



Diocese
of Salisbury
Making
Jesus Known

The Clergy Handbook





Welcome to our Clergy Handbook

I hope you will find this Handbook a useful and practical resource for your ministry in this diocese. It includes information, advice, and guidance on working arrangements for all clergy, and brings together the various national regulations, guidelines, policies, and practices.

It is in electronic format, so that sections can be revised and updated when appropriate. Accessing the Handbook through the Diocesan website will also help us ensure that the reader is referring to the most up to date version available.

Please do be in touch if you have a comment or question about the content of this Handbook or you have any difficulties in accessing the sections or using the links; contact the Sherborne or Ramsbury Office, Archdeacon, or the HR Team via email hadmin@salisbury.anglican.org; and of course, for more information about the diocese generally do sign up to our newsletters and bulletins, and visit our website: www.salisbury.anglican.org.

We are here to support you in your ministry and therefore please do feel free to contact your local Bishop or Archdeacon for any matter contained in this handbook or to discuss your own wellbeing. It is our prayer that you thrive in ministry and experience support for it.

The Rt Revd Stephen Lake

The Rt Revd Andrew Ramsbury

The Rt Revd Karen Gorham

The Bishop of Salisbury

The Bishop of Ramsbury

The Bishop of Sherborne

Reviewed May 2024

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1. Appointment and Office

1.1 Introduction

Clergy are called as Priests and Deacons to serve and care for the people of God. In this task they work with the Bishop, their fellow clergy and other ministers.

Just to note that, while most clergy are office holders, some clergy are employees (of the DBF or an external organisation e.g. a chaplain). Employed clergy are mainly regulated by their contract of employment rather than Common Tenure Regulations.

There may be circumstances where someone may hold two or more roles, for instance, an employed role and a clergy appointment. In such circumstances each role is allocated the appropriate 'Contract' or 'Tenure' to cover the responsibilities/activities/time spent in relation to that role. The terms and conditions relating to the specific role will apply in each case, such as the ability to leave one and maintain another for example, and where any practical arrangements need to be agreed for practical reasons this will be stated in the relevant documents.

1.2 Common Tenure

The Ecclesiastical Offices (Terms of Service) Measure and the Ecclesiastical Offices (Terms of Service) Regulations afford clergy (stipendiary or self-supporting) a range of rights, support, responsibilities, and accountabilities.

Most clergy receive a Statement of Particulars issued by an officer of the diocese nominated for that purpose by the diocesan bishop.

Most clergy appointments under Common Tenure are permanent (whether full or part time and are held until the individual reaches the age of 70. In specific circumstances an appointment may be for a fixed or limited period (for example, if it is a training post, or an interim appointment) which will be noted in the office holders' Statement of Particulars.

The Ecclesiastical Offices (Terms of Service) Measure and the Ecclesiastical Offices (Terms of Service) Regulations are available through this link:

<https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service>



Guidelines for the professional code of conduct for Church of England clergy are available through this link:

<https://www.churchofengland.org/resources/clergy-resources/guidelines-professional-conduct-clergy>

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2. Stipend payments and pension payments

- 2.1 The Church Commissioners Payroll Services (Clergy Team) pay a stipend to most clergy and licensed lay workers in parochial appointments. They don't employ the clergy but are responsible for making statutory deductions in respect of PAYE tax and National Insurance.
- 2.2 For the purposes of National Insurance only, clergy are treated as being of employed type status. Therefore `employee contributions` are deducted from stipend payments each month alongside `pay as you earn` tax deductions. Employer's contributions are paid by the diocese or, when appropriate, the Cathedral Chapter.
- 2.3 The payroll national People System is available through the Church of England website. Within the diocese this is maintained by the Ramsbury and Sherborne Offices who make sure the system is up to date with appointment information and any personal changes
<https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/clergy-payroll>
- 2.4 To log into the People System you will need your 'Personal Unique Number' (PUN). This is your **Username** for the system. (This replaces your unique ID number you may have used from the previous MyView system).
<https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/clergy-payroll/myview>
- 2.5 Each year, the Central Stipends Authority sets out a national minimum stipend (NMS). Clergy on Common Tenure are entitled to receive a stipend no less than the NMS. The Salisbury Diocesan Synod annually approves increases in stipends and salaries (which may exceed the NMS) as part of the budget.
- 2.6 The Clergy Payroll team ensure that HLC (see 2.7 below) annual returns are available on the People System and that P60s and P11d's for the annual tax year end are also available through the Clergy portal of the People System as well as monthly pay slip.
- 2.7 The HLC scheme is a unique scheme run by the Church of England in partnership with HMRC. It allows tax relief to be claimed on costs relating to heating, lighting, cleaning, and garden upkeep for the property provided solely for the better purposes of your role.

It is a `reclassification of part of the stipend which is paid before tax and National Insurance are deducted, it isn't an additional payment. It's viewed as a taxable service benefit because you can claim for your costs for the whole property, not just the work-related portion'. An annual return must be submitted each year.



<https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/clergy-payroll/hlc-scheme#na>

- 2.9 Clergy are responsible for seeking any financial advice they require at any time, and for their annual tax return.
- 2.10 For all clergy payroll questions and enquires contact:
clergy.payments@churchofengland.org
- 2.11 Your tax affairs are dealt with by:
HM Revenue and Customs – West Yorkshire and Craven Area,
Centenary Court, 1 St Blaise Way, Bradford BD1 4YL
Tax ref: 073/C16 Tel: 01274 205714



3. Parochial Fees

- 3.1 Parochial fees, also called Life Event fees, are statutory fees payable to a PCC and to the DBF whenever certain services are performed. These are mainly related to funerals and burials, marriages, baptisms and any searches or certificates issued in relation to them.
- 3.2 The current feeds, together with lots of practical guidance and FAQs, can be found on the Church of England's' webpage for life Events Parochial Fees and Guidance. <https://www.churchofengland.org/resources/clergy-resources/life-events-parochial-fees-and-guidance>
- 3.3 Parochial fees are payable to the DBF and the PCC only. No fees are now paid directly to the minister who conducts a service. (PTO clergy are permitted to receive a proportion of the DBF fee in certain circumstances). The DBF's fee income is a means by which the Diocese can pay adequate stipends and pensions to clergy. It makes a significant contribution to keeping Parish Share levels down.
- 3.4 Fees are mainly collected by the PCC in the first instance. Funeral Directors should make payments to the PCC which should then be apportioned appropriately between the PCC and the DBF (and a minister with PTO if applicable). The DBF fee is to be remitted by the PCC on a regular basis to the Diocesan Board of Finance. Parochial clergy are trustees of the PCC and part of the body responsible for ensuring that the fees are handled correctly.
- 3.5 During a vacancy, fees due to the DBF should continue to be remitted to the diocesan office. An adequate record of fees should be kept, and a form to assist PCCs in keeping track of fees is available on the diocesan website.
- 3.6 The PCC should submit completed forms to the diocesan office at least once a quarter. A guide on statutory fees is available from the Diocesan Office or may be downloaded from the diocesan website. <https://www.salisbury.anglican.org/supportforparishes/finance/>
<https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/life-events-parochial-fees-and-guidance/guide-church>

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4. Expenses

- 4.1 Parishes are responsible for the reimbursement of the proper parochial expenses incurred on their behalf by their parochial clergy (stipendiary and self-supporting) and other licensed and accredited staff.
- 4.2 Expenses do not form part of the stipend calculation, and the level of diocesan stipend presupposes full reimbursement of these expenses. It is equally important that self-supporting clergy are properly and fully reimbursed.
- 4.3 It is essential that at the very start of taking up an appointment, clergy should discuss working expenses with the PCC. This could be done via a consultation with the Churchwardens or at a Standing Committee meeting for example. This is important within a multi-parish benefice where all PCCs contribute to the expenses. Procedures for monthly reimbursement and the claim form to be used should also be discussed. There is a helpful guide for PCCs available through [Reimbursement of Official Expenses Policy.pdf](#) or [Clergy pay and expenses | The Church of England](#)
- 4.4 To assist, copies of a claim form may be obtained from the Diocesan Office. If after discussion agreement is not reached, clergy should consult the Archdeacon.
- 4.5 There is a national useful guide which covers matters such as: 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.
<https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/clergy-pay-and-expenses>
- 4.6 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. This also include an allowance for bicycles.
- 4.7 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 contribute to parochial funds 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 Minister.

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5. Housing

5.1 Where office holders are provided with a house of residence for the better performance of their duties, a range of responsibilities and rights comes with this both for the DBF, and for the individual office holder. A separate Housing Policy Document has been produced which covers housing provision and is available here:

Clergy Housing Handbook – Diocese of Salisbury (salisburyanglican.org.uk)

5.2 The DBF responsibilities include to:

- ✓ Repair the structure and exterior of the buildings of the property, including windows, doors, drains, gutters, and external pipes.
- ✓ Repair all relevant walls, fences, gates, drives and drains of the property.
- ✓ Repair and keep in proper working order installations related to; the supply of water, gas and electricity; sanitation; space heating or heating water, except where it is a tenant's duty.
- ✓ Arrange for a qualified surveyor to inspect the property at least every five years and submit a report describing its state and condition.
- ✓ Send the office holder a copy of this report and after consultation carry out within a reasonable time frame any appropriate repairs.
- ✓ Pay the council tax and water rates.
- ✓ Insure the property against all risks related to buildings.
- ✓ Carry out such works of improvement, alteration, or replacement as it considers necessary and within financial resources available.
- ✓ A guide has been produced by the Property Department and is available here [Buildings and Property – The Diocese of Salisbury \(anglican.org\)](http://Buildings and Property - The Diocese of Salisbury (anglican.org))

5.3 The offices holder's responsibilities include to:

- ✓ Permit appropriate officers of the DBF to enter the property after giving reasonable notice; to inspect or carry out repairs or for another reasonable purpose consistent with its powers and obligations.
- ✓ Exercise all duties equivalent to those of a tenant.
- ✓ Keep the property and contents provided clean and free from deterioration.
- ✓ Annually to arrange for all gutters and downpipes at the property to be cleared of obstructions.
- ✓ Ensure the upkeep of the garden or other grounds belonging to the property.
- ✓ Notify the Property Department of any repairs required as soon as possible.
- ✓ Pay the whole or part of any repairs for which they are responsible.

5.4 Office holders are not permitted to make any repairs, alterations, or additions to the property without the consent of the Property Department.



- 5.5 Office holders may only use the property as a private residence for their household and guests. Any other use for the property must be approved by the DBF (for example where this may be used as a registered office for a business). Advice should be sought from the Archdeacon and the Property Team.
- 5.6 Where the property is held on a lease, office holders must observe any binding term, condition, or covenant.
- 5.7 Office holders must vacate the property after retiring, resigning, or moving to a new post and ensure that all personal possessions are removed. The property must be returned to the DBF clean and tidy. (see also Section 6 retirement and retirement housing).
- 5.8 It should be noted that the DBF also encourages each parish to perform the following duties, through its PCC;
- ✓ to assist with the decoration of the property
 - ✓ to help the office holder with general small maintenance
 - ✓ to support the office holder in keeping the property in good order
 - ✓ to oversee any contracts for alarm systems and fire prevention
- 5.9 Contact the Property Department at the Diocesan Office for information on the Repair of Benefice Building Measure or other related information.
- <https://www.salisbury.anglican.org/parish-support/buildings-and-property/>
- 5.10 Any disputes or objections regarding housing that cannot be resolved informally may be dealt with by the grievance procedure.
- 5.11 Incumbents have the right of absolute veto over the sale of the benefice parsonage house. Priests in Charge on common tenure occupying parsonages or glebe team vicarages have a right of representation, with certain others, to the DBF, with ultimate appeal to the Church Commissioners, in the event of a proposed sale.



Emergency works:

Where outside of office hours, and where works cannot be delayed until office hours for fear of risk to safety/welfare or where the damage poses a risk to serious disrepair to the property, office holders are able to contact contractors direct from the Property Team's emergency contacts list on the <https://www.salisbury.anglican.org/supportforparishes/buildings-and-property/>

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6. Leave and time off

6.1 Introduction and prioritising time off

- 6.1.1 Regular and planned time away from ministry is a vital factor in the wellbeing of clergy and their relationships with those close to them. Time for rest and recreation is a biblical principle which should be at the heart of a ministry which models for others self-respect and a healthy way of working.
- 6.1.2 Whatever their role, clergy should prioritise having adequate time off and ensuring they role model the importance of protecting quality time for `down time` for others.
- 6.1.3 Parishes and those who are responsible in the setting in which clergy minister (e.g., PCCs, churchwardens, training incumbents, the Chapter of the Cathedral) have a duty to encourage and enable clergy to take their time off.
- 6.1.4 Clergy should work with colleagues to ensure there is cover for public worship, occasional offices as appropriate, office time and administration. Payments for fees for those covering these assignments should be the responsibility of the PCC.
- 6.1.5 Local communication with colleagues is essential and Rural Deans, clergy colleagues and Churchwardens etc. should know when clergy are away. Funeral Directors should also be advised if there is a long period of absence.
- 6.1.6 It is sometimes possible to provide financial assistance with holidays; applications in the first instance should be made to your local Bishop, or where appropriate, the Dean of the Cathedral.

6.2 Rest periods and additional day(s)

- 6.2.1 Parish clergy should take an uninterrupted period of at least 24 hours in every seven days worked. Preferably a regular day in the week should be chosen, which should be known to parishioners.
- 6.2.2 In addition once a month an additional consecutive day off should be taken for a longer break.



6.3 Annual leave

- 6.3.1 All full-time clergy should take 36 days, in addition to the rest day (6 full working weeks) as annual leave, inclusive of 6 Sundays.
- 6.3.2 In the diocese we recommend an annual leave year should run from 1st January to 31st December. Unused annual leave may not usually be 'carried over' into the following year, unless particular circumstances have been discussed with the Archdeacon or, where appropriate, the Dean of the Cathedral.
- 6.3.3 Where it is helpful for calculations, leave usually accrues monthly.
- 6.3.4 Part time stipendiary clergy will have appropriately pro-rated annual leave which will be detailed in the Statement of Particulars for that office.
- 6.3.5 Incumbents, including all training incumbents, should make sure that curates, team, and other colleagues take appropriate leave, and that their associate and PTO clergy also take good breaks.

6.4 Bank/Public Holidays

- 6.4.1 In addition to the leave set out in 6.3 above, full time clergy are entitled to all public and bank holidays.
- 6.4.2 When it is not possible to take the actual bank holiday off (for instance, because it is a major festival) a day in lieu should be taken.

6.5 Retreat

- 6.5.1 Parish clergy are encouraged to take the inside of a week each year for spiritual refreshment, whether on retreat or at cell group meetings. Parishes are expected to contribute towards the cost of an annual retreat.
- 6.5.2 As part of their working time it is also recommended that clergy take time to see those supporting their ministry e.g. a spiritual director or a work consultant.

6.6 Special leave

- 6.6.1 The Bishops or Archdeacons will support office holders to take additional periods of special leave when necessary. This will be entirely dependent on the situation and could be for a couple of days up to a week. More than one week of special leave will require the permission of the local Bishop.



6.6.2 Special leave is designed to support clergy when emergencies arise that cannot be managed through the flexibilities that clergy have in their day-to-day role. Clergy should contact the Archdeacon as soon as possible. The Archdeacon will keep HR informed so that any pattern of / ongoing leave needs can be supported through any wider diocesan assistance that may be available.

6.7 Time off for public duties

6.7.1 Clergy may spend a reasonable time on public duties other than the duties of the office without any loss of stipend (if applicable). Clergy are requested to discuss the details of the public duty and the associated time off with the Bishop, the Dean or Archdeacon prior to commencement. Public duties will include work done for a public authority, a court, a tribunal, a charity, or Trade Union.

6.7.2 If a member of clergy is called for jury service, they should claim the attendance allowance and declare this to the DBF. Please contact the Finance Department for further guidance.

6.7.3 Should a member of clergy consider taking on a role which would involve longer period(s) of time away from a parish/benefice, for example as a military reservist, they should discuss this first with their bishop.

6.8 Taking leave when moving house

6.8.1 When moving from the property, the stipend is paid up to the day before the licensing in the new post/diocese. It is usual for clergy therefore to negotiate a period of leave between posts to enable the move to take place and some settling time. Clergy need to factor this in when agreeing dates for their last Sunday, and their new licensing date. These dates are agreed by the local Bishop and Archdeacon.

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7. Family Friendly policies and practices

These policies apply to all stipendiary clergy and curates regardless of time in the office they hold. Each section below includes the link to wider national Church of England information.

<https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/family-friendly-policies>

7.1 Maternity leave and arrangements:

- 7.1.1 Where appropriate clergy are asked to confidentially inform their appropriate Bishop and Archdeacon and the HR Manager as soon as possible of their pregnancy to receive information/advice regarding their entitlement to maternity leave and pay, and in order for any appropriate Health and Safety assessments that might be helpful or other advice given.
- 7.1.2 Clergy have the right to paid time-off for ante-natal care regardless of the length of service or the number of hours that they work.
- 7.1.3 Statutory maternity leave may last up to 52 weeks and is made up of two parts:
 - OML – Ordinary Maternity Leave (39 weeks)
 - AML – Additional and unpaid Maternity leave (13 weeks)
- 7.1.4 The DBF pay full stipend for 39 weeks of OML (no matter how long an individual has been in their post). Additional unpaid leave entitlement up to a further 13 weeks is the right of the individual.
- 7.1.5 The Clergy Pension Scheme ensures that individuals' contributions are paid during paid maternity leave absence. If an individual on her return to work wishes to pay contributions for the unpaid part of their maternity leave, they should contact the Diocesan Finance Director.
- 7.1.6 Clergy will receive a MATB1 form from their midwife and this will set out the expected week that the baby is due. The form should be forwarded to the HR Manager) so that the Church Commissioners can process the stipend payments and appropriate statutory maternity pay within this; and b) so that the Church Commissioners can also claim back appropriate SMP.
- 7.1.7 Maternity leave would not normally begin before the 11th week before the baby is expected.

However, if an individual gives birth before the start of their maternity leave, then their maternity leave/pay will start the day after the birth. An individual may not work for two weeks immediately after the birth of a baby by law.
- 7.1.8 If an individual is absent from work, due to a pregnancy related illness, at the beginning of the 4th week before the expected week of childbirth, this absence will trigger the start of her maternity leave. In this case, her maternity leave will commence on the day after the first day of absence after the beginning of the 4th week before the expected week of childbirth.



- 7.1.9 Individuals should let their appropriate Archdeacon and HR Manager know if their baby arrives before they start their maternity leave. This is so adjustments to the date for their return from maternity leave and any other associated arrangements can be discussed.
- 7.1.10 It is likely that clergy will want to stay in touch with their parish(es) and key people but it is advisable that they are very clear to everyone that they are only available for limited times, so they are able to manage their leave appropriately. The appropriate Archdeacon can be consulted if there are any problems. However, parishes and colleagues should be aware there is no obligation for the individual to attend their normal role/work during this time nor is there the obligation for parishes or senior staff to expect, or offer, such opportunities.
- 7.1.11 Keeping in Touch (KIT) days allows an individual to work up to 10 days during maternity leave without losing the right to maternity pay or bringing the leave to an end. KIT days are not an extension to ordinary or additional maternity i.e. they cannot be used at the end of maternity leave to extend the period.
- 7.1.12 If an individual wishes to return to work before their official return date, then they should discuss this with the appropriate Archdeacon so that arrangements can be made, and any advice or other support can be given.
- 7.1.13 Applications for returning to work on a temporary or permanent change should be made to the Diocesan Bishop and Archdeacon and copied to the HR Manager so that appropriate advice, and guidance, and arrangements for any agreement/decision making processes can be explained.
- 7.1.14 Curates returning to work after maternity (and other) leave who wish to complete their training on a part time basis and have the length of their training curacy extended should use the process for making a request for time off or adjusting their duties to care for a dependent. This should be discussed with the DDO.
- 7.1.15 When it has been agreed that an individual can take parental leave immediately following the expiry of maternity leave, local arrangements must be discussed with the Archdeacon. (See Parental Leave policy within this section).
- 7.1.16 Annual leave accrues throughout maternity leave. If an individual does not return to work in the current leave year, then they may carry over their untaken annual leave and take this before they return to their post.
- 7.1.17 If an individual decides not to return to work after the maternity leave period, they should confirm their resignation to the Diocesan Bishop (with a copy to the local Bishop). The normal notice period/arrangements will apply.
- 7.1.18 A pregnant individual is given specific health and safety protection under the European Union "Pregnant Workers Directive" and the Management of Health & Safety at Work Regulations 1999 and the Working Time Regulations 1998. Whilst clergy are not employees, these do provide some sound advice and good practice, and the diocese recommends that individuals are mindful of these and



take responsibility for familiarising themselves with their content (further advice can be sought from the HR Manager).

- 7.1.19 If an individual has any outstanding diocesan loans there are three options to discuss with the Director of Finance: either to freeze repayments until they are back at work; to continue the loan repayment during maternity leave; or to reduce payments until maternity leave has ended.
- 7.1.20 For incumbents, Reg 29 of Common Tenure arrangements affords the appointment of interim roles in a few very specific settings. Cover for maternity leave is one such provision. Such fixed term arrangements are made only with the express direction of the Bishop and will be clearly set out within a Statement of Particulars which will be shared with the office holder for reassurance and clarity. The end date of any fixed term arrangement can be changed should the office holder return to work earlier than initially discussed.
- 7.1.21 All office holders on maternity leave remain `in office` while they are on leave – which means they retain the rights and responsibilities that go with the office, for example the right to remain in any accommodation provided for the better performance of their duties and the obligation to ensure that the duties of the office are carried out on their behalf where an interim arrangement is not being made.
- 7.1.22 Helpful questions to ask/reflect upon to help navigate maternity leave:
1. Are all the out of office messages/email/voicemail up to date/clear?
 2. What boundaries might I need to ensure are in place while I am off?
 3. Have all the cover arrangements been confirmed and passed on to the Churchwardens/Rural Dean and Archdeacon?
 - 4.. Do people know what to do with Baptism, Wedding, or Funeral enquiries?
 5. Who/what/when is it ok for people to be in touch with me?
 6. Times for catching up with Churchwardens or Training incumbent as appropriate?
 7. What are the key parish events/services I might want to go to?
 8. If something significant in the life of the parish/benefice, diocese or wider country/world occurs – how will people let me know so I can decide what I can or can't be involved with or support?
- 7.1.23 To complete a maternity leave/pay form visit this link (28 days before the start of the leave) <https://www.churchofengland.org/more/clergy-resources/clergy-payroll/parental-leave#na>

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7.2 Adoption leave and arrangements.

- 7.2.1 Clergy should inform their appropriate senior member of clergy and the HR Manager as soon as possible of their potential adoption to receive information/advice regarding their entitlement to adoption leave and pay. However, it is recognised that some clergy may not wish to let people know about their plans until things are clearer. Although joyful, this can be a very anxious and stressful time and the diocese would want to do all it can in terms of practical and pastoral support.
- 7.2.2 Clergy have the right to paid time-off for specific introduction meetings with appropriate social workers/children.
- 7.2.3 Leave arrangements can begin once a member of clergy can demonstrate that they have been matched with a child through an authorized adoption agency. Statutory adoption leave may last up to 52 weeks and is made up of two parts:
 - OAL – Ordinary Adoption Leave (39 weeks)
 - AAL – Additional and unpaid Adoption leave (13 weeks)
- 7.2.4 The DBF pay full stipend for 39 weeks of OML (no matter how long an individual has been in their post). Additional unpaid leave entitlement up to a further 13 weeks is the right of the individual.
- 7.2.5 The Clergy Pension Scheme ensures that individuals' contributions are paid during paid adoption leave. If an individual on their return to work wishes to pay contributions for the unpaid part of their adoption leave, they should contact the Diocesan Finance Director.
- 7.2.6 Once an individual has decided the date on which they wish to commence their Ordinary Adoption leave, they should discuss this with the Archdeacon, local Bishop, and HR Manager.
- 7.2.7 Ordinary Adoption Leave may commence from a predetermined date up to 14 days before the expected date of placement (within the UK for UK related adoptions). Where an overseas adoption is taking place leave may begin from the date of the child's entry into the UK or from a predetermined date up to 28 days after that.
- 7.2.8 It is likely that clergy will want to stay in touch with their parish(es) and key people, but it is advisable that they are very clear to everyone that they are only available for limited times, so they are able to manage their leave appropriately. The appropriate Archdeacon can be consulted if there are any problems. However, parishes and colleagues should be aware there is no obligation for the individual to attend their normal role/work during this time nor is there the obligation for parishes or senior staff to expect, or offer, such opportunities.
- 7.2.9 Keeping in Touch (KIT) days allows an individual to work up to 10 days during adoption leave without losing the right to adoption pay or bringing the leave to an



end. KIT days are not an extension to ordinary or additional adoption leave i.e. they cannot be used at the end of the leave to extend the period.

- 7.2.10 If an individual wishes to return to work before their official return date, then they should discuss this with the appropriate Archdeacon so that arrangements can be made, and any advice or other support can be given.
- 7.2.11 Annual leave accrues throughout adoption leave. If an individual does not return to work in the current leave year, then they may carry over their annual leave and take this before they return to their post.
- 7.2.12 Applications for returning to work on a temporary or permanent change should be made to the Bishop and copied to the HR Manager so that appropriate advice, and guidance, agreement/decision making can be sought/given.
- 7.2.13 Curates returning to work after adoption (and other) leave who wish to complete their training on a part time basis and have the length of their training curacy extended should use the process for making a request for time off or adjusting their duties to care for a dependant. This should be discussed with the DDO.
- 7.2.14 When it has been agreed that an individual can take parental leave immediately following the expiry of adoption leave, local arrangements must be discussed with the Archdeacon and HR Manager. (See Parental Leave policy within this section).
- 7.2.15 If an individual decides not to return to work after the adoption leave period, they should confirm their resignation to the Diocesan Bishop, with a copy to their local Bishop. The normal notice period/arrangements will apply.
- 7.2.16 If an individual has any outstanding diocesan loans there are three options to discuss with the Director of Finance: either to freeze repayments until they are back at work; to continue the loan repayment during maternity leave; or to reduce payments until maternity leave has ended.
- 7.2.17 For incumbents, Reg 29 of Common Tenure arrangements affords the appointment of interim roles in a few very specific settings. Cover for adoption leave is one such provision. Such fixed term arrangements are made only with the express direction of the Bishop and will be clearly set out within a Statement of Particulars which will be shared with the office holder for reassurance and clarity. The end date of any fixed term arrangement can be changed should the office holder return to work earlier than initially discussed.
- 7.2.18 All office holders on adoption leave remain `in office` while they are on leave – which means they retain the rights and responsibilities that go with the office, for example the right to remain in any accommodation provided for the better performance of their duties and the obligation to ensure that the duties of the office are carried out on their behalf where an interim arrangement is not being made.
- 7.2.19 Helpful questions to ask/reflect upon to help navigate adoption leave:



1. Are all the out of office messages/email/voicemail up to date/clear?
2. What boundaries might I need to ensure are in place while I am off?
3. Have all the cover arrangements been confirmed and passed on to the Churchwardens/Rural Dean and Archdeacon?
4. Do people know what to do with Baptism, Wedding, or Funeral enquiries?
5. Who/what/when is it ok for people to be in touch with me?
6. Timing for catching up with Churchwardens or Training incumbent as appropriate?
7. What are the key parish events/services I might want to go to?
8. If something significant in the life of the parish/benefice, diocese or wider country/world occurs – how will people let me know so I can decide what I can or can't be involved with/support?

Remember that if you are adopting a toddler/school age child it is likely you'll want to be in touch with families and groups to establish new relationships and friendships. Being seen 'out and about' can be confusing for parishioners so having some clear communications and plans is a good idea!

7.2.20 If Adoption leave has started but you are then notified that either the placement will not take place, or if the adoption breaks down for whatever reason and the child is returned to the adoption agency during the adoption leave period, your entitlement to adoption leave and pay (if during Ordinary Adoption Pay), will continue for a further 8 weeks from the end of the week in which the disruption occurred, unless your leave and/or pay would have ended earlier in any event.

7.2.21 To complete an adoption leave/pay form visit this link (28days before the start of the leave)

<https://www.churchofengland.org/more/clergy-resources/clergy-payroll/parental-leave#na>

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7.3 Paternity leave

- 7.3.1 Stipendiary clergy will receive 2 weeks' paternity leave and statutory paternity pay (topped up to full stipend) on full stipend following the birth of their child.
- 7.3.2 Statutory Paternity Pay is payable to the new father, to enable him to support the mother in the first few weeks after the birth. It is also payable to the second member of a couple adopting a child.
- 7.3.3 Paternity leave can be taken in one two-week period or two separate weeks. Please inform your Archdeacon and local Bishop when this has been decided.
- 7.3.4 Subject to the qualifying requirements above, individuals continue to receive full pension entitlements throughout the period of leave.
- 7.3.5 In order for the diocese to send the required Church Commissioners paperwork for payroll purposes so they can reclaim Statutory Paternity Pay from the HMRC clergy will need to complete one of these two forms as appropriate and return it to the HR Manager as soon as possible.

To make a claim for SPP use one of the following forms: (28days before the start of the leave)

Form SC3 Becoming a parent

Form SC4 Becoming an adoptive parent

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7.4 Shared Parental Leave

- 7.4.1 An eligible mother can choose to end her maternity leave early and, with her partner or the child's father, opt for Shared Parental Leave instead of Maternity Leave.
- 7.4.2 If both the mother and the father/partner meet the qualifying requirements, they will need to decide how they want to divide their Shared Parental Leave and Pay entitlement.
- 7.4.3 Shared Parental Leave Pay is payable to eligible office holders to enable them to take parental leave in separate blocks, so they can return to work for part of the time and then continue leave later.
- 7.4.4 This can be a complex process so please do contact the HR Manager and the Archdeacon to begin to explore any ideas you may have at an early stage.
- 7.4.5 Any period of shared parental leave is paid at full stipend up to 37 weeks in total (39 weeks excluding the first two weeks of compulsory maternity leave). A further period of 13 weeks unpaid statutory parental leave is available (see parental leave – unpaid – policy below)
- 7.4.6 Adopting parents have the same rights as other parents to Shared Parental leave and pay.
- 7.4.7 Overall:
The mother must take at least 2 weeks maternity leave, the remaining 50 weeks of leave can then be shared between both parents.
Both parents can be off at the same time.
Leave can be taken in a maximum of 3 blocks and must be agreed at least 8 weeks in advance.
It also applies to adoptive parents, where up to 52 weeks can be shared (including 13 weeks of unpaid leave).
Maternity/Adoption leave may need to end earlier to start Shared Parental leave and pay.
- 7.4.8 To complete a maternity leave/pay form visit this link (28days before the start of the leave)

<https://www.churchofengland.org/more/clergy-resources/clergy-payroll/parental-leave#na>

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7.5 Unpaid parental leave

- 7.5.1 Office holders with at least one year's service are entitled in law to a period(s) of time to assist in the arrangements for their child(ren)s welfare.
- 7.5.2 ALL parental leave (other than shared parental leave – see above) is unpaid (whether for father/mother/other carer).
- 7.5.3 Parental leave is calculated based on the child not the role, so parents are only eligible for one set of leave and if for example they have six weeks leave with one diocese they are only entitled to twelve weeks leave if they move to another diocese.
- 7.5.4 An office holder is entitled to take up to 18 weeks unpaid leave in respect of each child up to their 18th birthday.
- 7.5.5 Unpaid leave must be taken in 4-week blocks, and only one 4-week block is permitted each year. The Bishop may agree some flexibility to this if the child has a disability.

Plans for parental leave should be requested via the Archdeacon or local Bishop and arranged at a local level so cover etc. can be arranged; the Archdeacon and Rural Dean should be consulted and plans for such leave must be at least 21 days in advance – except in cases of adoption or for a child with a disability.

In exceptional circumstances leave may be postponed by the Diocese for up to six months from the date requested and ending before the child's eighteenth birthday where it is considered that an office holder's absence would be unduly disruptive.

Leave cannot be postponed where an office holder gives notice to take ordinary parental leave immediately after the time a child is placed with the family for adoption or the birth of a child.

The Diocese has the right to request sight of evidence that the office holder is the parent of a child or has parental responsibility for the child.

- 7.5.10 A confirming email agreed together by the office holder and the Archdeacon having consulted with the Rural Dean and any others as appropriate should be forwarded to the HR Manager so that the Finance Payroll Officer can make the necessary arrangements for stipend to cease for that period. Confirmation will be required back to the individual via the HR Manager.
- 7.5.11 Full pension entitlement continues to accrue during any period of unpaid parental leave; and annual leave also continues to accrue in the normal way.



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7.6 Temporary time off to care for dependents.

7.6.1 An office holder may make a request to their local Bishop for a period away from ministry to make adjustments to the office to care for a dependent.

A dependent is defined as: *A partner, child or parent, someone who lives with, as part of the family; or where care arrangements break down and a person relies on the office holder for significant assistance.*

7.6.2 The request may be made verbally but must always be followed up by email/letter and confirmation again received by email/letter.

The Bishop will always consider the request and may agree to all, some or different arrangements with the individual depending on the circumstances.

The HR Manager can be contacted for advice and guidance.

See also Section 8.7 for details of a more permanent arrangement to care for a dependent(s).

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7.7 The request to move from a full to a part time role to care for a dependent.

- 7.7.1 Within the Common Tenure arrangements, office holders who may wish to vary their duties for example reducing a post from full time to part time with a commensurate reduction in stipend have the right to request this and for this to be properly considered and responded to promptly.
- 7.7.2 This policy applies where an office holder is requesting a move from full time to part time working for a significant period. They should be aware that there is no automatic right to have the duties adjusted back to the original terms at a later point unless this has been agreed in advance.

***NB** this policy does not apply to where arrangements/requests are for a very short time e.g. no more than 10 working days (and due to specific situations) or as covered in section 7.6, which can be agreed by office holders in consultation with the Archdeacon/Bishop.*

A request is made in writing to the local Bishop who will follow this up as appropriate and may consult with those who may be impacted by the request (e.g., a PCC, a training incumbent, team clergy etc.). The national form for this purpose is available here. [requesting-time-off-or-adjustments-to-care-for-a-dependant-april-2019.pdf](https://www.churchofengland.org/~/media/Church-of-England/Forms-and-templates/Requesting-time-off-or-adjustments-to-care-for-a-dependant-april-2019.pdf) ([churchofengland.org](https://www.churchofengland.org))

Any formal agreement will be followed up with a letter, or a revised Statement of Particulars as appropriate which will clearly state agreed terms. The HR Manager will support the process and ensure that the Church Commissioners, payroll and pension, annual leave arrangements are all informed and recorded.

Where there may be a delay in the Bishop being able to decide within a reasonable period, a meeting will be arranged with the office holder to discuss or explain the reasons.

Usually within 14 days of meeting, the Bishop should inform the office holder of the decision. If they do not accept the request, they must give the reason in writing and give a reasonable time (normally 14 days) for the office holder to appeal against their decision.

7.7.3 Process stages include:

The Archbishops' Council has agreed that the procedure for making a formal request should be as follows, and that the office holder should:

- i. Make the request in writing.
- ii. Set out the date of the request.



- iii. Make no more than one request during a twelve-month period.
- iv. State that the request is being made under the Ecclesiastical Offices Terms of Service) Directions 2010.
- v. Set out the reasons for needing an adjustment to the duties of the office.
- vi. Set out the change requested.
- vii. State whether they have made any previous requests in their current post.
- viii. Identify the effect the proposed change will have on the provision of ministry to the parish where appropriate.
- ix. Suggest how such an effect could be mitigated (the office holder may wish to consult colleagues about this first so that he or she is able to indicate that the proposed solution might have their support in principle)
- x. Give a proposed start date.
- xi. Indicate whether the proposed adjustment is intended to be permanent, or, if not, for how long it might be expected to last.

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8. Wellbeing, including Dignity at Work

- 8.1 As the church, visible in our diocese we affirm that our wellbeing is essential to our ministry and mission as the people of God. It is an integral part of that formation which enables us to grow into the full stature of Christ and be his vibrant presence in the world. It is through loving and caring for one another and ourselves that we witness to our love of God. It is with these deeply held beliefs that we offer a range of wellbeing resources, calling one another into renewed commitment to the life-long process of growing in wholeness of ministry.

Our Diocesan view of wellbeing is one of on-going formation, expressed through the following diverse, far reaching, and interdependent areas: my role (professional development); my relationships (interacting with others); myself (self-awareness and care).

The diocesan senior clergy, central HR, and key posts within the diocesan central offices can be contacted confidentially to discuss any wellbeing matter.

8.2 Our wellbeing commitment seeks to respond to the above by:

- ✓ Modelling work life balance and honouring the integrity of the person in all areas of our common life.
- ✓ Making provision for the physical, mental, emotional, and spiritual needs of our ministers.
- ✓ Developing a culture of care and support amongst colleagues with particular emphasis on the life of Chapters.
- ✓ Providing access to appropriate forms of confidential care and support.
- ✓ Providing the opportunity for sharing and exploring work and personal issues in the context of work-based learning groups.
- ✓ Offering a CMD programme of events and opportunities which are nurturing and restorative as well as educational and developmental.
- ✓ Having a culture of dignity and respect; aiming to provide a supportive environment in which the rights of individuals are respected, each person is treated with dignity and courtesy, and where abuse, harassment and bullying will simply not be tolerated.
- ✓ Where adjustments or support is required due to disability, the DBF will work actively with the individual through diocesan support provisions; and, in addition, for stipendiary clergy through Access To Work. (Contact the HR Manager for more details).
- ✓ Ensuring that complaints are taken seriously thoroughly investigated.



8.3. The diocese has a variety of wellbeing support, resources and contacts including:

- ✓ Clergy Spouses support group
- ✓ Reflective practice groups – and Team development
- ✓ Counselling and personal confidential care
- ✓ For information about all our resources, support and activities visit:
<https://www.salisbury.anglican.org/ministry/ministry-support-/>

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9. Sickness absence

9.1 Supporting sickness absence.

- 9.1.1 Throughout any period of sickness the diocese will respect individual dignity and privacy – in accordance with medical guidelines, medical information will only be shared with the individuals' express informed consent.
- 9.1.2 The Bishop, Archdeacon, and HR manager will ensure that we stay in touch throughout the stages of illness and/or longer-term treatment and that we can offer and/or link with local networks of colleagues, for the best professional, spiritual/pastoral, and practical care.
- 9.1.3 Where medical reports and professional advice is sought this will be to ensure that we are able to offer practical advice, suggestions and recommendations phrased both in terms of fitness for duty, and short-, medium- and longer-term adjustments which will enable an individual to return to full capacity at work as safely as possible.

9.2 Stipend payments during sickness absence

- 9.2.1 A sick pay period is a rolling twelve-month period. (This means that if someone is absent in a March and then the following January the two are linked; if someone is absent in March and then the following April then that is a new sick pay period and the two are not linked).
- 9.2.2 The diocese continues to pay full stipend for 28 weeks for long term periods of sickness absence (this includes statutory sick pay). All sick pay includes Statutory Sick Pay (SSP is up to 28 weeks) thus ensuring that the full stipend is received throughout this period.
- 9.2.3 The DBF may fund a further period of 12 weeks at full pay in order for wider discussions about the circumstances, the role/input of occupational health to take place. There will be a round table meeting with the individual, the Archdeacon and the HR Manager.
- 9.2.4 After this additional period (9.2.3) the individual may be able to claim incapacity benefits and the value of those benefits are deducted from the stipend (so that the total received remains the same).

9.3 Cover arrangements during periods of sickness absence

- 9.3.1 Wherever possible individuals should use all reasonable endeavours to arrange cover for their absence (e.g., when there is a planned absence before an operation). Where this isn't possible clergy should contact the Rural Dean or



Archdeacon so that support can be given to Churchwardens for cover arrangements.

- 9.3.2 The diocese recognises that it can be an onerous task asking an individual to make their own arrangements at a time when they are feeling most vulnerable/ill. We will work with individuals to lighten this load and to help make cover arrangements for them where this is helpful.

9.4 Communications during sickness absence

- 9.4.1 It is important to manage communications during ill health. An out of office message on emails, and telephone are essential on personal devices, as well as via church `offices` where these exist and arrangements for cover or alternative points of contact for information or advice should be coordinated.
- 9.4.2 It is also important to `manage the message` and be clear about what information and individual is happy to be shared or not, so people can be in touch, or not, depending on a situation.

9.5 Occupational Health

- 9.5.1 The Diocesan Occupational Health arrangements include a professional consultancy arrangement with a qualified and experienced independent Occupational Health provider.
- 9.5.2 Occupational Health advice focuses on how the individual's medical condition impacts on their ability to fulfil their role and what reasonable adjustments might be made to facilitate a return to full capacity. Advice may include a framework and guidelines for managing a gradual return process, and may also include, where appropriate, advice for family, colleagues, line managers, and senior staff.
- 9.5.3 The Occupational Health professional will look at nature of work, workload, current pressures, and priorities, and give their advice on what is realistic and what is not advisable. It is usual that more than one OH appointment will be made so that the OH physician can help the individual track progress and increase workload gradually and so return to their full duties.
- 9.5.4 Occupational Health referrals are made by the diocesan HR Manager following a discussion with the Archdeacon and individual concerned.
- 9.5.5 In general terms clergy who have been off sick for two months or more will be referred to the Occupational Health professional. A report from the appointment will be agreed with the individual and shared with the relevant Archdeacon, and Bishop.
- 9.5.6 Where the individual requiring Occupational Health is a curate, the training incumbent and appropriate bishop will receive the report and the individual, training incumbent and bishop with the advice from the HR Manager will coordinate how a supportive plan is progressed depending on the situation.



9.5.7 The Diocesan Bishop has the power to direct an office holder to undergo a medical examination (Reg 28) if there are 'reasonable grounds for concern about the physical or mental health of the office holder'.

9.6 Reporting sickness absence

9.6.1 Under Common Tenure arrangements all Stipendiary clergy are required to ensure that they communicate any periods of ill health: For **the first week** a self-certify note/email should be sent to either the Sherborne or Ramsbury Office and copied to the Archdeacon.

9.6.2 This sickness absence should at least be communicated locally and to the Rural Dean so that any cover arrangements can be made.

9.6.3 For **absences of 7 days or more** a GP fit note must be sought and forwarded (scanned or sent in Hard copy) to either the Sherborne or Ramsbury Office and copied to the Archdeacon.

9.7 Where an individual is unable to return to work.

9.7.1 In the most serious of cases, it may be that an individual will not be able to return to or maintain their duties. In this case it is likely that an ill health retirement application will need to be made to the Church Pensions Board.

9.7.2 If this is the case the DBF will review what, if any further stipend support may be possible (see 9.2 above) whilst this process is being navigated.

9.7.3 Under Common Tenure provisions there is also the provision for a shortened version of the capability procedure in the event of incapacity due to ill health.

https://www.churchofengland.org/sites/default/files/2017-11/capability_code_of_practice.pdf

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10. Ministry Development Review Scheme

- 10.1 The Bishop is responsible for ensuring a review process of Continuing Ministerial Development is in place across the diocese, and all Common Tenure clergy are required to participate.
- 10.2 Ministry development focuses on what has happened in the previous couple of years, and an opportunity to look forward; to capture the highs and the lows and to give thanks and to lament. It is a time for reflection, affirmation, and encouragement. We encourage a review every 18 months alternating between an experienced peer reviewer and a Bishop or Archdeacon. Further detail is available here [Ministerial development – The Diocese of Salisbury \(anglican.org\)](https://www.anglican.org/ministerial-development).
- 10.3 The Diocese of Salisbury Ministry Review Scheme provides for office holders to have a regular ministry review which will support a practical vision for their ministry, and work this out in terms of developing ministerial priorities.
- 10.4 Chaplains are included in a Ministry Review process and are invited to participate in a Senior Staff Review which should provide the opportunity for a pastoral conversation. These would sit alongside any formal contractual contribution conversation process and reflect ministry within the diocese rather than ministry in the workplace.

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11. Continuing Ministry Development (CMD)

- 11.1 All clergy holding office under Common Tenure (including those with freehold), are required to participate in CMD, as set out under Regulation 19 of the Ecclesiastical Offices (Terms of Service) Regulations 2009. National guidelines recommend that full time ministers take personal responsibility for setting aside at least five days each year for CMD.
- 11.2 The primary purpose of CMD is to support the ongoing formation of leaders, lay and ordained, so that they may be inspired and equipped to confidently **Make Jesus Known**.

The Diocesan CMD Programme is underpinned by our vision to, '*Make Jesus Christ known in every place, so that all might flourish and grow, seeking His kingdom here and now.*'

The details of all the events and processes for the diocesan CMD scheme are available through the diocesan website:

<https://www.salisbury.anglican.org/ministry/ministerial-development/>

- 11.3 A good ministry provision is characterised by:
- ✓ A prophetic focus on the needs of the Church of the future as well as the immediate needs of the Church of today.
 - ✓ A well-articulated theology of CMD accompanied by a clear statement of expectation.
 - ✓ A responsiveness to national and diocesan vision setting and policy.
 - ✓ Visible modelling of good practice by key people including senior staff.
 - ✓ Appointment of qualified post holders.
 - ✓ Allocation of financial resources in accordance to articulated priorities.
 - ✓ Collaboration between Dioceses and ecumenical partners regionally.
 - ✓ Shared delivery with other Diocesan departments.
 - ✓ Alignment with IME 1 – 7
 - ✓ Particular attention to transition points in ministry.
 - ✓ Integration of the needs of the individual with the strategic objectives of the Diocese and the priorities of the wider Church.
 - ✓ Inclusion of all those exercising ministry in the name of the Church with attention given to their differing needs.
 - ✓ Ready access to information and to personal advice and support.
 - ✓ Provision of enjoyable, supportive, and inspirational learning events.
 - ✓ Regular review of provision.



11.5 Good CMD participation includes:

- ✓ Honouring of vocation to “be diligent in prayer, in reading Holy Scripture, and in all studies that will deepen your faith”.
- ✓ For full time ministers taking personal responsibility in setting aside at least 5 days for CMD and the best part of a week for retreat each year and encouraging and enabling others to do the same.
- ✓ Positive engagement with ongoing developmental learning at all stages of ministry
- ✓ Regular participation in Ministerial Development Review.
- ✓ Proactively planning one’s own learning especially in response to Ministerial Development Review.
- ✓ Using Ministerial Development Review to assess and apply learning undertaken.
- ✓ Keeping abreast of changing legal and public responsibilities.
- ✓ Planning for possible longer periods of developmental leave.
- ✓ Balancing individual inclinations and enthusiasms with the needs and demands of the present role.
- ✓ Willingness to share knowledge and skills to resource the learning of others.

11.6 The Diocese of Salisbury is a partner in the South-Central Regional Training Partnership (SCRTP). The SCRTP has a range of theological reflections and resources which relate to the delivery of Continuing Ministerial Development in the Diocese of Salisbury.

For more information go to: <https://www.scrtp.org.uk/>

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12. Continued Ministerial Development – Extended Ministerial Development Leave (EMDL)

- 12.1** As a diocese we are deeply committed to caring for the wellbeing, spiritual development, and ongoing formation of all who are called to serve as leaders in the local church.

Extended ministerial development leave is available to all licensed ministers (lay and ordained, stipendiary, and self-supporting) who are office-holders. After 7 years of continuous ministry, you can apply for a period of extended leave from your regular duties and ministry to focus on your spiritual growth, wellbeing, and formation.

12.2 EMDL has three elements:

Spiritual Development

Investing in your spiritual growth is an essential part of your calling and sustaining you in ministry. Therefore, your EMDL should prioritise time to be set aside for you and your relationship with God. For many this will include going on a guided retreat, taking time to be alone with God in prayer, study, and worship. This includes retreating from church, work, family, responsibilities, and technology to pay attention to your spiritual journey and refresh your personal faith.

Wellbeing

EMDL is not intended to be a 3-month holiday, but the concept of Sabbath and invitation to rest is vital to your wellbeing. Therefore, it is appropriate that your EMDL includes planned times of rest and refreshment. This may include going away, inhabiting a different space, experiencing a new context or environment. For some it may be appropriate to include a holiday or time to reconnect with family and friends. (NB. EMDL does not affect annual leave entitlement.)

Formation

As part of your EMDL you will be expected to engage in some element of learning through study and theological reflection. The area of learning should support your personal and / or professional development and formation. This is an opportunity to delve deeper into an area of interest or to explore new areas of interest, through a means of study that will engage, stretch, and enlighten you. As you plan your area of study, you are invited to consider how this period of learning will contribute to your own formation and ministry, but also the life of the wider Church and diocese.



12.3 Eligibility

You may apply for EMDL if:

- You are a licensed minister (lay or ordained, stipendiary, or self-supporting) and an office holder.
- You have fulfilled at least 7 years of service after the completion of IME 4 – 7.
- You have served at least 2 years in your current post.

Clergy and lay ministers employed by agencies other than the diocese should negotiate any EMDL with their employer. This includes funding provision.

You **should not** apply for EMDL if:

- Within the first 2 years of a new appointment
- During the 1st year of the training of a curate serving their title for whom you are their Training Incumbent. An application may be considered in their 2nd year of training if appropriate oversight and supervision has been negotiated and agreed with the Diocesan IME Officer
- During the 1st year after the licensing of a Licensed Lay Minister for whom you have responsibility unless appropriate local oversight and supervision has been agreed with Warden of Readers.

***Please note:** Requests for Extended Ministerial Development Leave in the last year before retirement are to be made in writing to the Suffragan Bishop and will only be approved in exceptional circumstances where there is a clear rationale.*

12.4 Applying for EMDL

Most EMDL requests come as a direct result of a ministry development review (DR), or a conversation with a Suffragan Bishop. However, before applying, it is important to gain local support and approval from your incumbent (if applicable) and from the Rural Dean.

Once an initial conversation with your Suffragan Bishop has taken place, and local support gained, you may wish to have a further discussion with the Director of Mission & Ministry, who will talk you through the application process, signpost you towards potential grants, and reflect with you on the areas of study and learning that will form the basis of your EMDL.

You will then complete the EMDL application form including:



- An outline of the planned activities, including area of study.
- Details of the associated costs and how you plan to pay for your leave.
- Confirmation of the arrangements for cover whilst you are on leave.

Completed application forms are to be sent to the Director of Mission & Ministry, who will share your application with your Suffragan Bishop. Once your application has been approved, the Director of Mission & Ministry will contact you to discuss funding to support your EMDL. Currently a grant of up to £1,000.00 is available to support your EMDL.

Please note that 'eligibility for consideration' does not guarantee your application will be accepted.

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13. Safeguarding

- 13.1 In line with national, and Church of England legislation and requirements, Diocesan requirements, and general best practice; Salisbury Diocese has very clear expectations for how all clergy should lead, champion, and role model effective safeguarding.
- 13.2 All clergy must attend and refresh designated training, learning and development opportunities and undertake DBS renewals according to national requirements. Failure to do so may result in disciplinary action being taken.
- 13.3 It is the incumbent's responsibility that safeguarding policies, training, review, and compliance are adhered to within their benefice. Support for safeguarding is given by the Diocesan Safeguarding Officer who should be informed of or consulted on any safeguarding matter that concerns the benefice. They should be contacted urgently in an emergency or if a disclosure has been made. The link to the Safeguarding Teams' contacts information is provided here. [Safeguarding Team – The Diocese of Salisbury \(anglican.org\)](#)
- 13.4 PCCs should ensure that an annual statement of safeguarding appears in the APCM report.
- 13.5 Every parish/benefice should have a Parish Safeguarding Officer (PSO) who works with the PCC to ensure that policies and processes are in place, activities are appropriately risk assessed and recorded/followed up.
- 13.6 Incumbents must ensure that for all roles working with vulnerable groups, that those involved in the recruitment to those roles have undertaken Safer Recruitment and People Management training and that induction, probation and supervision/review processes are in place to support those people in their roles.

The Diocese has a wide range of safeguarding information and for all matters safeguarding which clergy should be familiar with through these links:

[Safeguarding \(SDBE\) – The Diocese of Salisbury \(anglican.org\)](#)

[Safeguarding: A safer church | The Church of England](#)

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14. Capability Policy and procedure

14.1 Introduction and overview

The national capability processes and procedures can be accessed through this link:

<https://www.churchofengland.org/sites/default/files/2017-11/capability-procedure-code-of-practice.pdf>

<https://www.churchofengland.org/sites/default/files/2017-11/capability-procedure-code-of-practice-supporting-advice.pdf>

14.1.2 Principally, capability processes are designed to help and support dealing with poor performance before things become more serious and ensuring that there is clarity about what is expected. It is about *`what you do and how you do it`*, and the overarching emphasis of the process is to work with a priest with the aim that they will be able to sustain their ministry with clear diocesan guidance, timelines, and support in place; and only when this has proved impossible, would further action be required.

14.1.3 Within the scope of the policy the Bishop and senior staff may take into considerations the requirements of the Ordinal, Guidelines for the Professional Conduct of the Clergy (see link below), appropriate ecclesiastical offices/measures, and the specific requirements of a role (as detailed in an individual's Roles and Responsibilities document when they were appointed to the role). *NB if the initial roles and responsibilities document is somewhat out of date for example if the priest has been in post for some time, this may be a useful first starting point to update to help set clarity and expectations*). [Guidelines for the Professional Conduct of the Clergy | The Church of England](#)

14.1.4 There are two stages of a capability process – informal; and formal; and it is important to recognise that a capability issue may reflect a mismatch between the requirements of the role and the person doing it in a specific context. A capability process in one set of circumstances will not prejudice the individual in terms of them being more than capable of doing a job in another situation/context.

14.2 Principles underpinning the capability process.

These include:

- ✓ Access to policies and guidelines
- ✓ Fair and due process
- ✓ Clarity of role
- ✓ Right to reasonable support, advice and training/guidance
- ✓ Right to be accompanied/of representation



- ✓ Natural justice – right of reply
- ✓ Right of appeal
- ✓ Pastoral care and support
- ✓ Right to object to membership of a panel (but only on the grounds of alleged partiality)
- ✓ Support through sickness absence, critical illness (may be directed support)
- ✓ Reasonable adjustments through disability
- ✓ `Career`/HR advice and support for opportunities for seeking alternative work outside the Church where appropriate

14.3 Informal and formal stages

- 14.3.1 It is unlikely that a capability process would come out of the blue. Conversations about issues of capability may well have taken place in informal ways, and discussions may also have taken place about ways in which to improve. Also, Ministerial and/or Episcopal Reviews may have picked up on issues in their own distinct self-contained settings.
- 14.3.2 A formal process will only be considered if informal actions have not proved successful.
- 14.3.3 The formal processes may result, in the most serious of situations, in the office holder being removed from office and the clear recommendation is that a member of clergy engages positively with the processes and seeks out all the advice and support that is put in place.

Clergy can seek out additional support from the following:

[Wellbeing-sources-of-support-for-clergy-and-ordinands.pdf](#)
[\(churchofengland.org\)](#)

[Faith Organisations, Unite Faith Workers, Unite The Union \(unitetheunion.org\)](#)

[Specialist Insurance & Financial Services | Ecclesiastical](#)

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15. Grievance Policy and procedure

15.1 Introduction and overview

Clergy 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 and its supporting advice is to deal with issues promptly, fairly, and consistently, with a focus on problem solving, facilitated resolution, mediation, and conciliation wherever possible.

<https://www.churchofengland.org/sites/default/files/2017-10/grievanceprocedure-cop.pdf>

15.2 Principles underpinning a grievance process.

These include:

- 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.

15.3 Informal and formal processes

- 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, the office holder may choose to proceed to the formal stage which comprises:
 - ✓ *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 as designated by the Bishop 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.

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16. Disciplinary Policy and procedure

16.1 Introduction and overview

All clergy (whether in active ministry or not) are subject to the Clergy Discipline Measure (CDM).

<https://www.churchofengland.org/about/leadership-and-governance/legal-resources/clergy-discipline>

16.2 Process and informal follow-up of a complaint received.

16.2.1 From time-to-time 'complaints', or issues of concern about individual members of clergy are brought to the attention of the Bishop or to members of his senior staff. These issues may not result in, or warrant, any sort of formal CDM-based process; but it is important that each is followed up appropriately within fair, open and informal due process, with pastoral sensitivity, and in which all parties are afforded the opportunity to share or report their concerns; and with the right to be represented, and of the right of reply.

16.2.2 *Where this is the case, a designated member of senior clergy e.g., an Archdeacon may follow up a concern raised in a way that:*

- ✓ *Allows each party to be heard.*
- ✓ *Allows for a period of reflection on what appropriate next steps may be (or during which time to seek other perspectives on the situation).*
- ✓ *To set out from a senior overview what the appropriate next steps should be to the parties (e.g., training, mediation, etc.).*
- ✓ *To bring the parties together where possible.*
- ✓ *To check in periodically to see how things are going.*

16.3 Process and formal disciplinary procedures

16.3.1 CDM procedures can only begin with a formal complaint of misconduct along with supporting evidence, being made to the Bishop if a cleric is alleged to have:

- ✓ Acted in breach of ecclesiastical law.
- ✓ Failed to do something which should have been done under ecclesiastical law.
- ✓ Neglected to perform or was inefficient in performing the duties of office.
- ✓ Engaged in conduct unbecoming or inappropriate to the office and work of the clergy.

16.3.2 The Bishop seeks the Diocesan Registrar for advice and having received this, the decision may be made to:

- (i) Dismiss the case (in which case there is no further action).



or

- (ii) 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.

Following (ii) (above) the Bishop may then decide which of five possible available courses of action the appropriate to the situation. These are to:

- ✓ take no further action.
- ✓ record the complaint conditionally for a period of up to five years,
- ✓ refer the complaint to a conciliator to obtain agreement between the complainant and the respondent as to how the complaint should be resolved.
- ✓ impose a disciplinary penalty (only with the consent of the respondent); or
- ✓ require the complaint to be formally investigated by the Designated Officer, a barrister employed in the Church of England Legal Office.

16.3.4 A formal investigation may result in a disciplinary hearing before a Bishop's Disciplinary Tribunal, which has powers to impose penalties. In the most serious cases, clergy can be removed from office and prohibited from ministry for a limited time, or permanently.

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17. Retirement, PTO clergy, retirement housing, and remaining in office past 70yrs of age.

17.1 Introduction

17.1.1 Under Common Tenure arrangements, clergy automatically retire at 70.

17.2 Extending a post after a 70th birthday.

17.2.1 There are some situations where it is agreed that an office holder may defer their retirement and remain in post beyond 70, for a set period via a Bishop's Direction. The process for this is set out under Regulation 29A. A Bishop may make such a direction if a) the pastoral needs of the parish(es) or the diocese make it desirable. and can be done following consultation with the PCC, and the individual. The Bishop has the discretion to not agree to a request for a deferment.

17.2.2 Before agreeing to a direction, or to a renewal if one wasn't requested at the outset of the original direction, the Bishop should request an Occupational Health assessment for the individual so that any adjustments or support can be agreed. A new statement of particulars setting out the change(s) will be issued to the office holder confirming things, and at the end of the period of the direction the Bishop can decide whether to renew the direction for a further time.

17.2.3 Office holders remain entitled to resign their office at any stage during the direction under the normal three months' notice required unless this has been waived by mutual agreement. (See also section 18 of this Handbook Resigning from office and Termination of office).

17.2.4 Clergy who are not yet aged 70 may still also apply for other roles and will not need a Bishop's direction to be appointed to the new role. They can be offered a post subject to an Occupational Health assessment; but will require a Bishop's Direction once they reach 70.

17.3 Preparing for retirement

17.3.1 All clergy are advised to take advice about their retirement pension provision both financially and for housing needs; and, to contact the pensions board to obtain the most up to date information.

<https://www.churchofengland.org/resources/pensions/clergy-pensions>

<https://www.churchofengland.org/resources/clergy-resources/retirement-housing>



17.3.2

The Retired Clergy Housing Fund can offer a Short-Term Loan towards the purchase or renovation of a retirement home. This would comprise a short-term interest free loan usually of up to £50K for a specified term of between 2–3 years. Up to date details can be found [here](#).

17.4 PTO (Permission to Officiate Clergy)

17.4.1 In practice the expectation is that the majority of clergy will, by the time they are 70, have retired from office and where they have applied to do so, will be able to exercise ministry with Permission to Officiate (PTO) across the diocese from the local Bishop. The latest Guidance on PTO ministry is available from your local Bishop.

<https://www.churchofengland.org/sites/default/files/2018-07/house-of-bishops-policy-on-pto-july-2018.pdf>

<https://www.salisbury.anglican.org/missionandministry/clergy-hr/>

17.5 Removal Expenses

17.5.1 The Diocesan Board of Finance will pay a grant of £4,000 for the removal costs of retiring clergy. This will be paid automatically to the member of clergy who is retiring.

To be eligible for this grant, a person must meet all the following criteria:

A. usually, but not exclusively, be a stipendiary parish priest (including House for Duty posts) at the time of their retirement. It is expected that the priest would be at least 55 years old and taking their Church of England pension.

B. be licensed in Salisbury Diocese at the time of their retirement and for the whole of the previous 5 years. (Although attached to the Diocese of Salisbury, the Channel Islands is financially independent so no applicants from the Channel Islands will be considered).

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18. Resigning or Termination of Office

(for information for retirement related issues see section 17 of this manual).

Common Tenure arrangements set out where a cleric's post may cease. This can be for several reasons for example, due to age; a training post; or another time limited post and will always be clear in an individual's Statement of Particulars when they are appointed to a role.

18.1 Ending/termination of a post arrangements

18.1.1 All clergy are required to retire at 70yrs (some extension may be approved by the Bishop with appropriate consultation and agreement).

18.1.2 The Bishop may terminate a role in a number of specific circumstances:

- ✓ The death of an office holder.
- ✓ Due to a legal pastoral reorganisation (Pastoral Measure).
- ✓ Where an office holder is removed/prohibited from office under criminal proceedings, or CDM.
- ✓ On the expiry of a Regulation 29 time limited post
- ✓ Where the office holder is removed from office following capability procedures

18.1.3 Where an office holder has a license due to a post being linked to an employment contract for role – if the individual leaves the employment contract for whatever reason the license will be automatically revoked.

18.1.4 Where an office holder has two elements of their role linked by appointment, they may only cease to hold one element of that arrangement with express permission. The Statement of Particulars will make the context clear. (For example, an incumbency with a DDO role – one element cannot be given up in isolation).

18.2 Notice periods for resignation

- ✓ All clergy are requested to give at least 3months notice before resigning their appointment. (No matter what/where their role).
- ✓ Notice periods can be waived with the express permission of the Bishop.
- ✓ On moving to another post or planning to retire clergy should notify the bishop (diocesan and suffragan) as soon as possible in writing.

18.3 Vacating a property

18.3.1 With a resignation or retirement, there comes a requirement to vacate the property provided for the better purposes of the role (i.e., a diocesan provided house, vicarage, rectory etc.).



18.3.2 The Property Team will have clear guidance on arrangements for moving out and leaving the property and its garden/grounds in an appropriate condition.

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19. Compassionate leave/arrangements for bereavement in service

19.1 Introduction

Nothing can reduce the shock of bereavement, but some practical advice may help and there will inevitably be some logistical and administrative tasks which will need navigating during what will be a very difficult time.

19.2 Compassionate leave for an office holder

19.2.1 The Bishop will grant compassionate leave for a widowed/widowed office holder for an initial period and then review with them and ongoing pastoral support will be paramount.

19.2.2 The Rural Dean and Archdeacon will support the Churchwardens in securing cover arrangements.

19.3 Arrangements for housing where their office holder dies in service.

19.3.1 The Bishop and Diocesan Secretary will ensure that any member of the family of an office holder who dies in service remain in the property for a minimum of 3months.

(But please don't panic! the DBF as the housing provider would not be hard and fast about regarding this as a maximum, and a mutually satisfactory arrangement will be made which considers both the circumstances of the widow(er) and the future ministerial needs of the parish).

19.3.2 Where the widow/widower doesn't have a secured home to move to, they should seek urgent advice from the Archdeacon. The Diocesan Clergy Retirement Officer, Property Team and the HR Manager may also be able to offer advice and support, and signpost to other organisations as appropriate.

19.4 Things to do!

19.4.1 On a practical note it is always advisable to know where certain things are kept, for example, Wills, marriage certificates, birth certificates and insurance policies; lists of those to be notified of the death, so that someone else can do this on your or your widow(er)'s behalf if you wish; and any special requests regarding funeral arrangements (which should be stated in the Will).

19.5 Finance and pension (for clergy under 70yrs old in active stipendiary service)

19.5.1 All stipendiary clergy are covered by the Church Commissioners' Group Pension Scheme, which is non-contributory (Additional Voluntary Contributions are permitted).



- 19.5.2 If a stipendiary deacon or priest dies in service before the age of 65, a lump sum of three times the National Minimum Stipend for the previous year will be payable tax free to a nominated beneficiary.
- 19.5.3 Whilst the Pensions Board has discretion as to whom this lump sum death benefit is paid any wishes expressed by the deceased through a will or nominated beneficiary will be respected wherever possible.
- 19.5.4 If you want access to independent financial advice, please contact the Diocesan Secretary.
- 19.5.5 A widow(er) will receive a proportion of the pension that his/her spouse would have received on normal retirement from the date of death. The Diocesan Office will inform the Pensions Board, who will initiate payments.
- 19.5.6 The Widow(er) may also receive/be eligible for State benefit or other benefits. For more information search <https://www.gov.uk/browse/benefits>
- 19.5.7 There is a Clergy Widow(er)s officer in each archdeaconry who will visit following a death. A small gift is given towards funeral expenses.

When a pastoral emergency occurs, it is important that the Archdeacon and local Bishop are informed. Do let the local offices know or pass on information to another clergy if necessary.

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