

Common Tenure



Clergy Terms of Service Handbook

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Introduction

Welcome to the Clergy Terms of Service handbook. This handbook should be read in conjunction with your Statement of Particulars. It states the obligations and rights of ecclesiastical office holders conferred by legislation. It is not a contract.

The handbook will be updated as required.

Appointment and Office

From 31st January 2011 clergy will hold office under the following tenures:

- Freehold (held before February 2011).
- Common Tenure
- Qualified Common Tenure
- Regulation 30 appointments (fixed term)

Clergy who currently hold the freehold of their parish(es) may continue to do so as long as they remain in that particular office. After February 2011, the Bishop invited those on Freehold to opt into Common Tenure and clergy may opt in at any time after this date.

The officer nominated by the Bishop of Carlisle is the Diocesan HR Manager:

Mrs Ali Ng
Diocese of Carlisle
Church House
19-24 Friargate
Penrith
CA11 7XR

Tel: 07468 720292
Email: Ali.ng@carlisle-diocese.org.uk

The Statement of Particulars identifies the terms and conditions of your post and includes your rights and responsibilities under the legislation.

You will also need reference to:

- The Canons of the Church of England
- Ecclesiastical Offices (Terms of Service) Measure 2009
- Guidelines for the Professional Conduct of the Clergy
- The Ordinal
- Your licence/deed of appointment
- Your role description if you have one

Some clergy will be employees as opposed to office holders and, therefore, will not be covered by common tenure.

Termination of appointment

Your office may only be terminated because of:

- Resignation
- Capability procedures
- Discipline
- Retirement
- Death
- Being a fixed term appointment (see below)
- Being designated as being held in conjunction with another office or an employment that has ceased to exist
- Pastoral reorganisation (see below)

Fixed term/time limited appointments under regulation 29 and 29 A

Fixed term appointments (qualified common tenure) cover the following kinds of designated posts:

Training posts

In the Diocese of Carlisle these are up to four years following the date of ordination as deacon

Probationary posts

This is when a post has been designed to facilitate re-entry into ministry following a period of absence

Held by the over 70s

If the office holder has attained the age of seventy years and is occupying a post under licence granted by the Diocesan Bishop an annual medical review will take place

Covering authorised absence

This will be a fixed term appointment which will be reviewed and renewed if necessary.

Subject to sponsorship funding

In certain circumstances some posts may be funded wholly or in part by benefactors or grant making bodies. This funding will have a time limit on it. The post will be terminated when the period for sponsorship/grant funding has been reached.

Posts covered by Bishop's Mission Orders

These are posts created under the Pastoral and Mission Measure when a scheme is set up with the authority of the Bishop to create a new ministry post leading a new congregation.

Where the office holder does not have the right of abode, or unlimited leave to remain, in the United Kingdom

Where the office holder occupies a post which is designated as a Locally Supported Ministry Post

A Parish may be designated as a locally supported ministry post where it has been agreed by the Diocese that it will take on responsibility for funding an additional curate's post.

Where the office is held in connection or conjunction with another office or employment

Where the office is designated as an interim post

An interim post may not exceed three years although it can be designated as such again for a further period of three years but no longer than that. They are subject to agreement from the Bishop and the relevant Archdeaconary mission and pastoral committee.

Appointments subject to pastoral reorganisation under regulation 30

Where the Mission and Pastoral Committee of the Diocese has invited the views of interested parties before submitting proposals to the Diocesan Bishop, then, as an alternative to suspending presentation and appointing a priest in charge, the post may be designated under regulation 30 as held subject to pastoral reorganisation, and an incumbent may be appointed on a limited term basis. If this applies to you, please refer to your Statement of Particulars.

Stipends

The level of Diocesan stipend is set with regard to the National and Regional Stipend Benchmarks, at a level that is intended to enable clergy to discharge their duties without financial anxiety.

Stipends are reviewed annually and any change is usually effected on 1st April each year, providing you have returned your PSA/PUB or PSA/PUN.

The existing stipends as at 1st April 2020 are:-

Suffragan Bishop:-	£36,930 [Feb 2019]
Dean:-	£36,930
Archdeacon:-	£36,100
Residentary Cathedral Canon:-	£26,800
Incumbent :-	£26,950
Curates:-	£25,265

Some office holders may be in receipt of a higher stipend if they were in office prior to 1st April 2004.

Stipends are paid from the Church Commissioner's Payroll Services Department monthly direct to your bank account.

If permission is given for a clergy person, who could otherwise have housing provided, to live in his/her own home a housing allowance may be available subject to the agreement of the Archdeacon and Diocesan Secretary. Further details of the levels of housing allowance are available from the Finance department, Church House.

Non-Stipendiary Ministers (NSMs) who move to Stipendiary ministry will receive the Stipend appropriate to the office to which they are appointed.

Other Income

Clergy who receive other income, such as Chaplaincy or Consultancy fees which arise from the exercise of their office, should record this on their annual return to the Church Commissioners. The amount of stipend paid is reduced by an amount equivalent to the amount of other income to ensure that the level of earned income actually received remains at the level of the Diocesan Stipend.

If office holders receive honoraria from external sources then they must declare it on their annual return to the Church Commissioners.

Tax Office

HM Revenue and Customs
BX9 1AS
www.gov.uk
Tel 0300 200 3300

When contacting the tax office you should quote your National Insurance number and the Church Commissioners reference number which is 940/LA73776.

Parochial Fees

You are not personally entitled to receive parochial fees. This includes fees for services at crematoria or cemeteries. Parochial fees are set annually by the Archbishop's Council under the Ecclesiastical Fees Measure 1986 and are set out in the Table of Parochial Fees supplied to all clergy. Further information can be found in the Diocesan Code of Practice on Ministerial Fees and Expenses.

<https://www.carlisle-diocese.org.uk/finance2/fees/>

Change of Personal Details

Clergy are required to notify the Bishop's Office Administrator of any changes to their personal details so that records may be kept up to date.

To notify us of any changes then please email:
Jacqueline.brown@carlisle-diocese.org.uk

Or telephone Bishop's office on 01768 773430

Benefits and Grants

The Diocese of Carlisle follows the recommendation of the Central Stipends Authority in relation to the levels of grant available.

As at April 2020, the diocesan levels of grants are:

First appointment:	£2,526.00
Resettlement:	£2,526.00

Housing

For queries relating to housing, please refer to the Diocesan Property Department. Property should be vacated within one month from the date on which the office holder ceases to hold the office or on which he or she takes up a new office, whichever is sooner or within such longer period as the relevant housing provider may allow.

If an office holder dies whilst occupying the property any member of his or her household living in the property at that time may remain in occupation for a period of three months from the date of the office holder's death or such longer period as the relevant housing provider may allow.

For details of grants available for your home, please refer to the "Your Home, From Moving In to Moving Out" handbook which you should find in your property or available from the Property Department at Church House.

Moving House

When Stipendiary or House for Duty clergy move into or within the diocese, the Diocesan Board of Finance meets the cost of the removal. Further details should be obtained from Church House. On retirement, there may be a grant to assist with the cost of removals. Further details can be obtained from Church House.

Personal CME Grants

Part of the training budget is allocated in the form of individual grants. After the first three years, everyone who holds the Bishop's Licence - stipendiary or non-stipendiary - is credited with a CME allowance (currently £110 p.a) in each calendar year, for ministerial education or training. Application should be made to the CME Officer whose approval should be sought before committing expenditure.

Unclaimed annual allowances may be accumulated for up to three years. If unspent at the end of three years the allowance is lost. With the agreement of the Adviser up to 25% of the grant may be used for books as part of a course or planned study programme.

Other benefits

The Diocese has links with Occupational Health providers. These will be used in cases of long term absence. The Diocese may also recommend Occupational Health referrals to assist with designing appropriate phased returns to duties after a long term absence. The Diocese will recommend referrals where a health issue is 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.

Expenses

Details of Ministerial fees or expenses can be found in the booklet "Parochial Expenses of the Clergy 2006, a guide to their reimbursement" and the Diocesan Code of Practice on Ministerial Fees and Expenses.

The Diocesan mileage allowance for motor vehicles and pedal cycles is paid in accordance with HMRC guidelines. The rates are as follows:

Motor Vehicles

45p per mile

Over 10,000 miles the rate reduces to 25p

Journeys out of County are payable at an equivalent rail fare unless agreed in advance with the budget holder

Cyclists

20p a mile

Motorcyclists

24p a mile

For issues relating to the non-reimbursement of expenses, please discuss in the first instance with the PCC and escalate, if necessary, to the Archdeacon.

Ministerial Review and Appraisal (post curacy)

The Diocesan Ministry Review and Appraisal Scheme enables each minister to review his/her ministry regularly to identify development and training needs and make practical plans to meet them. Every licensed priest and stipendiary lay worker is required to participate.

MDR Scheme

Year 1

At appointment three objectives are agreed with the Archdeacon in line with the Statement of Particulars, Parish Profile, and role description.

The CMD Officer sets up a peer to peer contact.

During the first year, the 1st peer to peer review meeting takes place. Within fourteen days the member of clergy sends report to CMD Officer.

Six months after appointment one of the Bishops visits.

Year 2

The 2nd peer to peer review, and the member of clergy sends report to CMD Officer.

Year 3

The 3rd peer to peer review, and the member of clergy sends report to CMD Officer.

Visitation arranged by the Archdeacon during this year, CMD Officer sends the reports from previous three years to the Archdeacon. There is no separate paperwork needed for the Archdeacon's MDR Visitation.

Year 4

CMD Officer sets up new peer to peer review partnership.

The 1st peer to peer review meeting during this year, and the member of clergy sends report to CMD Officer.

Episcopal Review, an appointment made by the Bishops' Offices together with CMD Officer, (who sends the reports from previous three years) and the member of the clergy completes the Episcopal Review questionnaire.

Years 5 & 6

Repeat the review process for Years 2 & 3 as above. After this the pattern of Years 4,5 and 6 repeat on a three year cycle monitored by the CMD Officer.

The CMD Officer receives a copy of the training needs identified in review and appraisal and contacts the clergy within 3 months offering advice and support where appropriate.

Continuing Ministerial Development

Lifelong Learning

Ordained ministry is part of, and enables, the ministry of the whole people of God. Clergy CMD is part of a Diocesan strategy for Ministry in line with our Diocesan Vision. CMD is a lifelong process and those who hold the Bishop's licence have a particular responsibility to equip and re-equip themselves for ministry by appropriate education and training. The Diocese supports them in a number of ways through the clergy CMD budget and programmes provided by the God for All Team.

Transitions

Consultations and training are provided (and in some cases are a requirement) for those at various points of transition or new responsibility in ministry. Currently these may include: Introduction to the Ecumenical County, First Post of Responsibility, Training Minister, Rural Dean, Pre-Retirement.

Continuing Support and Development in Ministry

In addition to diocesan requirements and programmes each of us needs to develop his/her own systems for personal well-being and growth in ministry. As well as disciplines of regular prayer and study, clergy can benefit from the ministry of others as work consultants, mentors, soul friends or spiritual directors, or from membership of cell groups or other support networks. The CMD Officer can help with the setting up of such relationships, if requested.

Cumbria Ministry Development Day and Clergy Residentials

Every year all serving clergy are invited with ministers of our partner denominations to a day on a current aspect of ministry. Every three years on a rolling basis each member of the clergy is invited to spend time with the Bishops at a 24hour residential meeting.

Leave

Rest periods

Rest periods of a minimum of 24 hours within any 7 days are an entitlement which clergy are strongly encouraged to take.

Annual Leave

Parochial clergy should liaise with clergy colleagues, especially the Rural Dean, and churchwardens when arranging leave, rest days and cover. For your annual leave entitlement, please refer to your Statement of Particulars

Special Leave

Leave for the purpose of removal and resettlement is up to three calendar weeks. Other special leave may be available at the Bishop's discretion.

Maternity, Paternity, Shared Parental and Adoption Leave

Office holders are entitled to maternity, paternity, shared parental and adoption leave for the same periods and subject to the same conditions as an employee under the Employment Rights Act 1996.

Maternity Leave

Carlisle Diocese has agreed that clergy on maternity leave will receive 6 months' full stipend (which includes any entitlement to Statutory Maternity Pay) followed by 13 weeks of Statutory Maternity Pay as part of an additional 6 months unpaid Diocesan leave.

The Statutory Maternity Regulations are as follows:
Statutory Maternity Leave is for 52 weeks. Clergy may be entitled to receive Statutory Maternity Pay (SMP) for up to 39 weeks of the leave.

If clergy qualify for SMP, it is paid:

- for the first six weeks at 90 per cent of your stipend
- for the remaining 33 weeks at the lower of either the standard rate of £151.20, or 90 per cent of your stipend

If you are pregnant, you must notify your Rural Dean and give your MATB1 form to the finance department at Church House.

Paternity Leave

Paternity Leave and Pay are available for up to two consecutive weeks. Paternity leave can start on any day of the week but it must be completed within eight weeks of the birth date or adoption placement date. It is paid at the weekly rate of £151.20 or 90 per cent of your average weekly earnings if this is less.

Carlisle Diocese has agreed that ordinary paternity leave will be paid at full stipend. However, you must notify the Finance Department at Church House and your Rural Dean and submit completed Form SC3 so that the Diocese can claim the statutory element from the government. Form SC3 is available on the HMRC website, www.hmrc.gov.uk/forms/SC3.pdf

Shared Parental Leave

Please ask for the policy on Shared Parental Leave.

Parental Leave

If you have a child under 18, you may have the right to parental leave. Each parent can take a total of up to 18 weeks' parental leave per child. This applies to biological and adopted children. The leave can be for any purpose connected with the care of the child. No more than four weeks parental leave can be taken in any one year. Parental leave may only be taken in blocks of one week or multiples of a week unless the child is disabled. 21 days notice must be given of the intention to take leave and of when the leave begins and ends.

Unpaid leave may be granted on a case by case basis after consultation with the Archdeacon, Rural Dean and the HR Manager and with reference to statutory guidelines.

Adoption Leave

Carlisle Diocese has agreed that clergy on adoption leave will receive 6 months' full stipend (which includes any entitlement to Statutory Adoption Pay) followed by 13 weeks of Statutory Adoption Pay as part of an additional 6 months unpaid Diocesan leave.

The Statutory Adoption Regulations are as follows:
Statutory Adoption Leave is for 52 weeks. You may be entitled to receive Statutory Adoption Pay for up to 39 weeks of the leave. If you qualify for Statutory Adoption Leave it is paid at the lower of either the standard rate of £151.20 or 90 per cent of your stipend.

Care for dependants

You have the right to reasonable time off to deal with emergencies involving a 'dependant' – this could be your husband, wife, partner, child, parent, or anyone

living in your household as a member of the family. A dependant may also be anyone who reasonably relies on you for help in an emergency. Should you need to take dependant care leave, prolonged or regular absence may be unpaid and should be authorised by the relevant Archdeacon and HR Manager.

Public duties

Office holders have the right to a reasonable time off for the execution of public duties. This includes trade union activities where the union represents the office holder or others of the same description. Office holders may be given time off to undertake any national church and wider church responsibilities. Territorial Army Chaplains should seek authority from the relevant Archdeacon before taking up the post.

Jury service

If you are required to undertake Jury Service please ensure that you claim the available payments and declare them on your return to the Church Commissioners. Your stipend will continue and any adjustments will be made in the following year. The Archdeacon or appropriate line manager should be informed of the dates of your jury service.

Territorial Army Mobilisation

Whilst away from your office you will receive financial remuneration, and also accrue Annual Leave from the MOD. The Diocese of Carlisle is not obliged to pay your stipend or provide for the accrual of holiday entitlements or other benefits under Common Tenure. You will remain a member of the Clergy Pension Scheme and the MOD will pay the employer contributions, providing you continue to pay your contributions.

Upon receipt of your mobilisation orders, you must notify the Diocesan Secretary within seven days. You must write to the Diocesan Secretary not later than the sixth Monday after the end of the mobilisation stating the date of your availability for returning to your office. The Archdeacon or appropriate line manager should be informed of the dates of your TA secondments.

Further information can be obtained from the HR Manager, Ali Ng, via this email: ali.ng@carlisediocese.org.uk

Territorial Army Training

The Diocese will give consideration to the granting of up to four weeks unpaid leave to allow reservists to fulfil training requirements such as annual camp, military training courses and other appropriate duties.

Retreats and Sabbaticals

Retreats

It is expected that clergy will take at least an annual retreat. The form and pattern of the retreat will vary but during a year full-time clergy should set aside the best part of a week for this activity. This will not be considered as leave. In accordance with the Parochial Expenses of the Clergy 2006 guide, PCCs should be prepared to meet the cost of any bona fide fees and expenses.

Clergy are entitled to apply for sabbatical leave after each period of seven years continuous service (not including their training Curacy) and after serving for at least four years in this Diocese. Sabbatical leave is for a period of up to three months. A limited number of sabbatical grants are available each year. Initial application should

be made to the CME Officer, after discussion with the Rural Dean and Archdeacon or appropriate line manager.

Sickness

If you are sick you are entitled to receive your full stipend for 26 weeks. After 26 weeks of sickness, clergy will be paid half their stipend. After 52 weeks of sickness no payment of stipend will be made. Clergy who are absent from work for longer than 26 weeks should contact their local Jobcentre Plus office to establish whether they are entitled to receive state benefits such as Employment and Support Allowance.

Sick pay works on a rolling 12month period and takes account of all absences in the last year.

Clergy must notify the Church Commissioners Clergy Pay Department of any period of sickness absence lasting 4 or more calendar days, using form SC2, which can be found at <https://churchofengland.org/more/clergy-resources/clergy-payroll/what-happens-if-i-am-ill> Absences in excess of 7 calendar days must be supported by a doctor's medical certificate.

Clergy should notify sickness absences to the Bishop's Office Administrator, Jacqueline Brown via this email: Jacqueline.brown@carlisle-diocese.org.uk

Clergy should also notify their Rural Dean and Archdeacon of any sickness absence in excess of 7 calendar days.

Wherever possible, it is expected that you will make reasonable arrangements to provide cover during sickness.

Absence due to injury

In the unfortunate event that you are unable to attend to your duties by reason of injury sustained wholly or in part as a result of actionable negligence or breach of statutory duty on the part of a third party, all payments made to you by the Diocesan Board of Finance under the sickness absence paragraph (above), shall, to the extent that compensation is recoverable from the third party, constitute loans by the Board to you which shall be repaid when and to the extent that you recover compensation for loss of earnings from the third party by action or otherwise.

Pension

About a year before you are due to retire it is your responsibility to contact the Pensions Board. Further information is available in the booklet "Your Pensions Questions Answered", available from the Pensions Board. The Pensions Department is responsible for the administration of the schemes and can be contacted by e mail: pensions@churchofengland.org or telephone: 020 7898 1802. Information is also available at:-

<http://www.churchofengland.org/clergy-office-holders/pensions-and-housing.aspx>

Capability Procedure

The capability procedure and guidance notes are available from https://www.churchofengland.org/sites/default/files/2017-11/capability_code_of_practice.pdf

Grievance Procedure

The grievance procedure and guidance notes are available from <https://www.churchofengland.org/sites/default/files/2017-10/grievanceprocadvice%20SA.pdf>

Clergy Discipline Measure

The clergy discipline measure and guidance notes are available from <https://www.churchofengland.org/about/leadership-and-governance/legal-services/clergy-discipline>

Dignity at Work Policy

The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. Abuse, harassment and bullying, however rare, will not be tolerated in the Diocese. All complaints of abuse, harassment and bullying will be taken seriously and thoroughly investigated.

The Dignity at Work Policy can be found at <https://www.carlisle-diocese.org.uk/what-we-do-/HR/clergy/prevent-bullying/>

Respondent in Employment Tribunal Proceedings

The respondent in any proceedings is the Carlisle Diocesan Board of Finance Limited.

Informal Support or Conversation

Pastoral care and support is available from the Rural Deans, Archdeacons and Bishops. In addition, you may contact Mrs Judi Whitehead on 01946 66509 or judiwhitehead@btopenworld.com

Clergy may use the Inter-Diocesan counselling service (IDCS) which provides confidential counsellors outside the diocese. Further information can be found at www.interdiocesancounsellingservice.org.uk

Other

You have the right to be a member of a trade union.

The Diocesan Registrar and HR Manager primarily advise the Bishop and the Diocesan Board of Finance but are available to explain how policies and procedures work.

Details of the Child protection and vulnerable adults safeguarding arrangements can be found at <https://www.carlisle-diocese.org.uk/safeguarding/>

Contacts

Below are a small selection of contact details:

The Bishop of Carlisle: The Rt. Revd James Newcome

Bishop's House

Ambleside Road

Keswick

CA12 4DD

Tel: 01768 773 430

Bishop.carlisle@carlisle-diocese.org.uk

The Bishop of Penrith: The Rt. Revd Emma Ineson

Holmcroft

13 Castle Road

Kendal

LA9 7AU

Tel: 01539 727836

Bishop.penrith@carlisle-diocese.org.uk

Archdeacon of Carlisle: The Venerable Lee Townend

The Vicarage

Pooley Bridge

Penrith

CA10 2LT

Mob: 07458 016925

Tel: 017684 86633

Archdeacon.carlisle@carlisle-diocese.org.uk

Archdeacon of West Cumberland: The Venerable Richard Pratt

50 Stainburn Road

Workington

CA14 1SN

Tel: 0190066190

Archdeacon.west@carlisle-diocese.org.uk

Archdeacon of Westmorland and Furness: The Venerable Vernon Ross

The Vicarage

Windermere Road

Lindale in Cartmel

Grange over Sands

LA11 6LB

Tel: 015395 34717

Archdeacon.south@carlisle-diocese.org.uk

Church House

19-24 Friargate

Penrith

CA11 7XR

Tel: 01768 807777

Rydal Hall:- The Diocesan Conference Centre and Retreat House

Rydal Hall
Ambleside
LA22 9LX
Tel: 015394 32050

The Church Commissioners

Church House
Great Smith Street
London
SW1P 3AZ
Tel: 020 7898 1000