

## **Common Tenure**



## **Clergy Terms of Service Handbook**

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## Contents

Introduction .....	3
Appointment and Office .....	3
Termination of appointment .....	4
Stipends .....	5
Parochial Fees .....	6
Change of Personal Details .....	6
Benefits and Grants.....	6
CMD Grants.....	7
Expenses .....	8
Ministerial Review and Appraisal (post curacy) .....	8
Leave .....	9
Territorial Army Mobilisation.....	11
Retreats and Sabbaticals .....	11
Sabbaticals.....	11
Sickness .....	11
Pension.....	12
Capability Procedure.....	12
Grievance Procedure .....	12
Clergy Discipline Measure.....	12
Dignity at Work Policy .....	12
Respondent in Employment Tribunal Proceedings .....	13
Informal Support or Conversation .....	13
Safeguarding.....	13
Other .....	14
Contacts .....	14

## **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 31<sup>st</sup> January 2011 clergy will hold office under the following tenures:

- Freehold (held before February 2011).
- Common Tenure
- Qualified Common Tenure
- Regulation 29 & 30 appointments (interim/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 Acting Bishop of Carlisle as Clergy Terms of Service Officer is:

Liz Howson  
Bishop's Office  
Ambleside Road  
Keswick  
CA12 4DD

Tel: 017687 73430

Email: [liz.howson@carlisediocese.org.uk](mailto:liz.howson@carlisediocese.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 29A**

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. They are subject to agreement from the Bishop and the relevant Archdeaconry 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.

The existing stipends as at 1<sup>st</sup> April 2024 are: -

Archdeacon	£43,500
Incumbent (inc incumbent level/Priest in Charge)	£31,840
Curates	£30,110

(For details about any other posts please contact [liz.howson@carlisle-diocese.org.uk](mailto:liz.howson@carlisle-diocese.org.uk))

Some office holders may be in receipt of a higher stipend if they were in office prior to 1<sup>st</sup> 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.

Self-supporting ministers (SSMs) 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

[Welcome to GOV.UK \(www.gov.uk\)](https://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 a fee for a Wedding or Funeral. However, if you are a non-stipendiary or house for duty or part time minister, you may claim a payment, if working outside of your stipulated hours, equivalent to two thirds of the element of the fee that is payable to the Diocesan Board of Finance, subject to the arrangements for handling parochial fees set out in the Diocesan Code of Practice on Ministerial fees and expenses

For further details see the Diocesan Code of Practice on Ministerial fees and expenses [available on the Diocesan website].

## **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: [liz.howson@carlisle-diocese.org.uk](mailto:liz.howson@carlisle-diocese.org.uk)  
Or telephone Bishop's office on 017687 73430

## **Benefits and Grants**

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

As April 2024, the diocesan levels of grants are:

First Appointment:	£3,011
Resettlement:	£3,011
Decoration:	£650

## **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 Liz Howson. On retirement, there may be a grant to assist with the cost of removals. Further details can be obtained from Church House.

## **CMD Grants**

The Continuing Ministerial Development grant is made available to all licensed clergy (stipendiary and self-supporting) on an annual basis to support their ongoing learning, development and enrichment in ministry. It is expected that the grant will be used to support and nourish their ministry, possibly following conversation in the context of the MDR (Ministry Development Review).

Grants can be used towards the costs of retreats, learning, study, training, coaching, pastoral supervision, spiritual direction and other development support agreed with the Director of Ministry Development. It is expected that travel costs involved in any event for which the grant is used will be paid by the parishes as an indication of their support for the continued development of their minister, unless there are significant financial challenges for the parish which mean these costs cannot realistically be met. In these exceptional circumstances, approval for a grant application which contains travel costs will need to be gained from both the Archdeacon and Director of Ministry Development.

For clergy, all applicants need to have completed the IME2 phase of their training.

As of end 2024 the grant is £220 per annum with an inflationary increase to £250 in 2025. The grant can accumulate over **two** years but if not spent will return to the annual amount in the third year.

It is suggested that you get in touch with Director of Ministry Development initially to ensure the intended use of your CMD grant meets the eligibility criteria. There is a simple form to fill in (available on the diocesan website or from Steve Minto, Ministry Development Administrator). Please send your completed form to Steve at [steve.minto@carlisle-diocese.org.uk](mailto:steve.minto@carlisle-diocese.org.uk) and make sure that you include the relevant receipts with your claim form.

This will go directly to the Director of Ministry Development. The final decision about granting the request lies with the Director of Ministry Development in consultation with the archdeacon.

## **Other benefits**

The Dioceses of Blackburn, Carlisle, Chester, Liverpool and Manchester have linked up to provide a professional and confidential service of marital, individual and family counselling which is independent of the Diocesan structures, but which has their support. Further details can be found on their website: [www.interdiocesancounsellingservice.org.uk](http://www.interdiocesancounsellingservice.org.uk)

Support can also be accessed via the Employee Assistance Programme – a 24-hour free confidential helpline. They can be contacted on 0800 028 0199 or by downloading the “My Healthy Advantage” App. You can also go to the login on the web page: [Enter-Client-Code](#) (username: wellbeing / password: LilySternTree / employer code: MHA193224)

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.

Further information about support and wellbeing can be found on the Diocesan website: <https://www.carlislediocese.org.uk/clergy/wellbeing> where you will also find information about Thrive Worldwide who provide a specialist Clergy Occupational Health Service. You can also visit their website: <https://thrive-worldwide.org/>

## **Expenses**

Details of Ministerial fees or expenses can be found in the booklet “Parochial Expenses of the Clergy 2017, 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 – New appointments** - At appointment - three objectives are agreed with the Archdeacon in line with the SOP, the role description and the Mission Community profile. Six months after appointment a Bishop will visit.

**Year 1 – Archdeacon** - Archdeacons' Executive Assistant sends the reports, where available, from previous two years to the Archdeacon. The MDR review report should be completed in draft by the member of clergy and returned to the Archdeacons' Secretary one week prior to the meeting. Appointment arranged by the Archdeacons' Secretary.

**Year 2 - Episcopal Review** - Episcopal Review - appointment made by the Bishops' Office. Bishop's EA sends the reports from the previous two years to the reviewing Bishop. The Bishop's Office sends MDR Episcopal Review form to be completed by the member of clergy and returned to the Bishop's EA one week prior to the meeting taking place.

## **Lifelong Learning**

Ordained ministry is part of, and enables, the ministry of the whole people of God. Clergy CMD is part of the Diocesan strategy for Ministry in line with God For All. 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. As well as the core 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 advisor can help with the setting up of such relationships, if requested.

### **Individual Training Opportunities**

Notices or invitations to training events will sometimes be sent to individuals or 'target' groups. The initiative for undertaking most training however rests with the individual, and personal training needs can be discussed with the CMD advisor. There is a wide range of opportunities. A digest of some forthcoming events is published regularly in the Diocesan E-news bulletin, and in the [Calendar](#) section of the website.

### **Diocesan clergy: residential opportunities**

Each year there is a 24-hour residential hosted by the Bishop which offers an informal opportunity for conversation and reflection on ministry, its blessings and challenges. Clergy are invited on a three-year rolling basis.

## **Leave**

### **Rest periods**

Rest periods of 36 hours (uninterrupted) within any 7 days are an entitlement which clergy are strongly encouraged to take. In addition, within a calendar month clergy are entitled to one of these periods being an uninterrupted rest period of 48 hours.

### **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 £187.18, or 90 per cent of your stipend

If you are pregnant, you must notify your Rural Dean and give your MATB1 form: [mat b1 form - Search - GOV.UK \(www.gov.uk\)](https://www.gov.uk/search/mat-b1-form) to the Bishop's Office.

### **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 £184.03 or 90 per cent of your average weekly (whichever is lower).

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: [SC3 forms - Search - GOV.UK \(www.gov.uk\)](https://www.gov.uk/search/sc3-forms)

### **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 Head of HR and Governance 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 £187.18 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 Head of HR and Governance.

### **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. Please contact [liz.howson@carlisle-diocese.org.uk](mailto:liz.howson@carlisle-diocese.org.uk) for more information.

### **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 Head of HR & Governance within seven days. You must write 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 Head of HR and Governance, Ali Ng, via this email: [ali.ng@carlisle-diocese.org.uk](mailto:ali.ng@carlisle-diocese.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 2017 guide, PCCs should be prepared to meet the cost of any bona fide fees and expenses. The Bishop's Spirituality Advisor will be glad to advise on possible venues or formats for retreats.

### **Sabbaticals**

Most clergy and licensed lay workers lead busy lives, often living "over the shop", available and on call even when not working. Personal needs and aspirations easily get pushed aside by the demands of the role or the needs of others. Bigger projects, wider perspectives, can lose out to the round of day-to-day responsibilities.

The Diocesan scheme for sabbatical leave recognises that for those who have been in ministry for some time a serious block of time spent away from their post and its immediate demands can be a source of enrichment, new experiences and energy, different perspectives and fresh vision. Prospective applicants are sometimes deterred by anticipated but with sufficient preparation these can nearly always be overcome. Properly planned and reflected on, sabbatical leave can be of enormous benefit to ministers, their families and those they serve, and to the wider Church.

### **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, Liz Howson via this email: [liz.howson@carlisle-diocese.org.uk](mailto:liz.howson@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 | The Church of England](mailto:Pensions@TheChurchofEngland.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](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-sa.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.carlislediocese.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**

Information regarding support and wellbeing can be found on the Diocesan website at <https://www.carlislediocese.org.uk/clergy/wellbeing/>

Clergy may use the Inter-Diocesan counselling service (IDCS) which provides confidential counsellors outside the Diocese. Further information can be found at [www.interdiocesancounsellingsservice.org.uk](http://www.interdiocesancounsellingsservice.org.uk).

Support can also be accessed via the Employee Assistance Programme – a 24 hour free confidential helpline. They can be contacted on 0800 028 0199 or by downloading the “My Healthy Advantage” App. You can also login on their website : [Enter-Client-Code](#) (username: wellbeing / password: LilySternTree / employer code: MHA193224)

*See also section on ‘other benefits’ on page 7.*

## **Safeguarding**

Details of the child protection and vulnerable adults safeguarding arrangements can be found at <https://www.carlislediocese.org.uk/safeguarding/>

Diocesan Safeguarding Officer Jo Van Lachterop can be contacted for Safeguarding concerns and advice:

Tel: 07458 016884 / Email: [safeguarding.adviser@carlislediocese.org.uk](mailto:safeguarding.adviser@carlislediocese.org.uk)

Please also see the useful information below:

- **NSPCC Child Protection Helpline:** 0808 800 5000 (lines free and open 24 hours). Phone if you are worried about a child and need advice or guidance on what to do.
- **Child-line:** 0800 1111 (lines free and open 24 hours). Phone if you are a child or young person and are worried about anything.
- **National Domestic Abuse Helpline:** 0808 2000 247 (lines free and open 24 hours). Phone if you are experiencing domestic abuse or need help to report.
- **[Samaritans Helpline](#):** 116 123 (open 24 hours). Phone if you feel you are struggling to cope and need someone to talk to.
- **Action on Elder Abuse Helpline:** 0808 808 8141 (free phone Monday to Friday 9-5pm)
- **National Rape Crisis Helpline:** 0808 802 9999 and is open every day from 12-2.30pm and 7-9.30pm.

- **The Survivors Trust**: 0808 801 0818 and is open Monday to Wednesday 10-7.30pm, Thursday 10-6pm and Friday 10-2pm.
- **LGBT+ Domestic Abuse Helpline**: 0800 999 5428 [help@galop.org.uk](mailto:help@galop.org.uk)
- **Men's Advice Line**: 0808 801 0327 [info@mensadviceline.org.uk](mailto:info@mensadviceline.org.uk)
- **Age UK Advice Line**: 0800 678 1602
- **If a child, young person or adult is at risk of immediate harm, call 999.**

## Other

You have the right to be a member of a trade union.  
The Diocesan Registrar and Head of HR and Governance primarily advise the Bishop and the Diocesan Board of Finance but are available to explain how policies and procedures work.

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## Some Useful Contacts

### **Bishop's Office (Tel: 017687 73430):**

#### **The Bishop of Carlisle**

The Rt. Revd Robert Saner-Haigh  
The Bishop's Office  
Ambleside Road  
Keswick  
CA12 4DD  
Tel: 017687 73430  
[bishop.carlisle@carlisediocese.org.uk](mailto:bishop.carlisle@carlisediocese.org.uk)

#### **The Bishop of Penrith - Vacant**

[bishop.penrith@carlisediocese.org.uk](mailto:bishop.penrith@carlisediocese.org.uk)

#### **Acting Bishop's Chaplain:**

Ali Ng  
[bishopschaplain@carlisediocese.org.uk](mailto:bishopschaplain@carlisediocese.org.uk) Tel: 017687 73430 (Option 2)

#### **Executive Assistant to the Bishop of Carlisle:**

Ali Tozer  
[alison.tozer@carlisediocese.org.uk](mailto:alison.tozer@carlisediocese.org.uk) Tel: 017687 73430 (option 1)

#### **Executive Assistant to the Bishop Carlisle:**

Sarah Marshall-Ellison  
[sarah.marshall-ellison@carlisediocese.org.uk](mailto:sarah.marshall-ellison@carlisediocese.org.uk) Tel: 07780 876370

#### **Bishop's Secretary:**

Felicity Wiseman  
[felicity.wiseman@carlisediocese.org.uk](mailto:felicity.wiseman@carlisediocese.org.uk) Tel: 017687 73430 (option 1)

#### **Bishop's Office Administrator:**

Liz Howson  
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## **Archdeacons:**

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