages of the Church Commissioners website:

<https://www.churchofengland.org/ministry-development>

Details regarding 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/>

Under the terms of Common Tenure, the Bishop is required to make arrangements for CMD and have regard to any guidance issued by the Archbishop’s Council. The office holder is required to participate in arrangements approved for CMD by the Diocesan Bishop.

Clergy who choose to retain their freehold and do not move over to common tenure are not required to participate in CMD but are encouraged to do so.

Ministerial Development Review

Office holders under common tenure are required to co-operate in Ministerial Development Review (MDR). The regulations require:

- A record of MDR to be written down and copied to the office holder.
- A record of MDR to be agreed with and signed by the office holder.
- MDR to be held annually.

The Diocese has a scheme in line with these regulations and has a panel of trained reviewers. Details can be accessed via the following link:

<https://www.chester.anglican.org/ministry/continuing-ministerial-development/ministerial-development-review/>

Clergy on freehold who do not choose to move to common tenure are not required to participate in MDR but are strongly encouraged to do so in order that they can receive the support and encouragement to develop in their ministry.

SECTION 4 – POLICIES AND PROCEDURES

Clergy Sickness Policy and Procedure

The Clergy Sickness Policy and Procedure contains information regarding the reporting of sickness absence and the sick pay that may be expected.

Further information can be found in the Absence from Work section.

The policy is available on the Diocesan website in the Human Resources section: <https://www.chester.anglican.org/support-services/hr/clergy/clergy-policies-and-procedures-7993.php>

Dignity at Work Policy

The Diocese aims to provide a working environment that is free from bullying and harassment. The Dignity at Work policy explains the standards expected and the procedure for those who feel that they have been the subject of bullying or harassing behaviour.

The policy is available on the Diocesan website in the Human Resources section: <https://www.chester.anglican.org/support-services/hr/clergy/clergy-policies-and-procedures-7993.php>

Capability Procedure

The purpose of the Capability Procedure is primarily to support the office holder in achieving the required standards of performance where their performance has fallen below the expected standard.

However, this procedure will only be implemented when all other avenues of help and support have been exhausted.

The Diocese follows the national policy which can be accessed via the link: <https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service>

Grievance Procedure

Grievances should be resolved informally wherever possible. The Diocese recommends use of its mediation service in assisting with grievance resolution. However, there may be situations where a formal grievance is necessary.

The Diocese will follow the national policy which can be accessed via the link: <https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service>

SECTION 4 – POLICIES AND PROCEDURES

Disciplinary Procedure

The Clergy Discipline Measure (CDM) 2003 applies to all clergy office holders, and is intended to cover serious misdemeanours.

Details are available on the Church of England website:

<https://www.churchofengland.org/about/leadership-and-governance/legal-services/clergy-discipline>

SECTION 5 – ABSENCE FROM WORK

Sickness Absence

Clergy should report absence on all occasions when they are unable to fulfil their normal duties and usual workload. Full details are provided in the Clergy Sickness Policy and Procedure available on the Diocesan website:

<https://www.chester.anglican.org/support-services/hr/clergy/clergy-policies-and-procedures-7993.php>

Sick pay arrangements

Church Commissioners' clergy illness procedures can be found here:

<https://www.churchofengland.org/more/clergy-resources/clergy-payroll/what-happens-if-i-am-ill>

Clergy are usually entitled to receive their stipend at the full rate for the first 28 weeks of absence.

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 here:

<http://www.hmrc.gov.uk/forms/sc2.pdf>

If 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.

Full details are provided in the Clergy Sickness Policy and Procedure available on the Diocesan website:

<https://www.chester.anglican.org/support-services/hr/clergy/clergy-policies-and-procedures-7993.php>

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.

SECTION 5 – ABSENCE FROM WORK

Jury Service

You should inform your Rural Dean and Archdeacon as soon as you are notified if you are called for Jury Service, so that alternative staff cover can be arranged during your absence. You should claim the allowance for loss of earnings from the Court (please forward the claim form to Maxine Southwick at Church House) and inform Chester DBF's Finance department, as the allowance received will be deducted from your stipend. On occasions when you are not required at Court or are dismissed early, you should return to your normal activities, unless the Archdeacon has specifically authorised otherwise for practical reasons.

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.

Absence due to Injury

In the unfortunate event that you shall be incapable of attending to your duties by reason of injury sustained wholly or in part as a result of actionable negligence, nuisance or breach of statutory duty on the part of a third party, all payments made to you by the Diocesan Board of Finance under the sickness absence clause, shall to the extent that compensation is recoverable from the third party, constitute loans by the Board to yourself which shall be repaid when and to the extent that you recover compensation for loss of earnings from the third party by action or otherwise.

SECTION 5 – ABSENCE FROM WORK

Maternity leave and Maternity pay

Eligible female employees are entitled to Maternity Leave and Maternity Pay. In order to be eligible for Maternity Leave, clergy need to forward their MATB1 to the HR Department (Church House, 5500 Daresbury Park, Daresbury, Warrington, WA4 4GE) by the 15th week before the week the baby is due. They must also notify the HR department of the date the individual intends the maternity leave to start by the fifteenth week before the Expected Week of Childbirth (EWC):

Stipendiary clergy are eligible for 12 months' maternity leave. The diocesan policy is to pay the first six months at the usual stipend rate followed by thirteen weeks at statutory maternity pay and the final thirteen weeks unpaid. For more information contact Liz Geddes.

Paid time off will be given for antenatal care on production of a medical appointment card.

Further details are available from the HR department in Church House.

Paternity leave and Paternity pay

Paternity Leave of up to two weeks is offered.

In order to be eligible for Paternity Leave, clergy need to notify the HR department of the following by the **fifteenth week before the Expected Week of Childbirth (EWC)**:

- The date of the EWC;
- The length of the statutory paternity leave that the individual intends to take;
- The intended start date of the period of leave;
- The date of birth, once the child is born.

You can change your mind, but you must give the HR department 28 days' notice of the dates. You can choose to take one or two whole weeks leave, but not two separate weeks, which must end by the 56th day after the date of birth. If the baby is born early you can choose to take your leave any time between the actual date of birth and the end of an eight-week period starting from the Sunday of the week the baby was originally due. You cannot take odd days off, but the weeks can start on any day, for example, from Tuesday to Monday.

You must complete Form SC3 and return it to the HR Department (Church House, 5500 Daresbury Park, Daresbury, Warrington, WA4 4GE) **by the 15th week before the week the baby is due.**

SECTION 5 – ABSENCE FROM WORK

Adoption leave and Adoption pay

Adoption Leave of 52 weeks is available to parents who adopt children from within the UK. Further details are available from the HR department at Church House. Where one parent takes Adoption Leave the other parent is eligible to take Paternity Leave (whether male or female, e.g. the father may opt to take Adoption Leave and the mother opt to take Paternity Leave).

For paternity leave when adopting you must discuss your leave plans with the HR department and tell them what time off you want within seven days of the date the adoption agency tells you that you have been matched with the child. You can change your mind, but you must give the HR department 28 days' notice of the new date. You can choose to take one or two whole weeks' leave which must end by the 56th day after the date the child is placed with you. You cannot take odd days off work, but the weeks can start on any day, for example, Tuesday to Monday.

You must complete Form SC4 and return it to the HR Department (Church House, 5500 Daresbury Park, Daresbury, Warrington, WA4 4GE). Please read the notes on the form carefully to ensure you are giving the correct amount of notice.

Clergy should tell the HR department within seven days of being told that they have been matched with a child, if this is not possible they must tell the HR department as soon as possible. The HR department will require a matching certificate from the adoption agency. The adoption agency must be recognised in the UK.

Adoption leave may be taken:

- When a child starts living with the employee or up to 14 days before the placement date (UK adoptions).
- When an employee has been matched with a child by a UK adoption agency.
- When the child arrives in the UK or within 28 days (overseas adoption).

If you are a parental order parent you must complete this form and return it to the HR department by the end of the 15th week before the week the baby is due.

Adoption Leave is usually paid at the rate of 6 months at full pay, followed by 13 weeks at Statutory Adoption Pay. The remaining 13 weeks of leave is unpaid.

Further details are available from the Human Resources department.

SECTION 5 – ABSENCE FROM WORK

Parental Leave (available to mothers and fathers)

Unpaid parental leave amounting to 13 weeks for all children and 18 weeks for children with a disability (per child) applies to parents who had / adopted a child after 15th December 1999 and have one year's qualifying service with the DBF.

Further details are available from the Human Resources department.

Shared Parental Leave

Shared Parental Leave can give parents more flexibility in how they share the care of their child in the first year following birth or adoption.

Parents can share up to 50 weeks of leave and up to 37 weeks of pay and choose to take the leave and pay in a more flexible way (each parent can take up to 3 blocks of leave, more if their employer allows, interspersed with periods of work). Eligible parents can be off work together for up to 6 months or alternatively stagger their leave and pay so that one of them is always at home with their baby in the first year.

The Diocese offers Shared Parental Leave at the Statutory rate.

For more information see <http://www.acas.org.uk/index.aspx?articleid=4911> or contact the HR department.

Retreats and Sabbaticals

Clergy are encouraged to take an annual retreat.

The Retreat Association publishes, each year in December, an annual journal called "Retreats". www.retreats.org.uk

The Diocese has its own Retreat and Conference Centre. Foxhill, just outside Frodsham, is always available for clergy to enjoy some time out, to study, relax, pray or walk in the 65 acre woodland attached. The Centre is also used by the Diocesan Spiritual Directors and the Counselling Team and appointments can be easily arranged. Contact Foxhill's Director on 01928 733777 or at foxhill@chester.anglican.org

Sabbatical / study leave is available to stipendiary clergy who have been in their current post longer than 3 years and who have not had a sabbatical in the last 7 years. Sabbaticals need to be agreed well in advance (at least two years) and this gives opportunity for planning and arranging cover where needed. Applications for sabbaticals should be made to suffragan bishops, with the support of the PCC. Sabbatical plans should be discussed with the Director of the Committee for Ministry (01928 718834). A limited sabbatical fund is able to offer small grants for up to 12 clergy each year.

SECTION 6 – HOUSING

Housing

A clergy house, whether it be a Rectory, Vicarage or Team Vicar's or Curate's house is, first and foremost, a home. It is also a place of work, and often the scene of evening meetings, as well as a contact point for parishioners. Clear boundaries need to be set to define the areas within the property. One approach is to keep all the "business" downstairs, with the stairway acting as a usefully physical definition of what is private. The family, though, also needs a focal point, so the "business" and "family" ends of things should be able to operate at the same time, and any children do not have to be consigned to bedrooms every time there is a meeting.

The cost of heating and lighting is the occupant's responsibility (if the bills are paid by the PCC, the amount must be declared annually and will be deducted from your stipend), but the Inland Revenue allows a proportion as a tax concession. There is a form to complete each year and the tax code will be adjusted.

The Parsonage House

The Diocese is responsible for the external repair of the parsonage house. As part of this, a quinquennial survey is made (every five years or when there is a vacancy). This is arranged by the Diocesan Property Department (01928 718834) which may also need to inspect the house at other times. The department is responsible for assessing the necessary repair work and for having it carried out (subject to the approval of the relevant Committee and in so far as funds permit). The Diocese maintains a guide to standards for parsonage houses, following national recommendations.

In an emergency

If an emergency occurs (e.g. burst pipes) the incumbent / priest-in-charge 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.

Security

Intruder alarms, security lights and smoke detectors are provided and the cost is borne by the diocese. Applications should be made to the Property Department at Church House (01928 718834).

SECTION 6 – HOUSING

Gas Safety

The Diocese carries out annual gas safety checks in accordance with statutory requirements. It carries out repairs which are identified.

The Diocese instructs its contractors to carry out servicing of boilers at the time of inspection if servicing is deemed to be required. In these circumstances the diocese pays for the servicing.

Servicing carried out at any other time is not paid for by the Diocese.

Listed houses

If a house is listed as of historic or architectural interest its internal fittings are legally protected. They may not be changed or modified in any way without reference to the Property Department.

Sub-letting

You may not sub-let any part of the parsonage house without agreement with the Property Department. To do so can lead to serious difficulties. It is important to note that sub-tenancies in parsonage houses can be established inadvertently, for example by allowing friends or others to occupy part of the house, perhaps in response to some urgent plea. In these circumstances you should on no account receive money that may be construed as the payment of rent, either as a direct payment or towards the cost of heat and light. In case of query, please contact the Property Department at Church House (01928 718834).

The Curacy House

A curacy house is usually the property of the parish, in which case it should be maintained and insured by the PCC. The Diocese requires the house to be of a minimum standard and well maintained. If you have any queries contact the relevant Archdeacon.

Insurance of the contents is the curate's responsibility.

On accepting a curate's post make sure you know –

- Who is responsible for repairs and for decorations (inside and out),
- To whom requests for repairs should be referred,
- To whom bills should be sent for payment.

A resettlement grant is payable on moving into a curate's house and details are available from the Finance Department at Church House (01928 718834).

If you have any housing problems which cannot be sorted out in the parish, refer to the Archdeacon.

SECTION 6 – HOUSING

Council Tax

The PCC is responsible for paying the Council Tax for all clergy houses in parochial use. Council Tax matters are dealt with by the Property Department at Church House (01928 718834). If you own a home, e.g. for your retirement, the Council Tax for that property may be reduced by up to 50%, but the practice of different Councils varies and you should enquire direct to the one in which your house is situated.

House Insurance

All official parsonages and team vicars' houses are insured under a policy taken out by the Diocese with the Ecclesiastical Insurance Group. The policy includes cover for damage to the building and for third party liability for which the incumbent may be legally liable as owner.

Clergy are responsible for making their own arrangements to insure the contents of the house and they should make sure that the policy provides third party cover as occupier.

When you leave

Passing on curtains, carpets, etc., to your successor is a private matter. In some cases the PCC will have bought the hall and stair carpets (perhaps others as well) for the parsonage house and so, of course they remain there. Fixtures should be left as they belong to the benefice or the parish (this often includes curtain rails, wall lights). It is your responsibility to leave the house clean, empty and tidy and to see that rubbish is cleared from the premises, including the garden. Further details are included in the Vacancy Booklet that will be sent to you a few weeks before you leave.

When you move to another diocese, that diocese will be responsible for removal expenses. When the move is within the Diocese of Chester, this diocese pays the removal bill.

Guidelines on Lone Working and Personal Safety for Clergy

Introduction

Clergy may find themselves working alone for several hours of their working day – this may be less if there is a parish office out of which they work, or more if they operate entirely from home.

Clergy working alone will of course face the same risks in their work as others doing similar tasks. However the work of clergy does carry additional risks and it is important that these are fully understood and that sensible precautions and adequate arrangements are made to ensure they are as safe as possible.

Potential hazards of lone working

There are a number of areas where risks may be greater when working alone:

- Accidents or sudden illness when there is no-one to summon help or first aid.
- Violence or the threat of violence.
- Allegations of inappropriate and/or abusive behaviour.
- Fire or other threat.
- Attempting tasks which cannot safely be done by one person alone, e.g. heavy lifting, or use of certain equipment.
- Lack of safe way in or out of a building (e.g. danger of being accidentally locked in).
- Loss or damage to property e.g. theft of laptop from parked vehicle.

Assessing the risks of lone working

The perception of what is a risk and the actual risk itself may be seen differently by individuals. For example an inexperienced curate may underestimate the risks of an activity; some clergy especially those in urban parishes may feel particularly vulnerable to violence after dark; or a medical condition may make it unsafe for an individual to work alone.

Clergy should consider these factors and assess the particular risks in their parish environment. Appropriate steps should be taken to reduce the risk, particularly where the environment around the vicarage or church plant is lonely, poorly lit and / or in an area where criminal activity is more likely.

SECTION 7 – PERSONAL MATTERS

Guidelines for the Professional Conduct of the Clergy

The guidelines on Lone Working and Personal Safety should be read in conjunction with the good practice advice given in the Guidelines for the Professional Conduct of the Clergy, which are on the Church of England website here <https://www.churchofengland.org/more/policy-and-thinking/guidelines-professional-conduct-clergy/guidelines-professional-conduct>

They comment: “At the heart of ministry is risk. Faced by a pastoral situation the minister has to take immediate decisions about what to say and do”.

The clergy will often find themselves in the powerful position of meeting people at the limits of their vulnerability. The Guidelines for the Professional Conduct of the Clergy seek to safeguard and reassure such people, so engendering trust, without which ministry cannot take place. They set out how to maintain appropriate boundaries which in themselves are helpful in preventing misunderstandings and reducing risks.

Measures to minimise the risks of lone working

There are a number of things which can be done to minimise risks when clergy work alone. The risk assessment guidance in the Appendix to the full guidelines on lone working and personal safety for clergy on the diocesan website can be found at :

<https://www.chester.anglican.org/support-services/hr/clergy/clergy-policies-and-procedures-7993.php>

It highlights actions clergy can take to improve the working environment, and practices and procedures which can be implemented to enable them to go about their daily work in relative safety.

The most important precautions you can take are:

- Know as much about as possible about any potentially risky situation
- Ensure you have a mobile phone with you
- Do not put yourself into a situation where you are very vulnerable
- Let someone else know where you are if you feel you must go into that situation alone.

Reporting incidents

Please report any incidents that happen to you, so that you can be supported and so that we can learn any lessons and improve practice in this difficult area. If you have any concerns, please talk to your Rural Dean and safety risk assessments for clergy and / or their vicarage are available by contacting Church House.

SECTION 7 – PERSONAL MATTERS

In Conclusion

Establishing safe working practices for lone working is similar to organising other safe systems, but the risk assessment should take account of any extra risk factors, and then implement the safest ways of working.

Further details on personal safety can be obtained from:

Suzy Lamplugh Trust

<http://www.suzylamplugh.org>

National Churchwatch

<http://www.nationalchurchestrust.org/clergy-home-security>

Home Office

<https://www.gov.uk/government/organisations/home-office>

Local police force websites

Babies born to clergy households

The Diocese sends a gift (currently £200) to every clergy family with a new baby. Bishop's House (01244 350864) should be informed by the Rural Dean of all new arrivals, including adoptions at any age. Rural Deans should also inform the relevant Suffragan Bishop and the Director of HR, who can give advice on the provisions for associated leave.

Education of clergy children

There are two Church of England Secondary Schools in the diocese: the Bishops' High School in Chester and the Sir Thomas Boteler High School in Warrington, together with a joint Anglican – Roman Catholic Secondary School in Runcorn, and a jointly sponsored Academy in Ellesmere Port.

Some independent, fee-paying schools give grants, bursaries or scholarships for clergy children and at some a lower scale of fees applies.

For further information, write to:

Independent Schools
Information Service
26 Cotton Street
London
SW1H 0RG

Gabbitas Thring Agency
Broughton House
6-8 Sackville Street
London
W1

Rustat Fund
c/o The Dean
Jesus College
Cambridge
CB5 8BL

SECTION 7 – PERSONAL MATTERS

Counselling

There are two counselling services available to clergy and their families:

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 732 806. 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://interdiocesancounselling.org.uk/find-a-counsellor/>

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

When you feel you need help

There are many joys and compensations for clergy families, but there are sometimes tensions. These may be connected with the irregular hours of clergy work, the use of the home as a working place or the unreal expectations of some parishioners. As in many families, there can be financial pressures. Clergy and their spouses are continually called upon to listen and pastor others, and often in the process they need to be supported and encouraged themselves. The demands of ordained ministry can take a toll on marital and/or family relationships. Clergy and their spouses are urged to seek help sooner rather than later when difficulties arise.

There are several options available:

- The Bishops and their spouses give a high priority to support for clergy and their families in time of crisis.
- The Diocesan Counselling Service. See the Counselling section above for further details.
- The Inter-diocesan Counselling Service. Further details are contained within the Counselling section above.

SECTION 7 – PERSONAL MATTERS

Supporting clergy marriages

Counselling support is available to clergy as set out above where there are problems within a marriage. Where, however, it appears that a breakdown may be likely, the Bishop has appointed two visitors (identified in the Diocesan Yearbook) who are ready to visit and discuss such matters as re-housing, financial assistance etc.

In addition, a self-help group, Broken Rites, exists to assist separated and divorced clergy spouses. It is an interdenominational nation-wide support and action group concerned with the breakdown of clergy marriages.

www.brokenrites.org

Broken Rites may be contacted directly by email at

membership@brokenrites.org

The Bishop's Visitor will be able to help with advice. Financial help for spouses who have been left by their clergy partner may be available – not on a regular income basis but to meet special needs. It is also helpful to consult the Archdeacon.

Spiritual matters

If you need help with spiritual matters, the Bishops and Archdeacons are there for that purpose. Individual needs vary greatly from one person to another in this field.

If you would like to explore the possibility of having a spiritual director (or companion or mentor), contact the diocesan Prayer and Christian Spirituality Officer, the Revd Graham Green (01928 722151), who has a list of such people.

SECTION 8 – GENERAL INFORMATION

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.

Outside professional activities

Clergy should not engage in any activity which is likely to have an adverse impact on the work or reputation of the Diocese of a political, commercial, or professional nature or which is contrary to the ethos of the Church.

Public statements & the media

Sometimes situations arise in a parish which cause media (newspaper/radio/television) reporters to seek information from the clergy. This media attention can come suddenly and unexpectedly and reporters can often be persistent, even aggressive. Try to avoid unguarded remarks, and if necessary just say: "I'm afraid I can't help you any further. You'll have to speak to the Diocesan Communications Officer" – giving his contact numbers.

Help is always available from the Diocesan Communications Officer James Butterworth (office: 01928 718834; mobile: 07889 217 594).

Standards of conduct

Clergy are expected to behave in a manner consistent with the work of the Chester DBF and the Church of England.

Further information is contained in the Guidelines for the Professional Conduct of the Clergy which is available from Church House Publishing or via the Church of England website: <https://www.churchofengland.org/more/policy-and-thinking/guidelines-professional-conduct-clergy/guidelines-professional-conduct>

Working with children and vulnerable adults

All clergy will require an enhanced DBS disclosure and should work in accordance with the national church's policy and Practice Guidance: <https://www.churchofengland.org/more/safeguarding/policy-practice-guidance>

SECTION 8 – GENERAL INFORMATION

Life Insurance

The Church of England Pensions Board operates a superannuation scheme which provides a tax-free lump sum on death while still in service. A booklet giving details of this is supplied to all clergy, entitled 'Your Pension Questions Answered' (Pensions Department Church of England Pensions Board, 29 Great Smith Street, London SW1P 3PS, telephone 0207 898 1800). Further details are available from the following link:

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

Life-only insurance policies (payable only on death and not as an investment) are a way of protecting against untimely death and the need to find housing. Life-only policies enable a large sum to be available on death for a very reasonable premium. Endowment policies combine life insurance with investment.

Before taking out any life policies, you are strongly recommended to take advice from a suitably qualified person or reputable insurance company. Make sure that you understand the product that is being offered to you and that it fulfils your own particular needs.

Insurance advice and premiums

Advice on insurance is available from any major insurance company but many clergy families insure with the Ecclesiastical Insurance Group (EIG), which allows clergy a 10% discount from their usual premium rates. In addition, if you live in a 'high insurance risk' urban or city area you can benefit from a special scheme which is funded jointly by the EIG and the Church Commissioners. The EIG's premium rates for all clergy in these areas are substantially reduced. Full details are available from: Customer Services (Insurance for Clergy), Ecclesiastical Insurance Group, Beaufort House, Brunswick Road, Gloucester GL1 1BR (01452 423557)

<https://www.ecclesiastical.com/>