

DIOCESE OF MANCHESTER

THE HANDBOOK FOR  
ECCLESIASTICAL OFFICE HOLDERS

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## **Contents Page and Overview**

Section One: Introduction

Section Two: Your Statement of Particulars and Role Description

Section Three: Stipend and Benefits

Section Four: Absence from Duties

Section Five: Housing

Section Six: Continuing Ministerial Development and Ministerial Development Review

Section Seven: Capability, Grievance and Disciplinary Procedures

Section Eight: Trade Union Membership

### Appendix

Appendix One: List of key contacts in the Diocese

If you require this document in a different format please contact the Human Resources Adviser on

0161 828 1462

or

email: [alanbrown@manchester.anglican.org](mailto:alanbrown@manchester.anglican.org)

## **Section 1: Introduction**

### 1.1 The Handbook

Welcome to the Handbook for Ecclesiastical Office Holders. The Handbook is designed to be a source of information for all clergy and licensed lay workers in the Diocese of Manchester, containing useful information and links to information available elsewhere in the Diocese or from other organisations. The information relates to how you are engaged by the Diocese and supported in the fulfilment of your duties. 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. Each member of clergy will receive a Statement of Particulars from the end of January 2011 as part of the move to Common Tenure. The exception will be those clergy who choose to retain Freehold, hold Permission to Officiate or are on contracts of employment; nonetheless much of the information in this Handbook will still be applicable and useful.

The Handbook draws together information about many areas that are already in place. For example, information on Ministerial Development Review (See Section 6) which is already well established in the Diocese. Other areas have been updated and added to reflect the requirements of Terms of Service.

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 Statement of Particulars will inform you where this is the case. Others will refer to areas that do not apply to, or are not compulsory for, those who choose to retain Freehold. The Handbook explains where this is applicable.

The Handbook will also be a useful source document for lay people, especially Church Wardens, 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 handbook was updated in January 2012 and will now be reviewed on a triennial basis. The next review date will be January 2015. The version on the Diocesan website will always be the most up to date version and will clearly show the date it was last updated. Significant changes will be communicated via the Diocesan mailing. You can also request a paper copy of the most up to date version at any time from the Human Resources Adviser.

The Diocesan website is [www.manchester.anglican.org](http://www.manchester.anglican.org)

### 1.3 Feedback on the Handbook

If you have any comments on the Handbook you can either speak to or email the Human Resources Adviser. Suggestions on how to 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 are welcome. Over time we wish to further develop the content of the Handbook to support clergy in their roles as best as possible.

## **Section Two: Your Statement of Particulars and Role Description**

If your role transfers to Common Tenure, or you have opted to move onto Common Tenure, you will have been issued a Statement of Particulars. The Statement of Particulars is not a list of main rights and duties as would be found in a contract of employment. The Statement of Particulars 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 offices 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 Statement of Particulars will be notified to you within one month of their coming into effect either by the issue of a revised Statement of Particulars 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 Statement of Particulars to update the details.

The Statement of Particulars will make reference to this document, and also to your Role Description. 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 Statement of Particulars 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. Initially these will be developed in consultation with each clergy member, and through engagement with the Parish. Periodically they will be reviewed to ensure they are always up to date. The Diocese is developing a network of lay and clergy facilitators to assist in the development of Role Descriptions.

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 role. They will be a key document in Ministerial Development Review (see section 6).

## **Section Three: Stipend and Benefits**

### 3.1 Pattern of Work

The pattern of work will be stated in your Statement of Particulars. 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. We regard this 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. For illustration, a week's leave will use 6 days leave. Leave can be taken as days as well as whole weeks.

Your Statement of Particulars will inform you of days when leave or rest days must not be taken. This will normally be, Christmas Day, Good Friday and Easter. Patronal Festivals, Ash Wednesday and Pentecost should not normally be taken.

In any one year no more than 5 Sundays should be taken as leave. No more than 3 consecutive Sundays should be taken. Where either of these requirements is exceeded, prior permission should be requested from the Bishop via the Human Resources Adviser.

Leave should be notified in advance to your Wardens. Appropriate cover must be arranged for your period of leave. If your period of leave is in excess of one week, it is good practice to notify your Area Dean. In addition to these reporting requirements you may well also need to put in place local arrangements, for example, to ensure cover is in place for funerals. In a Team setting, or as a curate / assistant priest, you would normally be expected to plan leave in consultation with other Team members.

You are required to maintain a record of the dates you have taken as annual 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 entitlement is normally taken within this period and not carried over. However, in exceptional circumstances the Bishop may allow leave to be carried over. Requests should be made through the Human Resources Adviser.

### 3.3 Stipends

Your Statement of Particulars 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 Diocesan Board of Finance – list of contacts at Appendix One.

### 3.4 Expenses

Parochial expenses should be claimed from your Parochial Church Council. Further information is available on the Church of England website [www.churchofengland.org](http://www.churchofengland.org) or the following link will take you to the correct page:

<http://tinyurl.com/bupx7la>

### 3.5 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 is responsible for 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 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.

The addresses are:

HM Revenue and Customs 073 /C16  
Bradford Group  
Centenary Court  
1 St Blaise Way  
Bradford BD1 4YL

Tel: 0845 300 0627

HM Revenue and Customs 073/C16  
Public Department 1  
Ty Glas  
Llanishen  
Cardiff CF14 5XZ

Tel: 02920 325048

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

### 3.6 Pensions

Details on pension for stipendiary posts are available at the Church of England website [www.churchofengland.org](http://www.churchofengland.org) or the following link will take you to the correct page: <http://tinyurl.com/283dn64>

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

29 Great Smith Street  
London  
SW1P 3PS

Telephone: 020 7898 1800

### 3.7 Grants

Grants are available for a variety of purposes. Full details are available on the Diocesan website [www.manchester.anglican.org](http://www.manchester.anglican.org) or the following link will take you to the correct page: <http://tinyurl.com/25r2kr8>

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

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

## **Section Four: Absence from duties**

### 4.1 Sickness Absence

If you are unable to work due to illness you must report the absence to your Wardens. You should make sure that all sickness absence is reported to the Diocesan Secretary at the Diocesan Board of Finance. This will also 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 should notify your Area Dean. If you are the Area Dean and you are absent through illness you should notify your Archdeacon.

Statements of Fitness for Work (previously known as medical certificates) received in relation to your absence should be forwarded to the Diocesan Secretary.

In addition to these reporting requirements you may need to put in place local reporting arrangements. For example, in a Team setting, or as a curate / assistant priest, you would normally be expected to notify other Team members of your absence.

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 duties might be recommended.

### 4.2 Occupational Health & Counselling Services

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. We will also recommend referrals where a health issue might be 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 on the Diocesan website at [www.manchester.anglican.org](http://www.manchester.anglican.org) or the following link will take you to the correct page: <http://tinyurl.com/2dyfq8g>

### 4.3 Sick Pay

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

The Diocese has chosen to pay half of full stipend for a further 6 months. This will normally be subject to an occupational health assessment. Under present arrangements you may also be able to claim Employment and Support Allowance during this second six months.

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

#### 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 Wardens 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 Diocesan Secretary. In addition to these reporting requirements you may well need to put in place local arrangements where they do not already exist. For example, in a Team setting, or as a curate / assistant priest, you would normally be expected to notify other Team members of your absence.

#### 4.5 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. In either case contact the Human Resources Adviser who will pass your request to the Bishop.

#### 4.6 Jury Service

Clergy are eligible for jury service and are encouraged to claim their attendance allowance. Jury service 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. You are entitled to keep any travel and subsistence paid and this is not adjusted with stipend.

#### 4.7 Time Off for Other Public Duties

If you engage in other duties – beyond those outlined in your Role Description – you must notify the Bishop. Where a payment or fee is paid for these duties you must provide the Diocesan Secretary 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 public duties are reasonable and resolve any disputes.

It is important to note that informing the Bishop of other duties is wider than the impact of such duties on time and, where applicable, stipend. It is important that any potential conflict of interest is noted and addressed.

#### 4.8 Maternity Leave and Maternity Pay

Maternity leave of up to 52 weeks is available. Statutory maternity pay is currently 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 Human Resources Adviser.

#### 4.9 Paternity Leave and Paternity Pay

Paternity leave is currently 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 Human Resources Adviser.

#### 4.10 Parental Leave

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

#### 4.11 Adoption Leave and Adoption Pay

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

#### 4.12 Adjustments to working arrangements and time off for care for dependants

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

#### 4.13 Sabbaticals and Retreats

For details of arrangements around sabbaticals please refer to the Sabbatical Policy or contact the Department for Discipleship and Ministry Training

Retreats are part of Continuing Ministerial Development 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.

Further details are available on the Diocesan website [www.manchester.anglican.org](http://www.manchester.anglican.org) or the following link will take you to the correct page: <http://tinyurl.com/2a23ntm>

## **Section Five: Housing**

Where the office holder is provided with housing this will be clearly stated in the Statement of Particulars.

Full details on housing provision, and the conditions that apply, can be found in the Diocesan Parsonage Handbook. This can be obtained from the Property Department or from the Diocesan website at [www.manchester.anglican.org](http://www.manchester.anglican.org) or the following link will take you to the correct page: <http://tinyurl.com/2dwc6su>

## **Section Six: Continuing Ministerial Development and Ministerial Development Review**

### 6.1 Continuing Ministerial Development

All office holders under Common Tenure are required to take part in Continuing Ministerial Development. In the Diocese of Manchester this involves being up to date with training in Child Protection and Awareness Training in Racism, and taking a full part in Diocesan training events, which include "Formation Days" and the Diocesan Conference.

Training and Resourcing is also provided for those changing post and role, and in supervision for those taking on a supervisory role. Required training is put on in ways that should make it accessible to those who have other work requirements (e.g. many Non-Stipendiary Ministers, Ministers in Secular Employment and Ordained Local Ministers), and dates for any required training are provided well in advance.

Stipendiary ministers who are unable to attend for whatever reason need to notify the Bishop in advance of the event.

Further details about Continuing Ministerial Development in the Diocese are available from the Discipleship and Ministry Training Department. Contact details are in Appendix One. Further information can be accessed on the Diocesan website [www.manchester.anglican.org](http://www.manchester.anglican.org) or the following link will take you to the correct page: <http://tinyurl.com/28m2kw5>

### 6.2 Ministerial Development Review

All office holders under Common Tenure are required to take part in Ministerial Development Review; the Diocesan Scheme has been developed since 2007 with the new regulations in mind.

Ministerial Development Review in the Diocese of Manchester takes place every 18 months.

In accordance with the regulations, the summary from the Review must be shared with the office-holder and agreed and signed. A copy is held by the Bishop, and Continuing Ministerial Development requirements are copied to the Continuing Ministerial Development Officer.

Further details on Ministerial Development Review are available from the Bishop's Senior Chaplain. Contact details are in Appendix One. Further information can be accessed from the Diocesan website [www.manchester.anglican.org](http://www.manchester.anglican.org) or the following link will take you to the correct page: <http://tinyurl.com/28nobcb>

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

### 7.1 Capability

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. Capability procedure is only applicable to those on Common Tenure.

Manchester Diocese will use the Archbishops' Council code of practice and supporting advice. A copy of this is available on the Church of England website [www.churchofengland.org](http://www.churchofengland.org) or the following link will take you to the correct page: <http://tinyurl.com/c7zbzsh>

### 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 the Church of England website [www.churchofengland.org](http://www.churchofengland.org) or the following link will take you to the correct page: <http://tinyurl.com/clat2bj>

### 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 website [www.churchofengland.org](http://www.churchofengland.org) or the following link will take you to the correct page: <http://tinyurl.com/692syju>

### 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 Statement of Particulars 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 either 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.

The Diocesan Human Resources Adviser's prime role is to advise the Bishop and Diocesan Secretary. However, you can contact him if you wish to obtain information on process and where to obtain further support.

Further information on Dignity at Work is available on the Church of England website at [www.churchofengland.org](http://www.churchofengland.org) or the following link will take you to the correct page: <http://tinyurl.com/4x5pdhv>

## **Section Eight: Trade Union Membership**

Office holders may wish to join a trade union. The Diocese always 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 has a full list of departments in Church House.

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

### **Diocesan Secretary**

The Diocesan Secretary, Martin Miller can be contacted on 0161 828 1402 or email [martinmiller@manchester.anglican.org](mailto:martinmiller@manchester.anglican.org)

### **Discipleship and Ministry Training**

The Discipleship and Ministry Training Department can be contacted on 0161 828 1411 or email [preiss@manchester.anglican.org](mailto:preiss@manchester.anglican.org)

### **Human Resources**

The Diocese has a Human Resources Adviser. To contact Human Resources call 0161 828 1462 or email [alanbrown@manchester.anglican.org](mailto:alanbrown@manchester.anglican.org)

### **Property Department**

The Property Department can be contacted on 0161 828 1401 or email [geh@manchester.anglican.org](mailto:geh@manchester.anglican.org)

### **Bishops court**

The Bishop's Personal Assistant and Senior Chaplain can be contacted on 0161 792 2096 or email [PA@bishops court.manchester.anglican.org](mailto:PA@bishops court.manchester.anglican.org) or for the Chaplain at [chaplain@bishops court.manchester.anglican.org](mailto:chaplain@bishops court.manchester.anglican.org)