

Addendum

All references to 'diocesan directory' removed

"Called Together" information updated.

A3 Role Descriptions - clarified

- [The Ordinal](#), which describes the role of priests and deacons in a number of different ways at ordination.

A6.1 First appointment grants - addition

In addition, the [Churches Mutual Credit Union](#) offer a [first post loan](#) which allows members, and those eligible for membership, who are about to finish ordination training to apply for a payroll deduction loan (usually for a car but we will consider applications for other items) up to four months before the first payment of salary or stipend is due.

A6.2 Removal costs and expenses - updated

The Diocese is responsible for the cost of clergy removals (ie "the van") on taking up a full-time stipendiary post within the Diocese and the removal will be carried out in accordance with the corporate contract arranged by the DBF. The contract includes a full packing service. Under the terms of the Diocese's contract with the removal company, garden furniture and shed contents are not included within the cost of moves if they take the volume over the capacity of one van. Any unusual requests will be referred to the Diocese for agreement. The contractor will undertake the dismantling/reassembly of beds and desks, but other items would be chargeable to you directly. The removal contractor will not ask you to pay any deposit for packing materials. Your goods need to be insured whilst in transit and your own contents policy may cover this. Please let us know if it does not, as the Diocese can arrange insurance through the EIG.

A6.5 Car loan schemes - addition

The [Churches Mutual Credit Union](#) (CMCU) is now offering car loans, as does [Newgate Finance](#).

A7 Parochial Fees - Ordained and Lay Ministers

Links updated.

A8 Parochial Expenses

Link added to the [leaflet produced by the DBF](#).

Corrected. 'clergy' changed to 'ministers' to make inclusion of lay ministers explicit.

A 10.5.1 Emergency contact numbers - updated

EMERGENCY TELEPHONE NUMBERS			
<u>(TO BE CONTACTED OUT OF NORMAL OFFICE HOURS OR BANK HOLIDAYS)</u>			
<u>CONTRACTOR</u>	<u>TELEPHONE NUMBER</u>	<u>CONTACT</u>	<u>AREAS COVERED</u>
General Builders			
J A Childs	0208 468 7877 (mobile 07951 204399)	John Childs	Based in Bromley, but will cover most areas of the diocese – (minor work)
M P Hare Ltd	01732 842655 (mobile 07971 902631)	Mr Marc Hare	Based in Tonbridge and Malling, but will go all over Diocese, will carry out general building works and roofing works (specialist roofer)
Lang Contractors Ltd	01303 814833 (mobile 07807 598974)	Mr John Lang	Will cover the whole of the area of the Diocese
B W May	07860 753441		24-hour emergency service for building maintenance and boarding up offered during holiday periods
Electricians			
Phaseline Electrical	01634 890118	Paul Leitch	Based in Medway and will cover all of the Diocese
Lyons Electrical	01634 290000	Tony Porter	Based on Medway City Estate, will cover all Medway and other areas of diocese
G B Maintenance	07947 724784	Graham Bristow	Based in Dartford area, will cover that area and most of diocese (for both plumbing and electrics)
Plumbers			
IC'y Solutions	07976 800975	Ian Crisp	Base in Orpington, but will cover all areas of diocese
G B Maintenance	07847 724784	Graham Bristow	Based in Dartford area, but will cover all areas of the diocese (for both plumbing and electrics)
Cube Plumbing & Heating	08008 766579	Matt / Tom	Based in Medway Towns, but cover Tunbridge Wells, Paddock Wood Sevenoaks, Tonbridge and Shoreham areas and all other areas of the diocese
Ecoheat	07973 219343 07973 219067	Martin Brown Mark Tanner	Medway and Maidstone area
Boiler servicing			
Stevenson Heating	0208 4628822		Bromley/Bexley area

Clairglow Heating	01732 885882	Gary Frost	Based in Borough Green but will cover Medway Towns as well
PD Plumbing & Heating	01634 328800	Paul Kramer	Covers the Medway Towns
A C Wilgar	01689 891011		Based in Orpington but will cover most of Diocese area for emergencies
Also try national coverage/... Plumbing Force Same Day Plumbers & Gas Engineers	0808 278 1240		Only in emergency
Miscellaneous			
<u>Drains</u>			
Hydro Descaling	01634 867297		Based in Chatham but covers all areas of the diocese
CS Drainage	01474 744693	Colin Savage	Base in Gravesend but will cover all areas of the diocese
<u>Trees</u>			
Salix	07795 954291	John Dyer	Based Fawkham, covers all areas of Diocese
Quality Tree Care Ltd	01474 704748	Keven Watt	Based in Longfield, but covers all areas of the diocese
Bartlett Tree Experts	01959 525821		Based in Sevenoaks but will cover all of Diocese
Down to Earth	01959 524623		Based in Shoreham but will cover all areas of diocese
<u>Glass/Glazing/pvcu windows and doors</u>			
Bell Glass & Glazing	01634 377776		Based in Rainham but cover all areas of the diocese
Fleet Glass	01474 323535		Based in Northfleet, will cover all areas of the diocese, will also undertake minor repairs (window handles, window locks, hinges etc)
<u>Locksmith</u>			
Mark1Locks	07968 691343	Mark taylor	Based in Gravesend, covers all of Diocese e: 24hr@mark1locks.com
<u>Fencing</u>			
Peter Rayfield	01634 371367	Peter Rayfield	Based in Rainham but covers most areas of the diocese
Tate and Tonbridge fencing	01892 335 566		
<u>Wasps/Pests</u>			
Cleankill Or try your respective local council or approved local contractor	0800 0565477 (freecall 0500 21324)		Will cover all arrears of the diocese
<u>Alarms</u>			
ECS Systems Ltd	0208 300 9996	Matt Evans Matt Smith	Base in Sidcup but will cover all areas of the diocese

Drains Hydro Descaling	01634 – 867297	Roger Sellar	Based in Chatham but covers all areas of the diocese
CS Drainage	01474 744693	Colin Savage	Base in Gravesend but will cover all areas of the diocese

A10.17 Housing for clergy spouses and dependants in the event of bereavement or marriage breakdown

Moved to A21, under "Bishop's Visitor". Rest of A10 re-numbered accordingly.

A10.18 Housing Allowance - updated

Where the PCC owns or part owns a property for the occupation of a curate, then an allowance will be paid monthly to the PCC throughout the period of occupation equivalent to £9,500 p.a. (at the time of writing) based on full ownership or a commensurate proportion depending on the % owned by the PCC.

A11 Annual leave, A12 Rest Periods, A13 Special Leave – amended

See also the [Statement of Particulars](#) and the [Covenant for Clergy Care and Wellbeing](#). See also [A19: Well-being](#).

A10.9 Diocesan Surveyor (Property) - updated

The surveying department will be pleased...

A10.16 When an incumbent leaves - clarified

It is the incumbent's responsibility to leave the house *and garden* clean and empty...

A18 Clergy Spouses– amended

See also the [Covenant for Clergy Care and Wellbeing](#) and [A19: Well-being](#).

A19 Well-Being - amended

See also: [Guidelines for the Professional Conduct of the Clergy \(2015\)](#); and the [Covenant for Clergy Care and Wellbeing](#). See also sections A11-A13.

A21.6.3 Church Commissioners' Value Linked Loans - amended

The [Value Linked Loan Scheme](#) is a means of assisting with the long-term provision of housing for clergy spouses who need to move out of the tied house on account of bereavement, separation or divorce. The Scheme helps to provide accommodation normally held by a DBF as part of its corporate portfolio (as such property cannot be in benefice or glebe ownership). Funds for the Scheme are limited and loans are made solely under our general investment powers and form part of our investment portfolio. The scheme is not expected to continue once a bereaved/separated spouse has remarried.

A22.1 Any Sick Leave - corrected

If you are unexpectedly unavailable for parish ministry (for any reason but, in this instance, sickness or injury) it would be helpful to let your Archdeacon know so you, your churchwardens and parish can be supported.

If you are unable to perform the duties of your office because of illness or injury for four or more days in a row, you should fill in an [employee's statement of sickness \(SC2\)](#)

A22.5 Disability - added

The [Government website](#) states,

"It's against the law for employers to discriminate against you because of a disability. The Equality Act 2010 protects you and covers areas including:

- application forms
- interview arrangements

- aptitude or proficiency tests
- job offers
- terms of employment, including pay
- promotion, transfer and training opportunities
- dismissal or redundancy
- discipline and grievances”

Beyond this, the way that disability is articulated within the church is very important and has the potential to have a positive and affirming impact upon disabled people in our congregations. It is especially important that disability and illness are not conflated, neither should there be an assumption that a person needs to be healed of their disability (see B16)

Accordingly, disability should be affirmed as part of personhood and disabled people affirmed and encouraged in the widest possible sense within congregations

Fostering an environment within the church where disability can be discussed freely will ensure that support is sought and the inclusion of disabled people encouraged, without it being seen as a problem

Inclusion of disabled people in the widest sense within churches should be seen as normative, rather than exceptional and there are a variety of ways in which parishes and individuals can be supported in working towards greater inclusion

A22.5.1 Resources and support - disability

The name of the Bishop’s Adviser on Disability is The Reverend Rachel Wilson reverendrachelwilson@gmail.com. She can provide advice to individuals and parishes, either on individual issues or providing access advice to churches. She is also available to speak to congregations and PCCs on questions of disability and inclusion

The following courses may also be of use for parishes wishing to explore these issues and increase their accessibility:

Disability and Discipleship – helping disabled people to flourish in churches

Unconscious Bias and Disability

Further information on Barrier-free belonging within the church of England is available on the Church of England website and can be found at <https://www.churchofengland.org/resources/barrier-free-belonging>

B3.7 Dispensation from weekly celebration of Holy Communion - added

[Canon B14A](#) provides that the reading of Morning and Evening Prayer as required by Canon B 11 or the celebration of the Holy Communion as required by Canon B 14 may be dispensed with, on an occasional basis, by the PCC and the Incumbent (or Area Dean, during vacancies) working together. Where this is intended to be a regular or longer term pattern of worship (ie more than a month), the Bishop must authorise it. Either way, the PCC must pass a resolution making clear the purpose and dates/duration of the change. Further guidance can be sought, either from the [Bishop’s Chaplain](#) or from the [Diocesan website](#).

B6 Marriage – links updated

B6.1.3 (Foreign nationals) - - updated to

A marriage involving a foreign national who is not a British or Irish national, or who does not as an EU citizen have Settled or Pre-Settled Status, will need to have a Superintendent Registrar’s Certificate (SRC) - through the civil system - as the preliminary to a Church marriage. EEA foreign nationals with Settled Status

B6.2.1 Ecumenical weddings- added

Because Anglican marriage has a special status in law in this country, Church of England clergy may only solemnise marriage in Anglican buildings, and Church of England buildings may only host

Anglican wedding ceremonies conducted by a properly authorised Anglican cleric.

However, a(n) (ecumenical) minister can substantially assist at a Church of England wedding (according to [canon B43](#)), providing the Anglican cleric conducts:

- The Declarations;
- The Vows
- The Proclamation
- The Blessing of the Marriage
- The Marriage Document

Similarly, an Anglican cleric may assist in weddings led by other denominations (according to [canon B43](#)), providing it is clear that they are not conducting the wedding itself.

B6.8 Marriage registers - updated

The Civil Partnerships, Marriages and Deaths (Registration etc.) Act 2019 significantly altered the process of registering a marriage. The "[Guidebook for the Clergy](#)", issued free of charge by HM Passport Office, General Register Office, May 2021, offers good advice on the new system. There is some variation in the practice of the new scheme so if you have any uncertainty it is worth contacting your civil registrar for guidance.

This has not changed the guidance above, although where there have been civil preliminaries, the couple will now bring a schedule from the Local Register Office.

There are now two forms of registration of the marriage. The ecclesiastical record of marriages, which should be made in a document not the service register, and the civil registration, which is now held by the registrar, electronically. Therefore all Church wedding registers should be archived, with one retained by the church and the other closed register delivered to the Local Registration Office.

Rather than a registrar, the officiant should print off the Marriage Document and complete 1-7 in registrar's ink, checking with the couple that the details are correct, and complete the document (sections 8-11 also in registrar's ink) after the ceremony, when – as in olden times – the parties and the witness will need to sign it. After it has been signed, only superficial changes may be made – and then, only immediately after the ceremony and witnessed by the parties. Any significant, or later, alterations will need to be taken to the registrar's office.

It is the responsibility of the officiant to take the Marriage document to the registrar, although the family *may* agree for another party to take it. Once received at the register office – and not before – the marriage is registered in the electronic register (Registration Online, RON), and the parties can then be issued with a marriage certificate. It is this, and not the Marriage Document, that constitutes the legal proof of marriage.

We no longer

- register marriages
- send quarterly returns
- charge for a certificate

B7.2 Who may officiate at a funeral? – added

Occasionally a family may request a specific minister due to family links. *This request must be approved by the incumbent.*

B.9.3 Resources - updated

The Bishop's Advisor for Healing and Well-being is the Revd Carol Morrison, whose contact details may be obtained through the CMS database.

B11 Welcoming disabled people- added (and subsequent numbers updated)

As part of the Body of Christ, the inclusion of disabled people within our churches and within community and missional activities is a Gospel imperative

In thinking through the steps involved in achieving inclusion and what that might look like, churches can usefully ask themselves three questions, which are applicable to both church services and community

and missional activities:

- Can disabled people get in/join on the same terms as others
- Can disabled people participate?
- Can disabled people flourish and actively contribute?

It is worth remembering that "disability" should be interpreted in the widest sense, including those with a wide range of disabilities *which may or may not be visible*

B11.1 Worship

The importance of ensuring that disabled people can fully participate in services is not to be underestimated. getting into church is only the start; real care needs to be taken to ensure that disabled people can access the service alongside the rest of the congregation. This means ensuring that people can fully participate

B11.1.2 Enabling participation

Ensuring that deaf and disabled people can participate in worship is *not an optional extra*; churches must play their part in ensuring that people have what they need to participate., These might include:

- Use of subtitles
- Use of audio and text description to support visual material
- Provision of sign language interpreters; for example, for funerals
- Provision of large print material
- Seating which allows for good lines of sight for lipreaders

Advice on the use of interpreters and other steps which support inclusion can be sought from The Reverend Rachel Wilson, Bishop's Adviser on Disability reverendrachelwilson@gmail.com

Whilst it is recognised that becoming more inclusive is a process and one in which we are keen to encourage churches, it is not a factor which can be ignored in worship planning.

B11.1.3 Participation in Holy Communion

It is a common practice to offer to take communion to people in their seats. Whilst there may be good pastoral reasons for doing this, people should always be given the opportunity to receive from the rail if that is what they wish to do

B11.1.4 Disability and Healing Prayer

Whilst disabled people may wish to participate in healing prayer, care should always be taken to ensure that the relationship between those leading prayer and those being prayed for does not become a coercive one. The potential for spiritual abuse is significant and these questions need to be sensitively handled

B11.2 Mission and Community Initiatives

In planning parish activity, churches should ensure that their activities are planned in ways which are open to disabled people. Disabled people should also be consulted in planning for mission and community work and where possible, should be encouraged to lead services and other programmes

B12.11 Resources - added

Another is [*But Deliver us From Evil: An introduction to the demonic dimension in pastoral care*](#) by John Richards Darton, Longman & Todd Ltd (1 Jun. 1974)

B13.4 Further Resources - Added

The Church of England website has a number of resources on their [webpage](#), including:

[Welcoming Ethnic Minority Congregations: Church-Sharing and the Church of England - December 2020](#)

[Ecumenical Code of Practice on Cooperation by the Church of England with Other Churches - February 2019](#)

[A Formal Declaration of Ecumenical Welcome and Commitment](#)

[A Service of Joint Baptism and Confirmation](#)

B14.5 For more information – contact info updated

There is real joy to be had in forming a link with a church in one of our Companion Dioceses. If you want to know more, please get in contact with David or Mike who have built up a store of 'best practice'. They would be happy to answer any questions you may have and could arrange for someone to come and talk to your church.

The Revd Canon David Kitley, Bishop's Adviser for Overseas Links for the Diocese of Rochester (Offers advice and guidance on more strategic matters.)

Tel: 01732 452112

Email: kitley@clara.net

Mr Peter Kettle, Appeal Coordinator, [Poverty and Hope](#),

Tel: 01474 813632

Email: povertyandhope@gmail.com

The Revd Christine Allen (Companion Diocese Co-ordinator)

Tel: 01634 853172

Email: revchrisallen74@gmail.com

C1 Ordination Candidates – substantially redrafted, now titled “Vocational Exploration”

If a person senses that they may have a vocation to ordination or if they are encouraged to explore this by their incumbent, the first step of exploration is to sign up, via the Diocesan Website for an [“It’s Your Calling Day”](#). The incumbent may also want to contact the Diocesan Director of Ordinands and Vocations (DDO & V)

Following this day, everybody attending is invited to meet with a Vocation Adviser

C1.1 Exploration

If the explorer still feels that the calling to ordination is to be explored further after working with the VA for 3-4 months on various tasks, the VA will write a report for the DDO&V

At this point the candidate then

- meets with the DDO & V
- A reference is requested from the prospective candidate’s incumbent. Other references may also be sought.
- A full CV has to be obtained and ordinand DBS has to be obtained
- The explorer then works, with a DDO in the first instance, towards Stage One of the Shared Discernment process (being introduced in November 2021) .

The Stage One set of discernment interviews, which will be organized by those of the national Ministry Team, consists of six 15 minute interviews and will normally take place on-line, although face to face interviews will also be possible. After these interviews, a short report is sent to diocese which will help discern which areas, if any, might need further development before the explorer proceeds to Stage Two in discernment.

C1.2 Selection

Once the Sponsoring Bishop is confident that the explorer's vocation is ready to be tested at the Stage Two Discernment interviews (which will be between March and July from 2022). The DDO and explorer will prepare the relevant paperwork.

It might be necessary, if the explorer has been divorced, remarried and their previous spouse is still alive, for a C4 Faculty to be obtained. This requires discernment to be put on hold. This process is carried out by one of the Bishop's Representatives, and the Faculty should be obtained before the Stage Two interviews.

Throughout the two-stage discernment process, which could normally take up to two years but be slightly less or more, depending on experience and other circumstances, there are a number of interviews and tasks which the vocational explorer is expected to engage with. Their faith, experience of mission (in its widest sense), involvement in church and relationships with others are explored, as well as their self-awareness, all being key aspects of a life of future ordained ministry.

Details of the Shared Discernment Process and the C4 Faculty process can be obtained on request from vocations@rochester.anglican.org.

C1.5 Disability and vocation

The numbers of disabled people in licenced and ordained ministry are still very small. However, it is vital that parishes remain alert to the truth that God call disabled people too and that we should expect to see the outworking of God's purposes in disabled people as we do in others

The life experience of many disabled people may mean that they assume that God does not call them. Churches have a huge part to play in encouraging disabled people in their spiritual and formational growth.

Mentors, incumbents, and DDOs may need to be flexible, and creative in accompanying disabled people through the discernment process, The educational path of some disabled people may mean they cannot demonstrate the "usual" formational and educational "cues" in the discernment process. This makes it all the more important that disabled people seeking to discern God's call are able to establish trusting relationships with those who are accompanying them.

C6 Professional conduct of the clergy *moved to A25, subsequent listing adjusted*

C13.1 Commissioning or licensing? - clarified

Licensing is for those workers or volunteers who have a vocation to children's, family and youth ministry with both appropriate theological training and relevant experience. *A license authorises the worker to exercise their ministry across the Diocese and for their ministry to be recognised.*

Commissioning is available for those workers or volunteers who do not yet have formal theological training but are committed to children's, family and youth work, however there maybe exceptional circumstances in which substantial experience may be considered in lieu of a formal qualification on a case by case basis. This will be at the discretion of the Children & Youth Mission and Ministry Advisers and may have to be supplemented by a bespoke package of training. *A Commissioning authorises the worker to exercise their ministry within their own parish.*

C13.6 Parish Contribution - Revised

Following the formal introduction by Diocesan Synod of the Ministry and Support Offer System to cover clergy and other diocesan costs, and the guidance given to Parishes in regards to this 'offer' system, there is no longer a formal calculated reduction in parish share assessments in place. However, it is possible for individual parishes to decide their contribution taking into account the type and number of employed workers they may have. This should be negotiated with the Diocesan Finance department who will give guidance as to what might be appropriate but the Diocese will be supportive of parishes that actively make missional appointments working with children and young people.

C13.9 Uniform templates/contracts - updated

PCC's/trustees/employers are encouraged to use the Rochester Diocese *pro forma* templates in the recruitment process. These can be found on the [Rochester Diocese website](#). Please check regularly, as they are regularly reviewed and updated by the Diocese as required.

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

The DBE is currently comprised of 18 members, six appointed by the Diocesan Synod, two appointed by the Bishop of Rochester, four representatives of the Local Authorities within the diocese (Bexley, Bromley, Kent and Medway) and up to six co-opted members appointed by the DBE itself for their specific skills and expertise.

E3 Digital services

With many Churches going online recently, the Diocese has produced the following resources:

Digital Church Hub, which has lots of information and signposts to resources to help churches in this ministry: <https://www.rochester.anglican.org/communications/digitalchurch/> including:

- [The Basics: Equipment](#)
- [Grants](#)
- [Safeguarding and accessibility](#)
- [Copyright and GDPR](#)

A Diocese of Rochester Digital Support Group on Facebook, where no question is too silly, and where people from across the diocese, with varying experience can gather and share ideas, resources and support each other. People can request for join here: <https://www.facebook.com/groups/399052624405337>

H2.6 Society for the Relief of Poor Clergy - updated

The Society amalgamated into the [Clergy Support Trust](#) in 2019