

Standard Terms
Of Appointment

The clauses below define the standard terms of appointment and remuneration within the Diocese of Lichfield. The list does not include other remuneration and expenses to which clergy *may* be entitled. Further details are at www.Lichfield.anglican.org

Stipend: Full Time stipendiary Clergy receive a stipend, which is a maintenance allowance to enable the priest to live without undue financial worry

This post is subject to the standard Lichfield Diocesan Stipend rate, currently Full Time equivalent

From 1st April 2018: £25,715

From 1st April 2019: £26,230

This is paid monthly in arrears by the Church Commissioners, on behalf of the Diocese of Lichfield, on the last working day of each month

Housing: A rent-free unfurnished church house will be provided for the post-holder and his or her family during the tenure of this post

Utilities: Water Rates and Council Tax are payable by the Diocese of Lichfield. The post holder will be responsible for heating, lighting, cleaning and gardening.

Fees: As from 01 January 2013 the Incumbent element of Statutory fees are due to the DBF. Those clergy who decided to retain their fees and notified the Diocesan Bishop before 31 December 2011 will be able to continue to retain their fees whilst in their current post. Once they move from their current position future fees will be deemed to be income due to the Diocesan Board of Finance. In the meantime the stipend will be adjusted accordingly to take into consideration any retained fees.

Legislation: Parish Clergy are appointed in accordance with the Ecclesiastical Offices (Terms of Service) Measure 2009 and are subject to statutory provision, including (but not limited to) the Pastoral Measure 1983, and the Clergy Discipline Measure 2003. A practical handbook is provided for reference.

Management of Clergy are expected to have an e-mail account to enable swift and effective communication between themselves and the Diocese. They will need to agree

Lichfield Diocesan Board of Finance

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Information to their details being kept on the Diocesan database (MyDiocese) and will need to sign a social media disclaimer.

Grants: **Settling in (relocation) Allowance:-** a relocation grant of £2,430 (April 2019: £2,480) may be claimed in writing up to two months in advance of the date of institution. This grant is paid gross and is to assist with incidental costs of relocation, i.e. curtains and carpets.

First Appointment Grant:- A First Appointment Grant of £2,430 (April 2019: £2,480) is paid to Curates and Accredited Lay Ministers automatically after licensing to a first appointment

A First Incumbency Grant of £2,430 (April 2019: £2,480) is paid, if claimed in writing, for First Incumbencies (including appointments as Priest-in-Charge or Team Vicar) and is paid after licensing.

Removal Expenses:- The Diocese will pay for the removal costs within the UK Mainland. Three quotes are required, one must be from Pickfords, and must be submitted to the Diocesan Office. Other authorisation has been granted by the Diocesan Office, please make arrangements with the selected contractor, asking them to forward the account direct to the Diocesan Office. The Diocese has Transit Insurance with Ecclesiastical Insurance, so removal insurance is not required.

If the move is from overseas, please note that the Diocese is only responsible for removal costs incurred on the UK Mainland (excluding Northern Ireland). Removal costs to UK Mainland are the responsibility of the individual.

Walter Stanley Trust:- For posts within the West Bromwich Deanery, a differential of up to a maximum of £450 *may* be due from the Trustees of the Walter Stanley Trust. This payment is at the discretion of the trustees, and is paid in addition to the stipend, via the payroll, and therefore subject to statutory tax deductions.

Additional Parishes:- Those clergy who serve in more than one parish are entitled to claim travelling expenses for journeys between the parish of residence and other parishes served. There is a maximum of £835 per additional parish. In order to assist with Parish cash flow and Diocesan Financial Reporting/Forecasting, these may be claimed on a quarterly basis. It would be appreciated if these claims could be made in April, July, October and January. Please ensure that any mileage claim represents actual miles travelled and not estimates.

These expenses are paid to your nominated PCC rather than to you as an individual. This enables you to make regular claims from the relevant PCC's.

In very exceptional circumstances it may be possible to have these expenses paid to you as an individual, but this is contrary to “best practice” and will only be possible with prior consent from the Diocesan Office.