

GUIDANCE FOR ECCLESIASTICAL OFFICE HOLDERS

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THE CHURCH
OF ENGLAND

Diocese of Manchester

CHURCH
FOR A
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WORLD

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If you require this document in a different format
please contact the HR Department on

0161 828 1400

or

email: hr@manchester.anglican.org

Section 1: Introduction

1.1 About the Guidance

Welcome to Guidance for Ecclesiastical Office Holders. The guidance is designed to be a source of information for all clergy and licensed lay workers in the Diocese of Manchester. The information relates to how you are engaged by the Diocese and supported in the fulfilment of your duties. It contains useful information and links to information available elsewhere in the Diocese or from other organisations.

The guidance is written for all clergy and licensed lay workers, although some sections will only apply to clergy in receipt of stipend. Other sections will refer to areas that only apply to those on Common Tenure and do not apply to, or are not compulsory for those who choose to retain Freehold. The guidance explains where this is applicable. For stipendiary clergy, the guidance document will be referred to at various points in your Statement of Particulars.

This guidance also serves as a useful source document for lay people, especially Church Wardens, as it explains where they may have a role (for example, in reporting absence) and it will also explain what expectations are placed on office holders in a variety of areas.

1.2 Keeping the Guidance up to date

The Guidance will be reviewed periodically to ensure it remains up to date. A full review will be undertaken every three years and any major changes will be communicated via e-news. The most up to date version will always be on our website. You can also request a paper copy of the most up to date version at any time from the Human Resources team.

This document can be found on the Diocesan website at [Diocese of Manchester | Terms of Service \(anglican.org\)](#)

1.3 Feedback on the Guidance

If you have any comments on this guidance please contact the HR Department.

Section Two: Your Statement of Particulars and Role Description

2.1 Statement of Particulars

The Statement of Particulars states the obligations and rights of ecclesiastical office holders that are conferred through the Ecclesiastical Offices (Terms of Service) Measure and Regulation 29.

Further details are available at <https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/common-tenure-faqs>

The Statement of Particulars is issued to you within 4 weeks of appointment to a role. Please read it carefully as it details important information about your terms of service. Your Statement of Particulars references this guidance, as well as your role description.

Any changes to your Statement of Particulars will be notified to you within one month of their coming into effect, either by the issue of a revised Statement of Particulars or a letter detailing the change(s). An example of a change might be:

- If there was a change agreed either by the Diocese, or required due to a statutory change, e.g. an amendment to sick leave entitlement.
- An individual change, e.g. an agreed change to where you reside (if the position provided housing) as this would initiate a change in your Statement of Particulars to update the details.

The Statement of Particulars gives details of how you may terminate your appointment. It also details how the appointment may be terminated under Section 3 of the Measure, which states offices held under Common Tenure may only be terminated because of:

- Resignation
- Capability
- Following disciplinary proceedings under the Clergy Discipline Measure or the Ecclesiastical Jurisdiction Measure
- Death
- Reaching retirement age
- The post coming to an end because of pastoral reorganisation
- When the office holder is a priest in charge, when the vacancy ends
- The appointment is for a fixed term under regulation 29.

If you intend to terminate your appointment you should discuss this in good time with your Archdeacon, Area Dean and/or other clergy colleagues, including agreeing how and when this will be announced. Preparation for retirement and how this is announced should be discussed in the same way.

2.2 Role Description

Your role description is a key document as it will guide your ministry on a day to day basis and outlines the key duties and outcomes for an individual role. If you have more than one role you may have a role description and Statement of Particulars for each role. Your role

description may also guide the longer-term development of your role, and is a key reference document in Ministerial Development Review (see section 6).

Role Descriptions are not a requirement of Common Tenure but are encouraged and as a Diocese we are committed to ensuring that each member of clergy has a Role Description.

Section Three: Stipend and Benefits

3.1 Pattern 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 are 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.

3.2 Holidays

You are entitled to take 36 days' leave per year plus 8 days for Bank Holidays (or in lieu of Bank Holidays where the Bank Holiday falls on your normal rest day or a day where you are required to be on duty). For illustration, a week's leave will use 6 days leave. Leave can be taken as days as well as whole weeks.

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

Your Statement of Particulars will inform you of days when leave or rest days must not be taken. This will normally be Christmas Day, Good Friday and Easter. Patronal Festivals, Ash Wednesday and Pentecost should not normally be taken.

No more than 5 Sundays should be taken as leave in any one year. No more than 3 consecutive Sundays should be taken. Where either of these requirements is exceeded, prior permission should be requested from the Bishop via the HR Department.

Leave should be notified in advance to your Wardens. Appropriate cover must be arranged for your period of leave. If your period of leave is in excess of one week, it is good practice to notify your Area Dean. In addition to these reporting requirements you may well also need to put in place local arrangements, for example, to ensure cover is in place for funerals. In a team setting, or as a curate / assistant priest, you would normally be expected to plan leave in consultation with other team members. If you work in another setting (e.g. prison or university), appropriate local arrangements should be put in place.

You are required to maintain a record of the dates you have taken as annual leave and provide this information if requested. The leave year operates from the 1st February to the 31st January. Leave entitlement is normally taken within this period and not carried over. However, in exceptional circumstances the Bishop may allow leave to be carried over. Requests to carry over leave should be made through the HR Department.

3.3 Stipends

Your Statement of Particulars details whether or not you are entitled to a stipend.

For stipendiary clergy, the amount you will be paid is noted on your Statement of Particulars, as well as details of when this is paid. Stipendiary clergy receive their stipend 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.

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

Further information relating to MyView can be found at:

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

MyView is being replaced by a new national People System. This system provides the information that appears on the National Register for Clergy. Up to date information on the purpose and progress of the development of new system can be found at

<https://www.churchofengland.org/resources/clergy-resources/people-system>

Any pay queries in the first instance should be directed to the HR team.

3.4 Expenses

All parochial clergy should have their eligible working expenses reimbursed in full by the Parochial Church Council. Further information is available on the Church of England website <https://www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-pay-and-expenses>

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, and whether the claim should be countersigned by the training incumbent.

3.5 Tax Office

When contacting the tax office you should quote your National Insurance number and the Church Commissioners' reference number 073/C16.

<http://www.hmrc.gov.uk>

Enquiries from full time stipendiary office holders should be directed to the Cardiff office

HM Revenue and Customs 073/C16
Public Department 1
Ty Glas
Llanishen
Cardiff CF14 5XZ
Tel: 02920 325048

Retired clergy in receipt of a clergy pension and those office holders who do not receive the Heating, Lighting and Cleaning tax allowance (non-stipendiary office holders and part time stipendiary office holders) should contact the Bradford office.

HM Revenue and Customs 073 /C16
Bradford Group
Centenary Court
1 St Blaise Way
Bradford BD1 4YL
Tel: 0845 300 0627

If you are unsure which tax office would deal with you, please contact Payroll Services (Clergy Team) at the Church Commissioners on 020 7898 1615 who will be able to advise.

3.6 Pensions

Pension paid on retirement depends on the total number of years served. General details on pension for stipendiary posts are available at the Church of England website at <https://www.churchofengland.org/clergy-pensions>

You can also contact the Church of England Pensions Board at:

29 Great Smith Street
London
SW1P 3PS
Telephone: 020 7898 1800

3.7 Grants

Grants are available for a variety of purposes. Full details are available on the Diocesan website at [Diocese of Manchester | Clergy Admin \(anglican.org\)](http://Diocese of Manchester | Clergy Admin (anglican.org))

Grants are available to clergy for a range of events such as removal and settlement. Annual Grants are available to support Continuing Ministerial Development. In addition, there are a range of grants which clergy can apply to in times of financial difficulty.

For further information on grants contact Bishopscourt or your Archdeacon.

3.8 Childcare Costs

The Government has introduced 'Tax-free childcare' which replaces the previous childcare voucher system and runs independently from payroll. You set up an account and every time you pay money in, the Government will top it up by 20%. The money can then be used to pay for approved childcare. It offers greater flexibility as you don't need to pay in a fixed monthly amount and the potential savings are greater for those with high childcare costs. You will need to check that you meet the eligibility criteria and that the childcare provider is able to accept payments via tax-free childcare. For further details see <https://www.gov.uk/tax-free-childcare>

Section Four: Absence from duties

4.1 Sickness Absence

If you are unable to fulfil your duties due to illness you must initially report the absence to your Wardens. You must also make sure that all sickness absence is reported to the HR Department, as this ensures proper administration and accounting of Diocesan and Statutory Sick Pay.

If your period of absence is for 7 days or less, a self-certification form must be completed and sent to the HR Department. This form can be found on the diocesan website here: <https://www.manchester.anglican.org/content/pages/documents/1606473294593546063.docx>

If your period of absence is expected to last 8 days or longer, **or** will include a Sunday, you should notify your Area Dean. (Area Deans absent through illness you should notify your Archdeacon). You must also obtain a Fit Note from a relevant medical practitioner and forward this to the HR Department by e-mail or post.

In addition to these reporting requirements you may need to put in place local reporting arrangements e.g. in a team setting, or as a curate / assistant priest, you would normally be expected to notify other team members of your absence. If you work in another setting, appropriate local arrangements should be put in place.

Clergy may be asked to take part in a Return to Duties meeting following a period of sickness absence. This will be to ensure that as much support as possible is provided to individual clergy returning to their duties and where applicable, that any ongoing health issues are taken account of. Where appropriate, a phased return to duties might be recommended.

4.2 Sick Pay (stipendiary clergy)

Stipendiary clergy are usually entitled to receive their stipend at the full rate for 28 weeks of absence within a 12 month period. Stipend is then reduced to half stipend for a further period of 24 weeks if the absence continues. This payment includes Statutory Sick Pay.

In order to receive sick pay, the relevant self-certification note and/or Fit note must be sent to the HR department.

4.3 Occupational Health

The Diocese retains an established service with an occupational health provider, Thrive Worldwide. We may recommend an occupational health referral for clergy who require health or wellbeing support. Examples include assessing whether a health issue may be impacting an office holder's ability to perform their full role, designing an appropriate phased return to duties after a period of long term absence, or assistance with a physical or mental impairment. We will also recommend referrals where a health issue might be impacting on duties but where the office holder is still performing some or all of their duties. This will assist the Diocese in providing support for the office holder.

An Occupational Health assessment will normally be arranged for any member of the clergy who has been absent for three months due to illness.

In some circumstances, HR may recommend an alternative occupational health provider.

4.4 Counselling Services

There are a range of counselling and support services available to office holders.

Our Inter-Diocesan Counselling Service is a self-referral service provided by retained office holders and provides a confidential service for clergy.

St Luke's provides wellbeing support and counselling for clergy requiring support with their mental health.

The Diocese also retains the services of an Employee Assistance Helpline, Heath Assured. This service provides a range of services from counselling to advice on a range of practical matters, such as finance, health and wellbeing and life events.

Login details on the health and wellbeing portal: www.healthassuredeap.co.uk

Username: wellbeing

Password: CartWindSeal

My Healthy Advantage Code (for mobile apps) – MHA206988

Helpline – 0800 028 0199

Further details of counselling services are available on the Diocesan website at <https://www.manchester.anglican.org/ministerial-support/>

4.5 Compassionate Leave

Leave with pay for compassionate reasons may be granted at the Bishop's discretion.

4.6 Sickness Absence where stipend is not paid for the role

Although sick pay is not applicable, you are still required to notify the Wardens for all absence and the Area Dean where absence is anticipated to be more than 7 days. If you anticipate more than 7 days absence you should also notify the HR Department. In addition to these reporting requirements you may well need to put in place local arrangements where they do not already exist. For example, in a Team setting, or as a curate / assistant priest, you would normally be expected to notify other Team members of your absence.

4.7 Special Leave and Unpaid Leave

Special leave will be considered and granted at the discretion of the Bishop. Special leave may be granted for a variety of reasons, including family ill health or bereavements. It may also be granted for removal and resettlement arrangements. This leave is in addition to annual leave.

Permission will be given to attend the funeral of a close relative or friend.

Unpaid leave may be requested and again is at the discretion of the Bishop. This again might be requested for a variety of reasons; for example, extended leave to visit relatives who reside overseas.

Requests for special leave should be sent to the HR Department who will pass your request to the Bishop. If approved, please ensure your Area Dean knows when you will be away from your duties.

4.8 Jury Service

Clergy are eligible for jury service and are encouraged to claim their attendance allowance. Jury service should be notified to the Area Dean and the HR Department. The value of the attendance allowance should be declared and stipend will be adjusted once the attendance allowance has been received. You are entitled to keep any travel and subsistence paid and this is not adjusted with stipend.

4.9 Time Off for Other Public Duties

If you engage in other duties beyond those outlined in your Role Description you must notify the Bishop. Where a payment or fee is paid for these duties you must provide the HR Department with details. Stipend may be adjusted to reflect these payments.

Other public duties may include, but are not limited to:

- Work for a public authority including membership of a court or tribunal
- Work for a charity or friendly society
- Work done in connection with an independent trade union representing office holders of a description which includes the person in question

It is for the Bishop to decide if other public duties are reasonable and resolve any disputes.

It is important to note that informing the Bishop of other duties is wider than the impact of such duties on time and, where applicable, stipend. It is important that any potential conflict of interest is noted and addressed.

4.10 Maternity Leave and Maternity Pay

Maternity leave of up to 52 weeks is available. Statutory maternity pay is currently payable to qualifying stipendiary clergy for up to 39 weeks. The Diocese will increase payments to full stipend for the first six months. Further details are available from the HR Department.

4.12 Paternity Leave and Paternity Pay

Paternity leave is currently available for a block of up to two weeks. For stipendiary clergy this will be paid at full stipend. Further details are available from the HR Department.

4.13 Shared Parental Leave

Mothers and adopting parents who meet the conditions for entitlement to Shared Parental Leave remain entitled to 52 weeks of maternity leave. After taking two weeks' compulsory leave, they are entitled to reduce their entitlement to maternity/adoption leave either by returning to work before their full entitlement of Statutory Maternity/Adoption Leave has

been taken, or by giving notice to curtail their leave at a specified future date. They may then share the balance of any remaining leave, and pay, with the other parent. This is known as Shared Parental Leave. Shared Parental leave will be paid at the statutory rate. Shared Parental Leave is a complex issue, so please contact the HR Department for guidance at an early stage.

4.14 Adoption Leave and Adoption Pay

Adoption leave is available to adopting parents and adoption pay will be paid in line with the arrangements for maternity pay, and statutory requirements. Further details are available from the HR Department.

4.15 Unpaid Parental Leave

Following one year's continuous service, office holders will be eligible to take time away from duties to look after a child's welfare, subject to statutory qualifying criteria. This parental leave is normally unpaid and available for each child up to their 18th birthday.

Up to 18 weeks unpaid parental leave may be taken and this should be arranged in blocks of a week or multiples of a week except for exceptional circumstances. Officeholders should not take more than 4 weeks during a year per child. Leave may also be requested straight after the birth or adoption of a child or following a period of maternity leave.

Requests for unpaid parental leave should be made to the Bishop via the HR Department giving 21 days' notice of the start date of the parental leave. In cases where this may not be possible, they should give notice as soon as possible.

4.16 Adjustments to working arrangements and time off for care for dependants

You can request adjustments to your pattern of work or you may request unpaid leave to care for dependants. Requests should be submitted to your Archdeacon via the HR Department for consideration.

4.17 Sabbaticals and Retreats

For details of arrangements around sabbaticals please refer to the Sabbatical Policy or contact your Suffragan Bishop in the first instance.

Retreats are part of Continuing Ministerial Development and are not counted as annual leave. The Diocese encourages all office holders to take an annual retreat. The annual entitlement for retreats is up to one week.

Further details are available on the Diocesan website at <https://www.manchester.anglican.org/ministerial-support/>

Section Five: Housing

5.1 Housing for Stipendiary Office Holders

Where the office holder is provided with housing this will be stated in the Statement of Particulars.

Full details on housing provision, and the conditions that apply, can be found in the Diocesan Parsonage Handbook. This can be obtained from the Land and Property Department or from the Diocesan website at <https://www.manchester.anglican.org/documents/parsonage-handbook2/>

5.2 House for Duty Office Holders

House for Duty ministers do not receive stipend, although they do receive remuneration in the form of housing. House for Duty clergy are not eligible for tax-free heating, lighting, cleaning and garden upkeep payments. Further information about House for Duty ministry can be found on the Church of England website www.churchofengland.org or the following link will take you to the correct page:

<https://www.churchofengland.org/sites/default/files/2017-10/house%20for%20duty%20guidance.pdf>

5.3 Council Tax

Parishes pay the Council Tax for their parsonage on behalf of their vicar. The local authority is asked to send Council Tax bills to the parsonage for the attention of the PCC Treasurer. Clergy are asked to pass the bill to their PCC Treasurer as soon as possible. Treasurers are then asked to deal directly with the local authority to arrange payments.

During an interregnum, a parsonage house being held vacant and unfurnished for a minister of religion is exempt from Council Tax for the duration of the vacancy.

The Board of Finance will pay Council Tax on behalf of stipendiary curates and those sector ministers who qualify for Council Tax payment under the present system.

Section Six: Continuing Ministerial Development and Ministerial Development Review

6.1 Continuing Ministerial Development

All office holders under Common Tenure are required to take part in Continuing Ministerial Development. In the Diocese of Manchester this involves being up to date with mandatory training in Safeguarding and taking a full part in Diocesan training events, which include "Continuing Ministerial Development [CMD] Days" and the Diocesan Conference.

Training and support is also available for those changing post and role, and in supervision for those taking on a supervisory role. Required training is put on in ways that should make it accessible to those who have other work requirements (e.g. many Non-Stipendiary Ministers, Ministers in Secular Employment and Ordained Local Ministers), and dates for any required training are provided well in advance.

Stipendiary ministers who are unable to attend CMD training, for whatever reason, need to notify the Bishop's Chaplain in advance of the event.

Further details about Continuing Ministerial Development in the Diocese are available from the Mission and Ministry Department. Contact details are in Appendix One. Further information can be accessed on the Diocesan website <https://www.manchester.anglican.org/ministerial-training/CMD/>

6.2 Ministerial Development Review

Office holders under common tenure are required to participate in the 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 every 18 months

Further information can be accessed from the Diocesan website <https://www.manchester.anglican.org/ministerial-training/MDR/>

Section Seven: Capability, Grievance and Disciplinary Procedures

7.1 Capability

The purpose of the capability procedure is primarily to support the office holder in achieving the required standards. An informal intervention should take place to support the office holder in improving their performance. Formal capability procedures can be taken if the office holder has failed to improve after informal intervention. Capability procedure is only applicable to those on Common Tenure.

Manchester Diocese will use the Archbishops' Council code of practice and supporting advice. A copy of this is available on the Church of England website at:

<https://www.churchofengland.org/our-faith/what-we-believe/simplification/clergy-terms-and-conditions-service>

7.2 Disciplinary Procedure

All clergy office holders, including those on freehold, are subject to the Clergy Discipline Measure 2003 and (for offences relating to doctrine, ritual and ceremonial) the Ecclesiastical Jurisdiction Measure 1963. A copy is available the Church of England website at: <https://www.churchofengland.org/about/leadership-and-governance/legal-services/clergy-discipline>

7.3 Grievance

If you have a grievance you may use the procedure set out in the Archbishops' Council code of practice and the supporting advice. A copy is available on the Church of England website at: <https://www.churchofengland.org/our-faith/what-we-believe/simplification/clergy-terms-and-conditions-service>

7.4 Dignity at Work

The Diocese aspires to provide an environment that is free from bullying and harassment. If you are subject to behaviour which you regard as bullying or harassment in relation to your office holder status, either from within the Church, from a member of the public or from another agency, we would urge you not to attempt to manage this in isolation.

The Diocese has its own Dignity at Work Policy & Procedure and can provide support in relation to Dignity at Work. The policy can be found here:

Section Eight: Trade Union Membership

Office holders may wish to join a trade union. The Diocese aims to work with trade unions in a constructive and supportive way.

The Faith Workers branch of **Unite** is open to all employees and office holders of faith-based organisations. You can find out more details from this website:

<https://unitetheunion.org/what-we-do/unite-in-your-sector/community-youth-workers-and-not-for-profit/faith-organisations/>

Section Nine: Safeguarding

All clergy who hold the Bishop's Licence are required by the Church of England rules to have a current Disclosure and Barring Service check. Checks remain valid for three years and must be renewed before the expiry date.

It is a legal requirement that your Disclosure and Barring certificate remains current, without which you are not authorised to minister.

Taking part in required Safeguarding Training (see paragraph 6.1) is mandatory.

Clergy must, at all times, cooperate with the Diocesan Safeguarding Officer, agencies including the police and probation service and MDBF appointed contractors working in this area.

Appendix One: List of Key contacts

The Diocesan website has a full list of departments in Church House, with contact details.

For queries relating to this guidance please contact the Human Resources Department:

| | | | |
|----------------|---------------|--------------|--|
| Diane Collins | 0161 828 1474 | 07774 071396 | HR@manchester.anglican.org |
| Chun-Eng frost | 0161 828 1458 | 07917 737478 | HR@manchester.anglican.org |
| HR | 0161 828 1400 | | HR@manchester.anglican.org |