

# Clergy Handbook

May 2016



Diocese of  
Liverpool

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If you require this document in a different format please contact

Brenda Edwards on 0151 705 2112 or

[brenda.edwards@liverpool.anglican.org](mailto:brenda.edwards@liverpool.anglican.org)

The material on this in this document, whilst it may include some information on matters that are legally binding on clergy, lay ministers and other lay officers and volunteers, should be generally understood as guidance and for information unless it explicitly states otherwise. In particular, it should not be construed as forming part of any employment contract.

# **Section 1: Introduction**

## **1.1 The Handbook**

Welcome to the Diocese of Liverpool Clergy Handbook. The impetus behind this handbook is the introduction of Common Tenure via the Clergy Terms of Service legislation. It is designed to be a source of information and advice for all clergy and licensed lay workers in the Diocese of Liverpool, containing information and guidance available in the Diocese and elsewhere. The information relates to how you are engaged by the Diocese and supported in the fulfilment of your ministry. It is similar to what in lay terms would be a Staff Handbook.

The handbook will be referred to at various points in individual Statements of Particulars (SOPs). Each member of clergy will have a SOP from the end of January 2011 as part of the move to Common Tenure. The exception will be clergy who have retained Freehold, but even if you have retained Freehold much of the information in this handbook will still be applicable and useful.

The handbook draws together in one place information about many areas that are already in place, such as information on Ministerial Development Review which is already well established in the Diocese. Other areas have been updated and added to reflect the requirements of Terms of Service legislation.

The handbook is written for all clergy and licensed lay workers. Some sections will only apply to clergy in receipt of stipend. The handbook and your SOP will inform you where this is the case. Others will refer to areas that do not apply or are not compulsory for those who have retained Freehold. The handbook explains where this is applicable.

The handbook will also be a useful source document for lay people, especially Churchwardens, as it explains where they may have a role (for example, in reporting absence) and it will also explain what expectations are placed on office holders in a variety of areas.

### **1.2 Keeping the Handbook up to date**

The handbook will be updated and refreshed at appropriate intervals. The version on the diocesan website will always be the most up to date and will clearly show when it was last updated. A paper copy of the handbook will be issued to each Archdeacon after substantive changes. You can also request a paper copy of the most up to date version at any time from the Human Resources Adviser or you can simply print it out from the website.

### **1.3 Feedback on the Handbook**

The handbook will be updated from time to time. If you have any comments on the handbook you can either speak to or email the Human Resources Adviser. We would welcome suggestions on how we can improve the clarity and quality of information, as well as suggestions on how we can support you and your colleagues better and details of any websites or sources of information we should include as references.

## **Section 2: Your Statement of Particulars (SOP) and Role Description**

The SOP is a list of main rights and duties similar to what would be found in a contract of employment. The SOP states the obligations and rights of ecclesiastical office holders that are conferred through the Ecclesiastical Offices (Terms of Service) Measure and Regulation 29. Further details are available at [www.common tenure.org](http://www.common tenure.org)

The Statement of Particulars gives details of how you may terminate your appointment. It also details how the appointment may be terminated under Section 3 of the Measure, which states office held under Common Tenure may only be terminated because of:

- Resignation
- Capability
- Following disciplinary proceedings under the Clergy Discipline Measure or the Ecclesiastical Jurisdiction Measure
- Death
- Reaching retirement age
- The post coming to an end because of pastoral reorganisation
- When the office holder is a priest in charge, when the vacancy ends
- The appointment is for a fixed term under regulation 29

Any changes to your SOP will be notified to you within one month of their coming into effect either by the issue of a revised SOP or a letter detailing the change(s). An example of a change might be if there was a change agreed either by the Diocese, or required due to a statutory change, that required an amendment to sick leave entitlement. On a more individual basis, it might be that you have agreed a change in

where you reside if the position provided housing and this would initiate a change in your SOP to update the details.

The SOP will make reference to this document. The Role Description is a document which outlines the key duties and outcomes for an individual role. If you have more than one role you will have a role description and SOP for each role.

Role Descriptions are not a requirement of Common Tenure but are encouraged and as a diocese we are committed to ensuring that each member of clergy has a Role Description. These will be developed in consultation with each clergy member, and through engagement with the parish (or elsewhere if the role demands). Periodically they will be reviewed to ensure they are always up to date.

Role Descriptions will be a key document for each of you as they will guide your ministry on a day to day basis, as well as the longer term development of your ministry. They will be a key document in Ministerial Development Review.

## **Section 3: Remuneration and Benefits**

### **3.1 Pattern of Work**

The pattern of work will be stated in your SOP. The regulations provide an entitlement to a minimum uninterrupted rest period of 24 hours within any 7 days. This is an entitlement and the Diocese strongly encourages you to take this.

However, the Bishop has stated that he would prefer to see the following:

- That in one week a month clergy take two days off, except in months when you take holiday.
- That within each of the remaining weeks clergy should aim to have one light day per week in addition to a day off per week

We will not require clergy to take this but we regard it as important to ensure good health and an appropriate balance in your life.

### **3.2 Holidays**

You are entitled to take 36 days leave per year plus 8 days for Bank Holidays or in lieu of Bank Holidays where the Bank Holiday falls on your normal rest day or a day where you are required to be on duty. This will be pro-rata for part time posts. For illustration, a week's leave will use 6 days leave. No more than 6 Sundays should be taken in one year as leave, and no more than 3 consecutive Sundays.

Your SOP will inform you of days when leave or rest days must not be taken. These will normally be Christmas Day, Epiphany, the Annunciation of the Blessed Virgin Mary, Ash Wednesday, Maundy Thursday, Good Friday and Easter Day,

Ascension Day, Whitsunday or Pentecost, Trinity Sunday, Patronal Festivals and All Saints' Day.

Leave should be notified in advance to your Churchwardens. Appropriate cover must be arranged for your period of leave. If your period of leave is in excess of two weeks, you should also notify your Area Dean. In addition to these reporting requirements, you may well also wish to put in place local arrangements. For example, in a Team setting you would normally plan leave in consultation with other team members.

Annual Leave is not recorded by the Diocese but you are required to maintain a record of the dates you have taken as leave and provide this information if requested. The leave year operates from the 1<sup>st</sup> February to the 31<sup>st</sup> January. Leave not used in one year can only be carried over into the next year in exceptional circumstances and must be agreed with the Bishop.

### **3.3 Stipends**

Your SOP will detail whether or not you are entitled to a stipend. It provides details of how this is paid.

If you have any questions relating to your stipend please contact the DBF – list of contacts at Appendix One.

### **3.4 Parochial Fees**

Self supporting ministers may retain 50% of those parochial fees that are payable to the DBF. It is important to note that any fees received in relation to occasional offices taken are taxable and therefore need to be declared to HMRC.

Stipendiary ministers are not entitled to receive parochial fees.

### **3.5 Expenses**

Parochial expenses are paid by your PCC. Further information is available on the Church of England website:

<http://www.churchofengland.org/clergy-office-holders/remuneration-and-conditions-of-service-committee/the-parochial-expenses-of-the-clergy.aspx>

### **3.6 Tax Office**

When contacting the tax office you should quote your National Insurance number and the Church Commissioners' reference number 073/C16. The Bradford Office (see contact details below) is responsible for the retired clergy in receipt of a clergy pension and those office holders who do not receive the Heating, Lighting and Cleaning tax allowance (non stipendiary office holders and part time stipendiary office holders). The Cardiff Office (see contact details below) handles enquires from full time stipendiary office holders. If you are unsure which tax office would deal with you, please contact Payroll Services (Clergy Team) at the Church Commissioners on 020 7898 1615 who will be able to advise.

HM Revenue and Customs

Bradford Group

Centenary Court

1 St Blaise Way

Bradford BD1 4YL

Telephone: 0845 300 0627

HM Revenue and Customs

Public Department 1

Ty Glas

Llanishen

Cardiff CF14 5XZ

Telephone: 02920 325048

<http://www.hmrc.gov.uk>

### **3.7 Pensions**

Details on pensions for stipendiary posts are available at:

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

You can also contact the Church of England Pensions Board at:

29 Great Smith Street  
London  
SW1P 3PS

Telephone: 020 7898 1800

### **3.8 Grants**

Grants are available for a variety of purposes. Full details are available on the diocesan website.

Grants are available to clergy for a range of events such as removal and settlement. Grants are available to support Continuing Ministerial Education.

In addition, there are a range of grants which clergy can apply for in times of financial difficulty. Contact your Archdeacon for further information.

### **3.9 Retirement**

When you retire we will continue to pay stipend for a further four weeks after you have completed your final Sunday in your parish.

## **Section 4: Absence from duties**

### **4.1 Sickness Absence**

If you are unable to work due to illness you must report the absence to your Churchwardens. All sickness absence (one day plus) must also be reported to the Clergy Support Office at St James' House so that we can ensure proper administration and accounting of Statutory Sick Pay.

If your period of absence is expected to last more than 7 days, or will include a Sunday, you or your Churchwarden must notify your Area Dean. If you are the Area Dean and you are absent through illness you must notify your Archdeacon.

In addition to these reporting requirements, you may well also wish to put in place local reporting arrangements. For example, in a Team setting you would normally also notify other team members of your absence.

Medical certificates (now called Statement of Fitness for Work) received in relation to your absence should be forwarded to the Clergy Support Office.

Clergy may be asked to take part in a Return to Duties interview following a period of sick leave. This will be to ensure that as much support as possible is provided to individual clergy in returning to their duties and where applicable, that any ongoing health issues are taken account of. Where appropriate, a phased return to work might be recommended.

## **4.2 Occupational Health**

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

In addition to occupational health providers, there is the Inter-Diocesan Counselling Service. Further details are available at [www.interdiocesancounsellingservice.org.uk](http://www.interdiocesancounsellingservice.org.uk)

## **4.3 Sick Pay**

You are entitled to receive full stipend for any period where Statutory Sick Pay (SSP) is payable. This is currently 6 months.

Any further discretionary payment for absence due to ill health will normally be subject to an occupational health assessment and is at the discretion of the Bishop.

Sick pay works on a rolling 12 months period and takes account of all absence in the past year.

## **4.4 Sickness Absence where stipend is not paid for the role**

Although sick pay is not applicable, you are still required to notify the Churchwardens for all absence and the Area Dean where absence is anticipated to be more than 7 days. If you anticipate more than 7 days absence you should also notify the Clergy Support Office.

#### **4.5 Access to Work - Stipend only**

Access to work is a scheme run by the Government which provides support both financially and practically for people with disabilities. In the case of a person entering a new post the fund, if appropriate, will give up to 100% financial help towards support.

For further information contact the Disabilities Officer, on 0151 705 2130 or email [ruth.reed@liverpool.anglican.org](mailto:ruth.reed@liverpool.anglican.org)

#### **4.6 Special Leave and Unpaid Leave**

Special Leave will be considered and granted at the discretion of the Bishop. Special leave may be granted for a variety of reasons, including family ill health or bereavements. It may also be granted for removal and resettlement. This is in addition to annual leave.

Unpaid leave may be requested and again is at the discretion of the Bishop. This again might be requested for a variety of reasons; for example, extended leave to visit relatives who reside overseas.

#### **4.7 Jury Service**

Clergy are eligible for Jury Service and are encouraged to claim their attendance allowance. This should be notified to the Area Dean and the Diocesan Secretary. The value of the attendance allowance should be declared and stipend will be adjusted. Please note that you can request to do Jury Service in another area or request to be excused due to the nature of your professional role. Contact the HR Adviser for further advice.

#### **4.8 Time Off for Other Public Duties**

If you engage in other duties – beyond those detailed in your Role Description – you must notify the Bishop. Where a payment or fee is paid for these duties you must provide the Clergy Support Office with details. Stipend may be adjusted to reflect these payments.

Other public duties may include, but are not limited to:

- Work for a public authority including membership of a court or tribunal
- Work for a charity or friendly society
- Work done in connection with an independent trade union representing office holders of a description which includes the person in question

It is for the Bishop to decide if other duties are reasonable and resolve any disputes.

It is important to note that informing the Bishop of other duties is not just about the impact of such duties on time and, where applicable, stipend. It is important that any potential conflict of interest is noted and addressed.

#### **4.9 Maternity Leave and Maternity Pay**

Maternity leave of up to 52 weeks is available. Statutory maternity pay is payable to qualifying stipendiary clergy for up to 39 weeks. The Diocese will increase payments to full stipend for the first six months. Further details are available from the HR Adviser.

#### **4.10 Paternity Leave and Paternity Pay**

Paternity leave is available for a block of up to two weeks. For stipendiary clergy this will be paid at full stipend. Further details are available from the HR Adviser.

#### **4.11 Parental Leave**

Parental leave is available for up to 13 weeks before a child's 5th birthday (18 weeks before the child's 18<sup>th</sup> birthday where the child is disabled). This is unpaid.

#### **4.12 Adoption Leave and Adoption Pay**

Adoption leave is available. Adoption pay is payable to stipendiary clergy and is similar to maternity pay. Further details are available from the HR Adviser.

#### **4.13 Adjustments to working arrangements and time off for care for dependants**

You can request adjustments to hours or unpaid leave to care for dependants. Requests should be submitted to your Archdeacon for consideration.

#### **4.14 Study Leave and Retreats**

For details of arrangements around Study Leave or Reading Weeks, please refer to the Study Leave Policy or contact Lifelong Learning.

Retreats are part of Continuing Ministerial Education and are not counted as annual leave. The Diocese encourages all office holders to take an annual retreat. The annual entitlement for retreats is the inside of one week.

## **Section 5: Housing**

Where the office holder is provided with housing this will be clearly stated in the SOP.

Full details on housing provision, and the conditions that apply, can be found in the Diocesan Clergy Housing Handbook. This can be obtained from the Clergy Housing Department or from

[www.liverpool.anglican.org/clergy-housing](http://www.liverpool.anglican.org/clergy-housing)

### **5.1 Moving within the Diocese**

When moving within the diocese you are allowed a period of two weeks after your final Sunday to move from your current parish before being licensed in your new one. Your stipend will continue to be paid during this time.

### **5.2 Moving outside of the Diocese**

When moving outside of the diocese you are allowed a period of three weeks after your final Sunday to move from your current parish before being licensed in your new one. Your stipend will continue to be paid during this time. In addition you will be entitled to any holiday entitlement that is still due to you after your last Sunday in your current parish. This entitlement will be prorated according to months worked in the year to date less any holiday taken.

### **5.3 Disability Support**

Where a clergy person or a member of their family has a disability and adaptations need to be made to their housing then this should be assessed by the diocese.

For further information please contact the Disabilities Officer on 0151 705 2130 or email [ruth.reed@liverpool.anglican.org](mailto:ruth.reed@liverpool.anglican.org)

## **Section 6: Continuing Professional Development (CPD) and Ministerial Development Review (MDR)**

### **6.1 Clergy Continuing Professional Development (CPD)**

Continuous Professional Development (CPD) encompasses any activity that better equips the individual to meet the demands and requirements for the exercise of their ministry. All officer holders under Common Tenure are expected to participate in activities that promote the continued development of their ministry and they:

- should set aside regular time for study and for continued development in their ministry.
- are expected to participate in the equivalent of approximately five days of CPD activity each year and should undertake a spiritual retreat of up to five days each year. This should be on a pro rata basis for NSM and OLM Clergy. Clergy on Freehold cannot be required to take part but are strongly encouraged to participate.
- are expected to access appropriate CPD opportunities to promote their effectiveness in ministry and mission within and outside of the Diocese.
- will have access to an annual diocesan training grant. Clergy may also request access to other resources when available.

Further information is available from Bob Banton within the Lifelong Learning Team.

## **6.2 Ministerial Development Review (MDR)**

MDR is intended to provide an opportunity for organised reflection on an individual's ministry to help it become more effective. It involves reflection upon the past year, obtaining feedback from colleagues and peers, and setting personal objectives for the coming year.

All office holders under Common tenure are required to participate in the process. Those clergy who have retained their freehold are encouraged to participate.

The annual process involves a meeting with a Bishop's Reviewer and the production of a written report containing the new objectives or goals identified, as well as the identification of any personal and professional training, support and development issues that need to be addressed.

Further information is available from Bob Banton  
Lifelong Learning Team on 0151 705 2101 or  
[bob.banton@liverpool.anglican.org](mailto:bob.banton@liverpool.anglican.org)

## **6.3 Curates**

During your curacy you will not undertake an MDR, but you will be expected to complete all of the requirements for Assessment at the end of Curacy.

Further information is available from Suzanne Matthews  
Lifelong Learning Team on 0151 705 2120 or  
[suzzane.matthews@liverpool.anglican.org](mailto:suzzane.matthews@liverpool.anglican.org)

## **Section 7: Capability, Grievance and Disciplinary Procedures**

### **7.1 Capability**

The capability procedure is a process that is put in place where an office holder falls below the expected standards of performance. The purpose of the capability procedure is primarily to support the office holder in achieving the required standards. An informal intervention should take place to support the office holder in improving their performance. Formal capability procedures can be taken if the office holder has failed to improve after informal intervention. This procedure only applies to those on Common Tenure.

The Diocese of Liverpool will use the Archbishops' Council code of practice and supporting advice. A copy of this is available on the Church of England website:

<http://www.churchofengland.org/clergy-office-holders/common-tenure.aspx>

### **7.2 Disciplinary Procedure**

All clergy office holders, including those on Freehold, are subject to the Clergy Discipline Measure 2003 and (for offences relating to doctrine, ritual and ceremonial) the Ecclesiastical Jurisdiction Measure 1963. A copy is available on the Church of England Web site:

<http://www.churchofengland.org/clergy-office-holders/common-tenure.aspx>

### **7.3 Grievance**

If you have a grievance you may use the procedure set out in the Archbishops' Council code of practice and the supporting advice. A copy is available on the Church of England web page: <http://www.churchofengland.org/clergy-office-holders/common-tenure.aspx>

### **7.4 Employment Tribunal Hearings**

The Diocese hopes to resolve any dispute or grievance internally. However, if you do not feel this has been possible you may make an application to an Employment Tribunal. Your SOP will state who the respondent would be if you took this course of action.

### **7.5 Dignity at Work**

The Diocese aspires to provide an environment that is free from bullying and harassment. If you are subject to behaviour which you regard as bullying or harassment in relation to your office holder status from within the Church, from a member of the public or from another agency we would urge you not to attempt to manage this in isolation. Advice is available from the Diocesan HR Adviser on process and where to access further support. It should be noted that the HR Adviser is there to advise the Bishop and Diocesan Secretary. If you wish to have an informal discussion the HR Adviser can direct you to an appropriate person.

### **7.6 New Guide to Professional Conduct**

All clergy office holders need to read and understand these guidelines and how they can support you in your ministry: A copy is available on the Church of England Web site:

<https://churchofengland.org/about-us/structure/general-synod/about-general-synod/convocations/guidelines-for-the-professional-conduct-of-the-clergy.aspx>

## **Section 8: Trade Union Membership**

Office holders may wish to join a trade union. The Diocese aims to work with trade unions in a constructive way.

### **UNITE**

<http://www.unitetheunion.com>

You can find out more information from the Accredited Unite Representative, The Revd Robin Usher, on 01706 642988 or email [robin.usher@zen.co.uk](mailto:robin.usher@zen.co.uk)

## **Appendix One: List of Key contacts**

The Diocese website [www.liverpool.anglican.org](http://www.liverpool.anglican.org) has a full list of departments in St James' House. The main switchboard number is 0151 709 9722.

For issues relating to this handbook and for quick reference the following will be main contacts:

### **Clergy Support Office**

John Allan, Clergy Support Officer can be contacted on 0151 705 2138 or at [john.allan@liverpool.anglican.org](mailto:john.allan@liverpool.anglican.org)

### **Lifelong Learning**

Steve Pierce, Director of Learning and Stewardship can be contacted on 0151 705 2107 or at [steve.pierce@liverpool.anglican.org](mailto:steve.pierce@liverpool.anglican.org)

### **Human Resources**

The HR Adviser, Sharon Townson can be contacted on 0151 709 9722 or at [hr@liverpool.anglican.org](mailto:hr@liverpool.anglican.org)

### **Clergy Housing Department**

Alan Gayner can be contacted on 0151 705 2128 or at [alan.gayner@liverpool.anglican.org](mailto:alan.gayner@liverpool.anglican.org)

### **Diocesan Secretary**

Mike Eastwood can be contacted on 0151 705 2112 or at [mike.eastwood@liverpool.anglican.org](mailto:mike.eastwood@liverpool.anglican.org)

### **Chair of the House of Clergy**

Rev Canon Bob Lewis can be contacted on 0151 707 2988 or at [thelewis@hotmail.com](mailto:thelewis@hotmail.com)

## **Archdeacons**

Barbara Mackie, Secretary to the Archdeacons of Liverpool & Wigan / West Lancs can be contacted on 0151 705 2154 or at [barbara.mackie@liverpool.anglican.org](mailto:barbara.mackie@liverpool.anglican.org)

Miranda Lever, Secretary to the Archdeacons of Knowsley / Sefton & St Helens / Warrington on 0151 705 2154 or at [Miranda.lever@liverpool.anglican.org](mailto:Miranda.lever@liverpool.anglican.org)

## **Bishop of Warrington**

Nerys Cooke, Secretary to the Bishop of Warrington can be contacted on 0151 705 2140 or at [nerys.cooke@liverpool.anglican.org](mailto:nerys.cooke@liverpool.anglican.org)

## **Bishop of Liverpool**

Bishops Lodge can be contacted on 0151 421 0831 or at [bishopslodge@liverpool.anglican.org](mailto:bishopslodge@liverpool.anglican.org)

**Disclaimer: The data contained in this brochure was correct at the time of publishing, but inevitably details do change. For the most up to date contact details see [www.liverpool.anglican.org](http://www.liverpool.anglican.org)**

