

Jan 2020 Addendum:

All links checked and updated. References to C3 safeguarding training updated to 'Leadership' safeguarding training.

A3 Role Descriptions – *reformatted and amended*

A role description is not mandatory under the Terms of Service legislation but it makes sense and is good practice in the context of making appointments, for the Ministerial Development Review process (see C9), and for grievance and capability procedures.

Most dioceses have introduced role descriptions in parallel with the Statements of Particulars and a revised MDR process. These role descriptions will be refined through the [MDR process](#), ideally during the archdiaconal review, and during the appointments process.

In addition to the to the role description there are a number of other sources which define the role of the priest:

- [The Ordinal](#), which describes the role of a priest in a number of different ways at ordination.
- [Canon Law](#) sets out Church of England legislation which governs the way a priest should carry out their role.
- The licence from the bishop.
- [Guidelines for the Professional Conduct of the Clergy \(2015\)](#) is a more recent document, which provides guidance on acceptable conduct.

A6.2 Removal costs and expenses - *added*

"The contractor will undertake the dismantling/reassembly of beds and desks, but other items would be chargeable to you directly."

A 10.5.1 Emergency contact numbers - *updated*

Boilers & Servicing

Stevenson Heating	0208 - 4628822	(Bromley & Bexley) *
Clairglow	01732 885822	(Gravesend, Cobham, Malling, Dartford)
P D Plumbing	01634 - 328800	(Gill/Roch/Strood) (Paul Kramer Mobile 07767 – 796768)
Cube	08008766579	
IC'y Solutions	as above	

A13 Special leave - *amended*

See also the [Statement of Particulars](#).

The Diocesan Bishop may allow you an additional period of Special Leave in particular circumstances, including bereavement or other compassionate needs.

A18 Clergy Spouses - *updated*

Spouses are also entitled to the [counselling provision offered to clergy](#).

The initial point of contact is with

Dr Deborah Watkins

Diocese of Rochester Counselling and Well-being Network Lead

e-mail: counselling@rochester.anglican.org

phone: 07827 157328

A21 Pastoral Care and Counselling - *updated*

A21.1 Diocese of Rochester Counselling and Well-being Network

A diverse network of qualified, experienced practitioners working within or near to the Rochester Diocese have been recruited to provide well-being and counselling support. The network will offer free short-term therapy to clergy, spouses and household family members, diocesan and cathedral office employees, Head teachers and youth and children's workers. Six initial sessions will be offered to individuals with the possibility to increase to a maximum of twelve following discussion and review. Arrangements for families and groups can be made in negotiation with the network coordinator.

Following referral or self-referral, people will contact the network lead who will undertake a telephone screening interview to ascertain their availability, locality and primary reason for wanting a service. Very often a person may approach the service with the knowledge (indeed encouragement) of an archdeacon or bishop. Our arrangement, however, ensures that you are free to approach the network lead yourself *without a bishop or archdeacon being aware*. In cases of self-referral, a maximum of six sessions will be paid for without reference to me; thereafter, agreement will be needed between the service and me, but still maintaining the person's anonymity where necessary.

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For each referral, Deborah will allocate a practitioner from our network for an initial assessment which will generally take place in their practice space. This will be an independent counsellor, therapist or mental health professional who is monitored and supported by the network. We ensure that the practitioner holds appropriate qualifications, has professional liability insurance and is a member of an accredited professional body. Privacy and confidentiality will be maintained within professional, ethical guidance. This means that disclosure of information is only made to ensure or enhance the quality of work, to protect an individual or others, for safeguarding reasons and when a practitioner is legally required or authorised to do so. Be assured that all those working within the Diocese of Rochester Counselling and Well-being Network are passionate about providing a safe, effective, supportive service in line with diocesan values and commitments.

A21.5 Domestic Abuse

Similarly, anyone can be a victim of domestic abuse and it would be foolish to assume that the families of clergy and Church officers are immune. The cross government definition of domestic abuse applies to individuals who are 16 years old and above and applies to families members as well as partners and ex-partners, the definition also includes controlling and coercive behaviour. The [Government website](#) offers advice for recognising, reporting and addressing domestic abuse. There are also local support services available which vary from area to area. The Church of England guidelines for responding to domestic abuse can be found on the [diocesan website](#).

If a member of clergy or their spouse are affected by domestic abuse, the tied nature of the housing may affect their ability to respond safely. In these cases the Bishop's Visitor (see below) is available to ensure we can move you where necessary to a safe place.

B1.3 Orders of service - updated

A Liturgical Commission leaflet entitled [A Brief Guide to Liturgical Copyright](#) deals with the procedures for local reproduction. It provides guidance on preparing local texts and information about copyright requirements. [Christian Copyright Licensing International](#) also has a number of [fact files](#) about copyright and useful [FAQs](#).

Please note: **honouring copyright is a legal obligation to which all must adhere**. See [B2](#).

B2 Copyright - updated

"Useful information can also be obtained from www.ccli.co.uk who have a number of [fact files](#) about copyright as well as useful [FAQs](#)."

Added: B14.4 Visiting clergy from overseas

Please see [C7 Safeguarding](#)

B15.2.5 Bromley Three Faiths forum - updated

Contact: Andrew McClellan, 020 8460 1844 or saintjohnsbromley@gmail.com

C7.1 Safeguarding Policies - amended

Safeguarding children, young people and adults who may be vulnerable plays a vital part within the church community and it is imperative the all Clergy are aware of **and have due regard for** (i.e. implement and not breach without cogent reason) the various House of Bishops and Diocesan policies, practice guidance and advice notices located on the [Diocesan web site](#). Failure to implement these policies will – and have – lead to incumbents, in particular (but not exclusively), being subject to disciplinary measures. The Ecclesiastical Insurance Group has made it clear that their insurance cover is only valid where national safeguarding policy and practice guidance is being followed.

Added: "Increasingly, domestic abuse is included with our safeguarding awareness and the [Church of England Guidance](#) on responding well is also on the [diocesan website](#). It encourages churches to address the issue of domestic abuse and raise awareness of its impact on adults and children."

C7.2 Safeguarding Training - amended

Following the Safeguarding and Clergy Discipline Measure, failing to attend proper safeguarding training, as required by the Diocese, is potentially a disciplinary offence (see canon [C30](#)).

Added: "All information about current training requirements can be found on the [Diocesan web site](#)."

C7.4 When Incumbents move on - amended

It is very important when incumbents move on, that they ensure that all safeguarding paperwork/information is safely and confidentially handed over to the Parish Safeguarding Officer and that the Parish Safeguarding Officer is fully briefed about any matters in their remit.

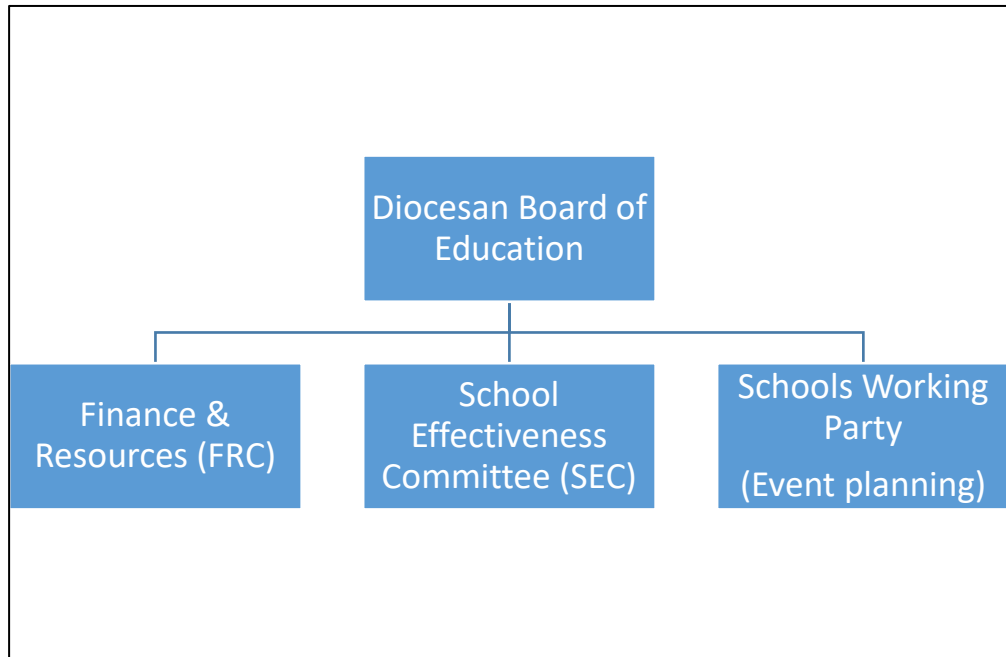
C7.5.1 Church of England website - corrected

Contact details for the [Diocesan Safeguarding Team](#) can be obtained on the Diocesan web site: <https://rochester.anglican.org/safeguarding/>

D1.1 The purpose of the Diocesan Board of Education (DBE) - updated

"The DBE works with 90 Church of England schools and academies"

D1.2 DBE Committees - updated



D1.4 Aims of the DBE - *added*

"In line with the Church of England Vision for Education: Deeply Christian, Serving the Common Good (2016), our RDBE Vision Statement is captured by John 10:10, I came to give life - life in all its fullness."

D3.2 Church school inspections (Statutory Inspection of Anglican and Methodist Schools - SIAMS) - *updated*

The Church of England and the Methodist Church use the Church Of England Education Office's (formerly The National Society) framework for the Statutory Inspection of Anglican and Methodist Schools (SIAMS) ...

E2.1 The General Data Protection Regulation (GDPR) - *added*

"The Privacy Notice regarding clergy data may be found on the [Diocesan website](#), as can the [Diocesan Privacy Notice](#)."

F1.1 Sunday Worship Times - *updated*

"8.00pm Taizé (Suspended until further notice due to HLF Project)" – *deleted*

G3.1 Diocesan Advisory Committee (for the Care of Churches): The Legal Framework - *updated*

The care, maintenance and contents of every Church of England church (with a very few exceptions) is subject to the [Care of Churches and Ecclesiastical Jurisdiction Measure 1991](#), and the [Faculty Jurisdiction Rules 2015](#). (On 1st April 2020, the [Faculty Jurisdiction \(Amendment\) Rules 2019](#) come into force.)

G3.3 When is a faculty needed? - *updated*

A faculty is required for works which do not fall within [List A or List B](#) in Schedule 1 of the [Faculty Jurisdiction Rules 2015](#) and the [Faculty Jurisdiction \(Amendment\) Rules 2019](#) with effect from 1st April 2020 when Schedule 1, which lists works included in Lists A and B will be replaced by this document: [Revised Lists A and B with effect from 1 April 2020](#).

H3.5 Gundulf of Rochester - *amended*

Local practice is to celebrate Gundulf on the 7th March, Common of Bishops and other Pastors.