

## Appendix D

### Coordinating Officer for retired clergy and clergy widows and widowers

#### Job description

The pastoral care of the retired clergy and their spouses and civil partners is primarily the responsibility of the parish clergy. To assist them in this the Clergy Retirement and Widows and Widowers Officer (CRO) will provide good communication with the Bishop on behalf of the clergy, and with the Area Deans and the Pensions Board:

1. The CRO is directly responsible to the Bishop to whom he or she refers, as appropriate, news of sickness, bereavement, financial or other needs, as well as matters for celebration.
2. The CRO works with the Deanery Retirement Officers as appointed by the Bishop and will chair the Deanery Retirement Officers meetings twice a year in the absence of the Bishop.
3. The CRO will encourage the work of the Retired Clergy Association.
4. The CRO will consult Area Deans in appointing Deanery Retirement Officers who may, if necessary, act across more than one deanery.
5. Good links shall be maintained with the Pensions Board, especially in the event of bereavement and changes of address. When there are queries concerning housing or other matters, the CRO may need to liaise with the Pensions Board on behalf of the pensioner.
6. A full, regularly updated address list must be maintained of all retired clergy, spouses and civil partners. These will include NSMs and OLMs who have reached pensionable age, retired from their paid employment and relinquished the Bishop's Licence. Separated and divorced spouses should be included. There are some clergy living outside the diocesan boundaries but who have the Bishop's permission to officiate, and they are also on the list when they still minister within the diocese.
7. Changes in the address list shall be communicated as they occur to the Diocesan Database Manager and to the appropriate Deanery Retirement Officer and Area

Dean. Equally the Diocesan Database Manager will inform the CRO of address changes when they occur. Liaison with Crockford's may also be necessary.

8. Special vigilance needs to be kept for new arrivals from outside the diocese. The Bishop's office will inform the CRO of all new PTO clergy by issuing a Clergy Change – Bishops Notification form (CC–BN). Deanery Retirement Officers and Area Deans will have a full update after the pensions board list is received around the end of the year.
9. The CRO arranges for charitable grants to be paid to retired clergy and widows in particular financial need and should be familiar with what the Church Charities can offer.
10. The full working expenses of the CRO are paid by the diocese.
11. Retired clergy will be encouraged to register a next of kin address with the Bishop's office where it will be kept securely.
12. Retired clergy will be invited to meet their Area Dean or his/her assistant on taking up PTO to discuss how they might be able to minister locally and in the diocese; and again when their PTO is renewed (currently at three-year intervals).
13. The CRO shall make the necessary arrangements for the triennial Cathedral Eucharist and meal and encourage other gatherings for fellowship, retreat or study as appropriate. She/he may also meet Deanery Retirement Officers and their spouses regularly.
14. The CRO will oversee the production of a newsletter at appropriate intervals and arrange the distribution of the Bishop's Christmas cards to retired clergy.
15. The CRO will arrange a yearly conference/retreat subsidised by retired clergy trust funds.
16. The CRO will attend, if possible, annual meetings of the Southern Dioceses Bishops Retirement Officers.
17. The CRO will be co-opted onto the Diocesan Synod by the Bishop.