



Diocese of Newcastle

Statement of Particulars

Ecclesiastical Offices (Terms of Service) Regulations 2009

Statement of Particulars of Office for the Reverend **XXXXX** as assistant priest (House for Duty) of **Cornhill with Carham and Branxton**

This Statement is issued under Regulation 3(1) of the Ecclesiastical Offices (Terms of Service) Regulations 2009 (“the Regulations”). All references to the particular numbered Regulations are to the relevant provision or provisions of the Regulations and references to Sections of the Measure are to the relevant provision or provisions in the Ecclesiastical Offices (Terms of Service) Measure 2009.

Copies of the Ecclesiastical Offices (Terms of Service) Measure and Regulations 2009 are available in the Clergy Terms and Condition of Service section on the Church of England website www.churchofengland.org or from your diocesan office.

1 Appointment and office

This statement is issued by the Diocesan Secretary, the officer of the diocese nominated for this purpose under Regulation 3 of the Ecclesiastical Offices (Terms of Service) Regulations by the Bishop of Newcastle.

It relates to your terms of service.

Your appointment took effect on **XXXXX**.

You hold office under common tenure from **XXXXX**.

2 Termination of appointment

You are required to give at least 3 months’ notice to the diocesan bishop before resigning your appointment. This period may be waived by agreement between you and the diocesan bishop. This does not prevent you from informing other people who need to

know as a matter of good practice and courtesy, such as your incumbent, area dean, other clergy colleagues and the Churchwardens.

Your term of office may be terminated only in accordance with the circumstances set out at Section 3 of the Measure.

3 Stipend, grants and other benefits

This post is not entitled to the payment of a stipend.

The office you hold is a part-time post. You are expected to spend the equivalent of **3** days per week in discharging the duties of this office.

For details of grants made by the DBF, see your Diocesan Clergy Handbook

You must give details to the diocesan office of any additional income you receive arising from your office. For further details, see your Diocesan Clergy Handbook.

4 Parochial and other fees

You have no legal entitlement to receive parochial fees.

5 Expenses

You are entitled to the reimbursement of expenses reasonably incurred in connection with the exercise of your office. Reimbursement is the responsibility of the Parochial Church Councils of the parishes in which you serve. For further details, see *The Parochial Expenses of the Clergy: a guide to their reimbursement*, published by the Central Stipends Authority, and your Diocesan Clergy Handbook.

6 Housing

It has been agreed that you will live for the better performance of your duties at **The Vicarage, The Old School House, Branxton, Cornhill on Tweed TD12 4SW**

Your relevant housing provider is the Diocesan Parsonages Board

The duties of your designated housing provider are set out at Regulation 12.

Your duties in respect of your accommodation are set out at Regulation 14.

This legislation can be obtained in the Clergy Terms and Condition of Service section on the Church of England website www.churchofengland.org or from your diocesan office.

7 Ministerial Development Reviews

You are required by Regulation 18 to co-operate in any ministerial development review undertaken under that regulation.

Further details can be found in the Mission and Ministry section of the diocesan website www.newcastle.anglican.org.

8 Continuing Ministerial Development

You are required by Regulation 19 to participate in arrangements approved by the diocesan bishop for your continuing ministerial development.

Further details can be found in the Mission and Ministry section of the diocesan website www.newcastle.anglican.org.

9 Rest periods and annual leave and time off

You should follow the arrangements set out in your Diocesan Clergy Handbook for reporting leave and covering absence.

The information set out below applies to those holding a full time stipendiary office and is provided here for your guidance and as an indication of the expectations of the diocese.

Rest periods

You are entitled to an uninterrupted rest period of 24 hours in each period of seven days.

Your weekly rest period may not be taken on:

- a Sunday
- any of the Principal Feasts of the Church of England as set out in the Canons and Common Worship
- Ash Wednesday
- Good Friday

Annual leave

You are entitled to **18** days' annual leave in each leave year. The leave year begins on 1st January.

You are entitled in addition to the bank holidays specified in your Diocesan Clergy Handbook.

The number of Sundays normally taken off in each year is six.

Your days of annual leave may not be taken on:

- any of the Principal Feasts of the Church of England as set out in the Canons and Common Worship
- Ash Wednesday
- Good Friday

For further information, see the Diocesan Clergy Handbook.

Special leave

The Bishop may grant you an additional period of special leave in particular circumstances.

Maternity, paternity, parental and adoption leave and time off work to receive ante-natal care

You are entitled to maternity, paternity, parental and adoption leave (as applicable), under Regulation 23 and the Ecclesiastical Offices (Terms of Service) Directions 2010[3]. These provide that an office holder is entitled to maternity, paternity, parental and adoption leave for the same periods and subject to the same conditions as apply in the case of an employee under the Employment Rights Act 1996 and regulations made under that Act. This includes shared parental leave. These entitlements are subject to any relevant changes in the applicable legislation.

You are entitled to time off to receive ante-natal care as specified in Regulation 25.

Time off work to care for dependants

You are entitled to request time off, or adjustments to the duties of the office, to care for dependents in accordance with the Ecclesiastical Offices (Terms of Service) Directions 2010.

For further details, see the guidance issued by the Archbishops' Council in 2015 in the Clergy Terms and Condition of Service section on the Church of England website www.churchofengland.org.

Time spent on public duties

You are entitled to spend time on public duties, as specified in Regulations 24 and 26.

10 Sickness

Your obligations and rights if you are unable to perform your duties because of sickness are set out in Regulations 27 and 28.

You are required to inform your Incumbent if you are unable to perform the duties of your office because of illness.

Whether you are stipendiary or not, you are required

- to use all reasonable efforts to make arrangements for the duties of your office to be performed by another person during any absence because of illness – which may, where appropriate, consist of notifying a responsible person or authority of the absence
- to inform the officer designated above of any periods of sickness lasting more than seven days, where these periods of sickness result in your not being able to carry out your duties
- to provide a medical certificate for absence of more than 7 days.

11 Pension

This is a non-stipendiary post and your service is not pensionable.

12 Disciplinary procedures

The disciplinary rules and procedures applicable to your office are contained in the Clergy Discipline Measure 2003 and the Ecclesiastical Jurisdiction Measure 1963.

13 Capability procedure

The Archbishops' Council has issued a Code of Practice under Regulation 31. Diocesan Bishops are required to have regard to this Code if they have grounds for concern about the performance of an office holder and institute an inquiry into his or her capability.

A copy of this Code – and the support advice issued alongside it – can be obtained from the diocesan office or from the Clergy Terms and Condition of Service section on the Church of England website www.churchofengland.org.

14 Grievance procedure

The Archbishops' Council has issued a Code of Practice under Regulation 32 containing a procedure for enabling an office holder to seek redress for grievances.

If you have a grievance, you may seek redress by using that procedure, which, together with the supporting advice issued alongside it, can be obtained from the diocesan office or from the Clergy Terms and Condition of Service section on the Church of England website www.churchofengland.org.

If you have a grievance, you are encouraged to take it up informally in the first instance, and, if appropriate, consider mediation. This will not affect your right to require formal consideration of your grievance under the procedure.

15 Respondent in employment tribunal proceedings

The body to be treated for the purpose of the Regulations as the respondent in any proceedings you might bring before an Employment Tribunal is the Diocesan Board of Finance of the Diocese of Newcastle.

(signed) _____

Officer of the diocese nominated for this purpose under Regulation 3
by the Bishop of Newcastle.

on _____

I acknowledge receipt of this Statement of Particulars

(signed) _____

Date _____