



The Diocese of
Canterbury

 THE CHURCH
OF ENGLAND

HANDBOOK

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INTRODUCTION

This Handbook is intended to give advice and guidance on working arrangements to all licensed clergy (stipendiary and non stipendiary).

For those appointed as office-holders on Common Tenure (as defined in the Ecclesiastical Offices (Terms of Service) Regulations 2009) it also expands upon the obligations and rights conferred by the legislation and should be read in conjunction with the Statement of Particulars.

1. APPOINTMENT AND OFFICE

For all clergy, details regarding rights and responsibilities of office may be found in The Ordinal, the licence/ deed of appointment, the role description (if one exists) and the Guidelines for the Professional Conduct of the Clergy.

In addition, it should be noted that all clergy, regardless of their form of tenure, are subject to the provisions contained within the Canons, the Clergy Discipline Measure, the current law related to patronage and the appointments procedure and anti-discrimination legislation (apart from the specific exemptions granted).

Common tenure appointments

From January 2011 Terms of Service legislation confers a new form of tenure on clergy, called Common Tenure, which automatically covers Team Vicars, Priests in Charge, Assistant curates, fixed term appointments, house for duty clergy, non-stipendiary ministers, canonically licensed lay workers in receipt of stipend and/or housing and **all** new appointments made after the legislation comes into effect.

Those clergy on common tenure also have the right to a Statement of Particulars which sets out the matters relating to the general day to day aspects of their appointment and indicates all rights and responsibilities fully. The Officer nominated to prepare the Statement of Particulars on behalf of the Bishop is the Diocesan Human Resources Adviser and they will be signed by an Archdeacon of the diocese of Canterbury.

Clergy with the Freehold:

Clergy with the freehold are invited to indicate, in writing, whether they are willing to move to common tenure. If they do not wish to do so, they will continue to hold the freehold on all its existing terms. If and when they move to another post this will automatically be under common tenure arrangements

Fixed Term/Time Limited Appointments:

It is the aim of the legislation under Regulation 29 to provide greater security and equality of rights. Fixed term appointments will only be given, therefore, in the following circumstances:

- If the appointment is designated as covering another office holder's absence from office
- If the appointment is held by an office holder over 70
- If the appointment is designated as a training post
- If the appointment is designated as subject to sponsorship funding
- If the appointment is designated as a probationary office
- If the appointment is created by bishop's mission under the diocese, Pastoral and Mission Measure

Clergy on qualified common tenure:

Appointments in line with Regulation 30 (subject to pastoral reorganisation):

Those clergy designated as employees (of the DBF or possibly the bishop in his corporate capacity) are not covered by common tenure and as such will be issued with contracts of employment.

2. LEAVING OFFICE

For all clergy, unless resigning, the term of office may only be terminated by the Bishop in accordance with the following circumstances:

- (a) on the death of the office holder;
- (b) on attaining the retirement age specified in relation to that office in section 1 of the Ecclesiastical Offices (Age Limit) Measure 1975 (1975 No. 2) or on the expiration for any period which the office holder is permitted to continue in office after the retirement age under section 2 or 3 of that Measure;
- (c) where the office holder is removed from office following a finding of guilt for an offence under Part VI of the Ecclesiastical Jurisdiction Measure 1963 (1963 No. 1) or under any provision of the Clergy Discipline Measure 2003 (2003 No. 3);
- (d) where the term is fixed or is otherwise limited, on the expiry of the term or the occurrence of the event in question, as the case may be
- (e) where the office ceases to exist in consequence of a pastoral scheme or order made under the Pastoral Measure 1983 (1983 No. 1) or reorganisation scheme made under Part II of the Dioceses, Pastoral and Mission Measure 2007 (2007 No. 1)

Common tenure appointments

As set out at Section 3 of the Ecclesiastical Offices (Terms of Service) Measure 2009 the bishop may also terminate office:

- (f) where the Bishop revokes the licence of the office holder under the capability procedures.

Retirement

The Open University offers a course on " Planning Retirement" and comments "Ten years ahead is not too soon to begin thinking about retirement". There are also locally arranged courses in some of the major towns of the Diocese, including a course at the University of Kent in Canterbury. Further information on pre-retirement courses / seminars can be obtained from the School of Continuing Education, University of Kent, Canterbury, CT2 7NX. Tel: 01227 764000. A Clergy Retirement Officer is available in each Archdeaconry who will be able to offer help and advice. Their names and addresses are given in the Diocesan Directory.

Full pension and a tax free lump sum are paid on reaching the age of 65 years, having completed 37 years of service. For shorter periods of service, above a minimum of 5 years, pension benefits are calculated in direct proportion to the length of pensionable service completed.

An application for a Pension must be made about a month before retirement. Pensions are non-contributory, but voluntary contributions can purchase additional benefits. This may be helpful to those unable to complete 37 years service. The Diocesan Secretary can also advise on the availability of trust funds.

Retirement Housing

The present Pensions Board Scheme assures financial assistance where needed, for retirement housing appropriate to individual circumstances for all who receive a Church pension. There are two possibilities, either (i) an equity (value) sharing mortgage or (ii) rented

property. The Pensions Board will advise which is the more appropriate scheme for you in the light of your capital and expected income.

Bereavement

No booklet or advice can reduce the shock of bereavement. However, some practical preparations can spare you and your family the bewilderment of trying to find documents, collect information and make decisions when least able to do so.

It is helpful to have a notebook or file in which is noted:-

- Where essential documents (such as wills, marriage and birth certificates, insurance records and policies) are kept.
- Who should be notified of the death.
- Special requests with regard to funeral arrangements
- Details of bank accounts

Death (in work or retirement)

The Area Dean should be informed immediately: he/she will inform the Bishop and the Archdeacon. The Diocesan Clergy Widows' Officers will also help with the practical matters of finance and housing. Their names and addresses can be found in the Diocesan Directory.

The Diocesan Office will inform the Church Commissioners and through them, the Church of England Pensions Board.

Should a member of the clergy die in office before attaining the age of 65 years, the Diocesan Board of Finance has a life insurance policy from which the Board will provide a lump sum payment (approximately three times an annual stipend) a few days after the death has occurred.

A widow/er will be entitled to two thirds of their spouse's pension entitlement at the time of his/her death. The Archdeacons can help with arranging this.

For information about pensions, you should consult the Pensions Board which may be able to assist you. Citizens Advice Bureaux can also help, and the DHSS will usually reply to specific enquiries.

Finding a Home

Inevitably any dependants have to leave the clergy house in due course.

Dependants have a legal right to remain in the house for three months and this period may be extended to give time to find a new home.

The housing of clergy widow/ers whose spouses die in office and who do not have the means to buy a house is the responsibility of the Pensions Board.

The Pensions Board offers a range of schemes whose purpose is to help clergy dependants to live in suitable accommodation of their own choice, either rented or with a mortgage. Discretionary grants from Diocesan House are available for special needs.

Help available for children

The Clergy Orphans Corporation 57B Tufton Street, London SW1P 3QL

The Corporation of the Sons of the Clergy, 1 Dean Trench Street, London SW11 3HB

and

The Friends of the Clergy Corporation, 27 Medway Street, Westminster, London SW1P 2BD and other charitable bodies offer grants and help for many needs of children's education and training - see also 'Education'. If necessary, the Bishops, the Archdeacons and the Diocesan Secretary will provide assistance with this.

3. STIPEND, PENSION, GRANTS AND OTHER BENEFITS

Stipend:

Stipends are calculated in accordance with the method of computing income for augmentation purposes approved by the General Synod and included in the Central Stipend Authority's annual report to the General Synod

All stipendiary clergy are required to complete an annual income and expenditure return (PUN form) each year for use by the diocese and Payroll services. The Diocesan Office uses the information on this form to calculate the following year's level of payment and to give instructions to Payroll services. It is helpful if the form can be returned via the Diocesan Office as soon as possible after each 1st April. Further information may be found in the booklet 'Your Stipend' a copy of which is available from the Church Commissioners based in Church House, London or via the website: www.common tenure.org

For the purposes of National Insurance only, clergy are treated as being of employed status. Employee contributions are deducted from stipend payments each month alongside 'pay as you earn' tax deductions. Employer's contributions are paid by the diocese.

Additional income arising from the ordinary course of the Office should be declared on your PUN form and will form part of the augmentation (ie will be deducted from the amount financed by DBF). If you have any doubt about what constitutes additional income please consult the Diocesan office.

Please note that the Church Commissioners will not increase a priest's stipend until an annual PUN form has been received by the Diocese. Once received and processed the omission will then be rectified.

Pension

Full details of the pension scheme and retirement housing provisions are available from:

The Church of England Pensions board

29 Great Smith Street

London SW1P 3PS

Tel 02078981800

www.cofe.anglican.org

The following publications from the Board may also be useful:

- Your Pension Questions Answered
- Retirement Housing

Grants

The main clergy charities offering a variety of support and help are:

1. The Corporation of the Sons of the Clergy, 1 Dean Trench Street, London SW1P 3HB
2. The Friends of the Clergy Corporation, 27 Medway Street, London SW1P 2BD

The Sons of the Clergy are also able to assist widows, separated or divorced wives, and dependent children. They also assist with education grants for clergy children. It is recommended that applications for education grants be made at least two clear terms before the grant is needed. The Friends of the Clergy offers a wide range of assistance to clergy, widows and to the retired and grant applications can be made for the following:

- certain housing expenses of retired clergy;
- nursing home fees;

- child maintenance for widows, divorced wives;
- bereavement expenses;
- removals and resettlement grants where ordinary diocesan grants are not available;
- sabbaticals.

It is suggested that you inform the Archdeacon before making any grant application to cover indebtedness.

Benefits

Car loans for stipendiary ministers are available from the Church Commissioners. Details of the scheme and application forms are available from the Diocesan Office. Repayments are made monthly by means of an automatic deduction from the stipend paid via the Church Commissioners.

4. PAROCHIAL FEES

Fees from weddings and funerals, etc. form part of stipend. If an assistant earns fees these will also form part of the incumbent's stipend. The incumbent may choose to receive the money directly in which case he/she must declare the total fee income for the year on the annual income/expenditure return issued by Payroll services. Alternatively, the incumbent may choose to 'assign' the fee income to the DBF. If the latter is chosen he/she must enter into an agreement with the DBF. The practice in the Diocese is that it will then be sent back to the PCC if they are up to date with Parish Share, alternatively the amount is credited against the Parish Share. The incumbent will be paid an equivalent amount by Payroll services with the rest of the stipend. This avoids fluctuations in monthly income which many clergy find difficult. An incumbent wishing to assign income from fees should contact the Diocesan Office.

Non-stipendiary Ministers and Readers do not receive fees, but should be fully reimbursed for travelling expenses and all reasonable working expenses.

5. EXPENSES

Parishes are responsible for the reimbursement of the proper parochial expenses incurred on their behalf by their parochial clergy and other licensed and accredited staff. These sums do not form part of the stipend calculation but the level of diocesan stipend presupposes full reimbursement of these expenses. The booklet entitled 'The Parochial Expenses of the Clergy' issued by the Central Stipends Authority is a useful guide and can be accessed via the Church of England website www.cofe.anglican.org/info/clergypay). The matters covered by the booklet include: Postage and Stationery; Telephone; Secretarial Assistance; Office Equipment; Maintenance of Robes; Hospitality; Travel - Car and Public Transport; Books; Use of Study - Help with Replacement Furnishings.

Up to date rates for fees and travelling expenses will be sent to parishes by the Diocesan office as and when these are revised, normally annually

The Archdeacons are available to give advice or to help in matters of interpretation. Some parochial clergy bear at their own wish a proportion of parochial working expenses, and in fact allowance is made for this on the Church Commissioners' Income Return. Despite this, it is recommended that rather than forego some reimbursement, clergy should charge their expenses in full and then make a contribution to parochial funds so as to ensure that the parish is aware of the full extent of its liability. Furthermore it will ensure that misunderstandings as to the correct level of expenses do not occur upon change of the Minister.

6. HOUSING

Those Office holders provided with a house of residence, for the better performance of their duties, need to be aware of both their rights and responsibilities. These are detailed in the

Repair of Benefice Buildings Measure 1972 and other legislation but may be summarised as follows:

The Parsonages Board of the Diocesan Board of Finance [*The Diocese, through the Property Committee of the Board of Finance*], is responsible for the provision and maintenance of all clergy homes, together with the payment of buildings insurance premiums and Council Tax for those houses. Please ensure that the Property Services Department is informed of the date when you are to move in.

Those Office holders provided with a house of residence, for the better performance of their duties, need to be aware of both their rights and responsibilities. These are detailed in the Repair of Benefice Buildings Measure 1972 and other legislation but may be summarised as follows:

The Diocese, through the Property Committee of the Board of Finance, is responsible for the provision and maintenance of all clergy homes, together with the payment of buildings insurance premiums and Council Tax for those houses. Please ensure that the Property Services Department are informed of the date when you are to move in.

Internal decorations, insurance of contents and TV aerials, and liability in respect of third parties, are the responsibility of the occupants.

Further details are included in the Housing Manual issued by the Property Services Department.

Insurance

The insurance of the contents of a house and the liability as occupier in respect of third party claims are the responsibility of the occupier. The Ecclesiastical Insurance Group, Beaufort House, Brunswick Road, Gloucester GL1 1JZ, telephone 01452/528533 is one of many companies to provide such insurance cover and would send an application form upon request. This company already insures the structure of the house and using this company for your personal insurances will have the advantage of avoiding any potential disputes between different companies in the event of a major claim.

On Appointment

The Diocesan Surveyor values the opportunity to meet you at the house as soon as possible after the appointment has been announced.

Grants

A Re-decoration grant is available on application to the Diocesan Surveyor.

A Resettlement grant towards the cost of any necessary alterations to or purchase of furnishings and other expenses incidental to the move will be paid before the appointment begins. In addition, an **Ordination** grant will be paid prior to Ordination and, at the discretion of the Diocesan Director of Ordinands, payment of a **First Appointment** grant may be made. The amount of grant is reviewed annually and you will be advised of the current figures in your letter of appointment.

Removals Expenses

Canterbury diocese has entered into an agreement with Bishop's Move, who will act as the sole recommended removal firm for clergy moving into or within the diocese. After an initial survey, Bishop's Move will send us a quotation for approval and once the move has been completed, we will arrange payment direct with the removal firm.

The diocese has arranged insurance cover with the EIG during clergy moves up to the value of £50,000 or £5,000 per item. **If this standard insurance cover is insufficient for your particular needs, or is not covered by your own household policy, additional top up cover can be arranged at your own expense.** Please contact Rob Trice, the Diocesan Accountant (or Victoria Greatorex) to arrange this additional cover at discount rates through the EIG.

Clergy are asked to check the details of their own household insurance as many policies cover household and personal effects during a move.

Internal Decorations of the House

In subsequent years, the cost of materials may be claimed by applying to the Director of Property Services.

Cooker

The provision of a cooking stove is your responsibility.

Central Heating

The annual service and testing of the heating installation is arranged by the Property Services Department.

Repairs

In an emergency (eg burst pipes, broken windows), contact your local builder, plumber etc but inform the Diocesan Surveyor as soon as possible and send him the account.

All other repairs and minor improvements, including any you or your spouse wish to undertake yourself, must first be referred to the Diocesan Surveyor.

Letting

You should NOT sub-let any part of the house under any circumstances nor should you run any kind of business (such as Bed and Breakfast) from the house without consulting your Archdeacon. These are areas which can produce very serious legal difficulties

Quinquennial Survey

The Diocesan Surveyor arranges for an inspection of the house every five years. He sends a copy of his report to the occupier and then arranges for essential repairs and external decorations to be carried out in the following year.

The use of the house and garden

The house and garden are yours and therefore central to your family life. Only you and your family decide the way they will be used. You must not feel pressured by how they have been used in the past.

When you leave

Passing on curtains, carpets etc to your successor is a private matter. Most fixtures in the house (eg curtain fittings) are the property of the Benefice or the Diocese.

It is your responsibility to leave the house empty and clean, and to see that all rubbish is cleared from the premises.

It would be helpful if you could report any defects in the house to the Diocesan Surveyor.

Please consult the Diocesan Surveyor before disconnecting any of the services - gas, electricity. Meters should be read on leaving and on moving in.

The PCC will be responsible for ensuring that the telephone number at the house is reserved for your successor and arranging for an account of calls to date and a refund on a rental to be made to you. If you are moving within the diocese, the PCC of your new parish will make the necessary arrangements for the telephone in your new home to be in service by the time you move.

In order that the Church Commissioners (and Crockfords) can be notified of your new appointment or resignation/retirement, please ensure that Victoria Greatorex at Diocesan House knows in advance the date of removal and your new address.

If you move to another Diocese, that Diocese will be responsible for all removal expenses.

Non-parochial stipendiary clergy

These priests may be paid a stipend and provided with a house owned by the Diocese in which case the conditions would be as for clergy houses; alternatively, the clergy person will receive a housing allowance and the house is entirely his / her own responsibility.

Non stipendiary clergy

The Diocese has no responsibility for the housing of non-stipendiary clergy.

Retired Clergy

If you are retiring from a post in the Diocese, financial help with moving costs may be available - please contact Rob Trice, the Diocesan Accountant, for further information.

7. MINISTERIAL DEVELOPMENT REVIEW

Purpose

The *Ministerial Development Review Guidance (approved by Archbishops' Council, January 2010)* describes the purpose of MDR as follows:

'MDR facilitates a guided discussion framed around an office holder's ministry. The purpose of the review is to look back and reflect on what has happened over the last year or two of ministry and, informed by that, to look forward to plan, anticipate and develop a clearer vision for what lies ahead. In looking back there is an opportunity to acknowledge all there is to be thankful for and anything that is a matter for lament, and in looking forward to anticipate the changing demands of the role, identify future objectives and areas for potential development.

MDR is founded in the assumption that all office holders are responsible to God for the ministry entrusted to them and that they are accountable to the Church and to one another for the way in which it is exercised. Ministry is a gift and a trust for which each individual holds account. Accountability includes a preparedness to grow and develop on the basis of experience and the learning gained from it. It is about affirmation and encouragement as well as challenge.'

Requirement to participate

All clergy holding their office under Common Tenure will be required to participate in MDR.

All other clergy, including those with freehold, are offered the opportunity to undertake regularly a Ministerial Development Review.

Framework

The principles on which the Bishop of Dover's MDR scheme are based, draw on existing practice in the diocese and they have been revised to comply with the Clergy Terms of Service legislation as below:

- MDR is episcopally led. However, the Bishop may delegate to others some responsibility for undertaking this task and the review will be normally undertaken by the office holder's Archdeacon every two years. For all clergy there will be an additional review by the Bishop in one of the intervening years of a three year cycle.
- Clergy in their title post are subject to review and assessment as part of their initial training and will not participate in the standard diocesan MDR process.
- MDR must be take place at least once every two years.
- Written records deriving from the review process must be agreed and signed by the office holder and a copy given to them
- As part of the review, comment will be sought from those with and amongst whom clergy exercise their ministry, normally through written feedback from three representative persons having direct knowledge and experience of the reviewee's ministry.
- On-going training needs identified during MDR will be recorded
- Copies of the summary sheet completed at the end of the review will be held by the reviewee, Bishop and Archdeacon.

Process

The core stages of the MDR process are:

1. Reflection – the office holder will be notified that a review is approaching and whether it will be their Archdeacon or the Bishop conducting the review. They will be encouraged to reflect over current responsibilities and how, if at all, these have changed since the last review
2. Preparation – the office holder will be given forms to help with their preparation. The questions on the forms will encourage self reflection and the seeking of feedback from others. In advance of the review it is expected that the office holder will identify how far they have met their previous objectives and identify further objectives for the future.
3. Discussion – the reviewer will guide the office holder but it is expected that the office holder will do the majority of the talking. Objectives will be identified and agreed. A summary of the discussion and details of the agreed objectives and proposed actions will be written up and a copy sent to the Bishop and Archdeacon for their records.

8. CONTINUING MINISTERIAL EDUCATION

Background

Regular, focused and well-resourced in-service training is essential for the continuing personal and professional development of the Church's ministers.

The Clergy Terms of Service Regulations require that bishops ensure, as far as possible, that every office holder is afforded opportunities to participate in such education or training as is appropriate to their ministerial development. The Regulations also require office holders to participate in arrangements that are made for their continuing education.

Principles

Current recommendations (2009) from the Archbishop's Council Ministry Division about CMD include:

- An emphasis on specific provision for those at transitional points in ministry;
- Ensuring that learning opportunities are linked to the outcomes of ministerial development reviews;
- Relating training provision for clergy's current and future development to the diocese's strategic mission priorities;
- An appropriate balance between mandatory and discretionary training events.

CMD is available to all who hold the Bishop's Licence up to the age of retirement.

Range of opportunities

The range of CMD opportunities may include:

Bishop's general training days;
Diocesan conferences;
Courses and training events arranged by the diocese;
Attendance at training events arranged by external agencies;
Extended study leave;
Courses leading to Higher Education qualifications;
Individually customised training programmes related to MDR outcomes

Clergy completing their initial training, following ordination, (IME years 4 – 7) are required to participate in a development programme specifically targeted at their needs, to supplement the training support given by their incumbents.

Process

For those in initial training (IME 4 – 7):

Information about the annual training programme will be provided by the diocese, to trainees and their incumbents. Advice will be given about the creation of portfolio records of training, to assist with the process of quality assurance and assessment prior to the completion of title curacies.

For clergy in continuing ministerial development:

A record of developmental needs identified during MDR will be forwarded to the Head of Mission & Discipleship, to initiate discussion about how to access appropriate sources of training.

9. REST PERIODS, ANNUAL LEAVE AND TIME OFF

Leave

All clergy are encouraged to take regular holiday breaks for the benefit of their health.

It should, therefore, be normal custom for clergy to have a day off each week, and to take 36 days holiday each year plus the usual Bank and Public holidays . This will be pro-rata for part-time clergy.

It should be noted that if starting or leaving part way through a leave year the amount of days will be reduced accordingly and the relevant details provided.

The Bishop will welcome consultation with any minister who is unable to take a holiday on financial grounds.

It is important that the Church Warden/s are notified when annual leave is being taken so that records may be kept to show that the Diocese is meeting its duty of care and suitable arrangements can be made for cover.

Calculating Annual leave

The full time annual leave entitlement is 36 days per year which runs from 1 January – 31st December.

For someone **joining/leaving part way through the Leave Year**, the formula is:

$36 \div 12 \times$ the number of months still/left to work between 1 Jan – 31st Dec = leave entitlement.

Part Time Annual Leave Calculation:

The formula is:

36 (Full time holiday entitlement) \div 6 (days in working week) \times Number of Days worked = Part Time holiday entitlement in days

1. Worked example for a House for Duty Priest:

$36 \div 6 \times 3 = 18$ days holiday

2. Worked example for someone who works 2 days per week:

$36 \div 6 \times 2 = 12$ days holiday.

It is important to note that for example 2 above, this part timer would only use 4 days holiday in order to take 2 weeks off because they only work 2 days per week. Similarly for example 1 if the House for Duty Priest wanted to take 3 weeks off they would only use 9 days holiday from their total leave entitlement for the year.

Therefore all those on common tenure appointments whether full or part time receive the equivalent of 6 weeks holiday.

Public and Bank Holidays

There is usually a total of 8 Public or Bank Holidays per leave year. These are:

New Years Day

Good Friday

Easter Monday

May Bank Holiday

Spring Bank Holiday (usually end of May)

Summer Bank Holiday (usually end of August)

Christmas Day

Boxing Day

Special leave

The Bishop or Archdeacons may also grant an additional period of special leave, of usually no more than 10 days, in particular circumstances. Special leave is designed to support clergy when emergencies arise – particularly those related to children or dependents.

A dependent is defined as the partner, child, or parent, or someone who lives with the office-holder as part of their family. In cases of illness, injury or where care arrangements break down, a dependent may also be someone who can reasonably be said to rely on the office holder for assistance; for instance a parent or grandparent who lives elsewhere but who relies on the office holder for assistance.

The Diocese recognises that circumstances and the nature of relationships vary. Each case will be assessed individually and will be considered on its merits.

Maternity, Paternity, Parental and adoption leave

Clergy are entitled as appropriate to maternity, paternity, parental and adoption leave, all as specified in Regulation 23 and the Ecclesiastical Offices (Terms of Service) Directions [2010] and time off to receive ante-natal care as specified in Regulation 25.

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

Please see the advice produced by the Archbishop's Council on the Diocesan website or contact the Diocesan Human Resources Adviser at Diocesan House.

Time off for public duties

Clergy are entitled to spend some time on public duties but this must be discussed with the Bishop or Archdeacon. Public duties include work done for a public authority, a court, a tribunal, charity or trade union. Payment may be claimed for Jury service – please see the diocesan office for guidelines.

Common Tenure appointments

The detailed conditions for such time off are specified in clause 23 of the Regulations. These may be summarised as:

- The amount of time spent must be reasonable in all circumstances, taking into account the time required for the duty and how much time has already been spent on this (or other) public duties.
- The impact of the public duties on the office holders day to day duties must be reasonable in all circumstances
- Agreement for performance of such public duties must be granted by the Bishop
- Consideration should be taken of any remuneration that is received in connection with the duties of the office to determine whether a reduction in stipend is reasonable.

10. SICKNESS

All clergy, unable to perform their duties because of sickness, are required to call or email their Archdeacon as soon as possible. If entitled to Statutory Sick Pay, stipend will be paid according to SSP rules (full stipend for 6 months) as long as the following requirements are met:

- For sickness absence of up to **seven days**, a self certificate must be obtained, completed and submitted to your Archdeacon.
- If the sickness absence lasts **more than seven days** a medical certificate signed by a GP or other medical practitioner must be submitted to

Common Tenure appointments

The rights and responsibilities related to sickness absence are set out at Regulation 27 and, in addition to the details above, include the following points:

- All reasonable endeavours should be made to ensure that the duties of the office are performed by another person during a period of absence.
- If the time off is protracted, the Bishop or Archdeacon may make other arrangements for the discharge of these duties.

- Payment of stipend after entitlement to Statutory Sick Pay has expired is conditional on the agreement of the Bishop (or his representative) and on guidance from the Archbishops' Council.
- If the bishop has reasonable grounds for concern about the office holder's physical or mental health he may direct that the office holder undergo a medical examination by a mutually agreed medical practitioner and he may, in serious cases, need to instigate the capability procedure

11. PENSION

Each office holder on common tenure will receive a Statement of Particulars which will state whether the individual cleric is eligible to join the Clergy Pension Scheme.

Early Retirement through Ill Health

If a member of the clergy has to take early retirement, the Diocesan Secretary will advise about housing and pension, which will be based on the length of pensionable service. A minimum level of pension is set by the Pensions Board. If the entitlement is below this amount, it may be made up - in those circumstances, an approach should be made to the Diocesan Secretary.

12. DISCIPLINARY PROCEDURES

The Clergy Discipline Measure 2003 (that came into effect in 2006) provides a structure for dealing efficiently and fairly with formal complaints of misconduct against members of the clergy. All admitted to holy orders in the Church of England are covered by the Measure, whether or not in active ministry.

A disciplinary process can only be started by a formal written complaint of misconduct, which is made to the bishop. There are four grounds on which misconduct may be alleged, namely: acting in breach of ecclesiastical law; failing to do something which should have been done under ecclesiastical law; neglecting to perform or being inefficient in performing the duties of office; or engaging in conduct that is unbecoming or inappropriate to the office and work of the clergy. The complainant must produce written evidence in support of the complaint, and verify the complaint by a statement of truth. The complaint and evidence in support are referred by the bishop to the diocesan registrar for advice.

Having received the registrar's advice, the bishop may decide that the complaint should be dismissed, in which case it will proceed no further under the Measure. If on the other hand the bishop considers that the complainant has a proper interest in complaining and that the complaint deserves further consideration, he will invite the priest or deacon about whom the complaint is made to send a written answer verified by a statement of truth, together with evidence in support. The bishop will then decide which of five possible courses of action available to him under the Measure is the appropriate one to pursue. He can:

- a. take no further action;
- b. record the complaint conditionally for a period of up to five years, such that if another complaint is made within that time and is dealt with under paragraphs c, d or e below, the two complaints may then be dealt with together;
- c. refer the complaint to a conciliator in an attempt to obtain agreement between the complainant and the respondent as to how the complaint should be resolved;
- d. impose a disciplinary penalty (but only with the consent of the respondent); or
- e. require the complaint to be formally investigated by the Designated Officer, a barrister employed in the Church of England Legal Office.

More details are available on-line at: www.cofe.anglican.org under: The disciplinary process.

13. CAPABILITY PROCEDURE

Common tenure appointments

The main objective of the capability procedure is to help office holders, whose performance falls below an acceptable minimum standard, to improve in a fair and just way. The capability procedure can only lead to dismissal after all other avenues have been explored.

The procedure contains many built in safeguards including:

- The right to be informed in advance, and in writing, of the nature of the performance issue, the procedure to be followed, and the possible actions that may be taken,
- The involvement of a panel, not an individual, at every formal stage,
- The requirement to take human resources advice,
- The right to be supported by a friend or trade union representative during the formal stages of the process.
- The right to respond to all points raised
- The right of appeal

The capability procedure will not be used in trivial or unsubstantiated cases, and can only be invoked by the Bishop, Archdeacon or someone specifically designated on their behalf, after a thorough investigation of the facts, and an interview with the cleric.

The procedure will normally consist of the following stages but can be discontinued at any point if the required improvements are made:

- Informal warning
- Formal procedure stage one – formal written warning
- Formal procedure stage two – final formal written warning
- Formal procedure stage three – removal from current office

In exceptional cases stage one of the formal procedure may be bypassed but should this be the case, the requirements of natural justice will always prevail and appropriate pastoral support and care will always be provided.

Canterbury Diocese will adhere to the Code of Practice issued by The Archbishop's Council at all times. Copies of this code and the supporting advice issued alongside it can be obtained from the Diocesan office or from www.common tenure.org.

14. GRIEVANCE PROCEDURE

Common Tenure appointments

It is believed that office holders should have the right to seek redress if they have concerns which cannot be resolved during the normal course of their duties. The objective of the grievance procedure (as detailed in the Code of Practice issued by the Archbishop's Council – Appendix) is to deal with such complaints promptly, fairly and consistently with a focus on mediation and conciliation wherever possible.

The underlying principles of the procedure are as follows:

- All grievances will be taken seriously and responded to fairly and quickly
- Grievances will be dealt with informally wherever possible
- All matters will be kept confidential
- The focus will be on issues not personalities
- Account will be taken of the legitimate interests of all concerned

- Office holders will have the right of representation by a colleague or trade union representative at any meeting
- Grievances may be pursued without fear of sanction

This grievance procedure is available to all Office holders under Common Tenure and is intended to provide a means of addressing grievances related to the office held. The key stages are as follows:

- Informal stage – wherever possible attempts should be made to address the person or body responsible for the matter directly and attempt to resolve the grievance informally
- Formal stage – if the grievance has not been resolved informally or within a reasonable time period, the office holder may choose to proceed to the formal stage which is comprised of:
 - Stage one* – the grievance needs to be set out in writing, describing what attempts have been made to resolve the matter informally and what is the desired remedy
 - Stage two* – the person handling the grievance will investigate the matter and then hold a meeting to discuss the issues. This will be followed by a letter detailing the decisions made regarding appropriate resolution.
 - Stage three* – if the matter has not been resolved satisfactorily then the office holder may appeal in writing. They will then be invited to attend a meeting to discuss the issues. The decision of the appeal body will be given in writing. There is no further right of appeal.

15. RESPONDENT IN EMPLOYMENT TRIBUNAL PROCEEDINGS

It is hoped that any dispute or grievance will be resolved internally within the Diocese before an office holder makes an application to an Employment Tribunal.

Canterbury Diocese provides many points of contact for informal support. These include your Dean, Archdeacon, MDR Reviewer, Counselling service, Human Resources Adviser.

The recognised Union for the clergy is Unite. You can contact Unite via www.unitetheunion.com. You have the right to be accompanied by either a trade union representative or colleague at any formal meetings under the procedures.

The respondent in the event of any proceedings will be the Canterbury Diocesan Board of Finance. Information is available at: www.direct.gov.uk.

17. ADDITIONAL INFORMATION

GUIDANCE FOR CLERGY NEW TO THE DIOCESE SEEKING PLACES FOR THEIR CHILDREN AT KENT MAINTAINED SCHOOLS

Kent has most forms of school structures within its boundaries. Kent is also the largest county. Procedures for admission undergo frequent change and are of course subject to Government guidance and regulations. By way of reassurance, although Kent has a huge variety of categories of schools and a complex structure, we find that Kent County Council is very amenable to the influence of the Diocese in terms of overall provision in Kent schools and we encourage you to persevere with your aim to get the best education possible for your children during your stay in the diocese. Do not let the complexity be a reason for not joining us in the Diocese of Canterbury!

Nearly a third of the county's primary schools are church schools and most of these are Church of England schools. There should be one close to where you live, even if your own parish does not have a church school. In Canterbury Diocese the majority are voluntary controlled schools, though you will find some voluntary aided schools in each deanery.

In most of the county there is still a selective system at 11 years. There is a form of 11+ called the Kent Test, which pupils can but are not required to take. Except for casual admissions, to attain admission to a selective, grammar school will require the sitting of the Kent Test.

There are only three Church of England secondary schools in the diocese of Canterbury: The Archbishop's School in Canterbury, St George's Foundation School in Broadstairs, and The John Wallis Church of England Academy, Ashford.

A full list of the 104 Church schools in the diocese, with contact addresses and names of headteachers, is available from the Board of Education Office (jireland@diocant.org) at Diocesan House (01227 459401).

In seeking a school place, whether at the start of the school year or at other times, the best place to go initially is to look at the KCC Admission website http://www.kenttrustweb.org.uk/children/admintrans_home.cfm

That will give you comprehensive information about the process for both primary and secondary school admission. Additionally, the Admissions and Transport office for Kent County Council can be contacted at Sessions House, County Hall, Maidstone, Kent ME14 1XQ.

If you telephone Kent County Council's Contact Centre (01622 696565) they can put you through to the relevant admissions team, who can also be contacted by e-mail on kent.admissions@kent.gov.uk. If your child has a statement of special educational need, you can contact your SEN Locality Officer through your local Additional Educational Needs and Resource Office:

West Kent – 01732 525036

Mid Kent – 01233 898639

East Kent – 01227 284405

One thing to remember about the date of residence for admission purposes: in the case of clergy with a definite address to go to, the date of residence has normally been accepted as the date of the appointment by the Bishop to that post. This will not be set out clearly in the KCC guidance, but it has become accepted practice, backed up at the highest level in Kent, as in the case of service families who are being sent to a particular address in the county.

If there are any queries or help needed along the way, please contact the Diocesan Education Team based at Diocesan House, in particular the Diocesan Director of Education, Revd Nigel Genders, who will do his best to help in a complex process!

It is also worth mentioning that there are many good independent schools in Kent and you can find out information about these from the Independent Schools Council (<http://www.isc.co.uk/>) and, once again, the Diocesan Education Team might be able to guide you as to the location and nature of these schools.

You may find some useful or additional information on our own website, which is at www.canterbury.anglican.org/schools

FINANCE

Parochial and non-parochial stipendiary staff are paid each month by the Church Commissioners.

Heating, lighting, cleaning and gardening expenses (including payments made to spouses) can be set against income tax assessments and this is done directly by the Church Commissioners after authorisation of the claim by the Diocesan Accountant.

Telephone, travel, secretarial, hospitality and other working expenses of parochial staff are negotiated with the PCC. If there are any difficulties about this, you should contact your Archdeacon.

Clergy are eligible to use the National Car Loan Scheme - details of this are available from the Diocesan Accountant,

In the Diocese, there are a number of charitable trusts founded to meet a variety of needs: those of widows and orphans, reduced circumstances, unforeseen expenditure through sudden illness, a need for holiday and convalescence. The Bishops, Archdeacons and the Diocesan Secretary have knowledge of these trusts and can help with applications

TIME FOR A CHANGE

Family circumstances are always taken into account when a move from one parish to another is under consideration. Clergy are free to approach the Bishops if they feel that the time has come for them to move to a new ministry. They may also approach the Clergy Appointments Adviser, Cowley House, 9 Little College Street, London SW1P 3SH (tel: 020-7898-1898). The Adviser produces a list of vacancies for incumbencies, team posts, assistant curacies and specialised ministries which is available free of charge.

FOR YOUR FURTHER SUPPORT

Groups for the spouses of clergy exist in the Diocese and the Bishop of Dover will be able to put you in touch with such a group. These groups can be an antidote to feelings of isolation, as well as an introduction to some who may become good friends.

The Bishop of Dover has sent out to all clergy and their spouses and to all licensed lay workers, a list of names, addresses and telephone numbers of qualified and experienced counsellors who may be consulted in total confidence regarding stress, personal difficulties and marriage or family problems. This letter also goes to all new clergy coming into the Diocese, as well as to the newly ordained. The Diocesan Consultant in Care and Counselling is Mrs Janet King, who can be consulted for further information. Janet King's address and telephone number can be found in the Diocesan Directory (page 17). The Bishop and Archdeacons are available and willing to help, but they recognise that circumstances can arise when it is easier to talk to someone who does not hold an official position in the Diocese. Emphasis is given to complete confidentiality.

Should you wish to avail yourself of a Marriage Guidance Counsellor outside your locality, the telephone directory lists the numbers and addresses of "Relate" (Marriage Guidance Councils) in Maidstone, Ashford, Canterbury, Thanet, Sittingbourne and Folkestone, Telephone Samaritans offer a round-the-clock listening ear with complete anonymity.

The names and addresses of numerous support groups are generally to be found in the local library or local newspapers.

If you are in financial difficulties of any kind, do not hesitate to consult your Archdeacon, who will be able to advise you confidentially and may be able to offer practical assistance.

Never feel that you should have all the answers to your own problems. Working in the Diocese brings its own special joys and privileges but like everything else in life, it also has its own particular difficulties and frustrations. It is our hope that in some small measure this booklet will help with these. God bless you all.

USEFUL TELEPHONE NUMBERS

Current Version – Updated March 2011

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reception@diocant.org

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01227 459382
trevor.willmott@bishcant.org

Venerable Sheila Watson, Archdeacon of Canterbury
01227 463036
archdeacon@canterbury-cathedral.org

Venerable Philip Down, Archdeacon of Ashford
01233 840291
pdown@archdeacmaid.org

Mrs Janet King
Diocesan Consultant in Pastoral Care and Counseling
01795 886276
dedicated line with confidential answerphone
or
01227 459401
Diocesan House
jking@diocant.org

Sarah Carruthers
Human Resources Adviser
01227 459401
scarruthers@diocant.org

Pensions Board
020-7898-1800
enquiries@cepb.c-of-e.org.uk