

**STARTING AND ENDING A CLERGY ROLE**  
(version 5 January 2017)

- Recruitment Guide for Clergy and Parishes \* parochial appointments**
- Fixed Term/Temporary Appointments**
- Personal Information Form**
- Statement of Particulars**
- The Appointment of Clergy Couples and Dual Role Posts**

**\* For issues and policies relating to the recruitment/appointment of curates please see Section I I of this handbook**

Recruitment guide for clergy and parishes – parochial posts  
(version 5 January 2017)

## **1. Introduction**

1.1 Recruiting a new priest is an exciting new time for a parishes, it also comes with a processes of:

- ✓ information gathering
- ✓ liaising with patrons
- ✓ working with the Archdeacon and other diocesan officers where appropriate
- ✓ producing a clear Roles and Responsibilities document
- ✓ advertising
- ✓ shortlisting
- ✓ interviewing and recruiting processes
- ✓ discerning the right person
- ✓ new clergy moving in, licensing, induction and support

and of course who does what, when and how, during an interregnum.

## **2. From Vacancy to Appointment**

A pack of information that takes parishes from start to end of the process is available from the Archdeacon's office.

# FIXED TERM APPOINTMENTS

(version 5 January 2017)

## I. Introduction

- 1.1 Under the Terms of Service Measure, clergy appointments may only be made on a fixed term basis on the following bases:
- ✓ Those on a short – medium term appointment covering sickness or other reason for another post holder's absence from work
  - ✓ Clergy who are over 70yrs old who are working on a part time basis
  - ✓ Those in training posts (and who must complete their 4 year training period)
  - ✓ Posts with designated time-limited funding or sponsorship
  - ✓ Posts created by a Bishop's Mission Order under the Dioceses, Pastoral and Mission Measure
- 1.2. In all cases of fixed term appointments, known as **Qualified Common Tenure** - the candidate will be clear from the outset of the reasons for the fixed term nature of the appointment, of their rights at the end of the appointment, and of the responsibility of the diocese.

## 2. Appointment Status

- 2.1 Under secular employment law the rights of Individuals on fixed term arrangements (Fixed Term Employees Prevention of Less Favourable Treatment Regulations 2002) ensures that ALL on Fixed Term contracts have clear rights. The diocese extends the spirit of these rights to all its fixed term clergy in terms of access to support, training, and development.
- 2.2 Fixed Term clergy must not be treated less favourably than comparable permanent clergy on the grounds that they are only licensed on a fixed term basis, unless this can be objectively justified.
- 2.3 It is therefore important that Fixed Term appointments are used appropriately. Under Qualified Common Tenure, where a post can be specifically for a Fixed Term Statements of Particulars will always set out the reasons for the post being fixed term, and have a specific end date.
- 2.4 Prior to the end of a post the Diocesan Head of HR and Safeguarding will be in touch with the individual concerned to offer appropriate HR support such as CV's, interview skills etc.

- 2.5 Where the post coming to an end is a curacy, the guidelines for completing the curacy will be followed. (See section 11 in this handbook). In cases where there are difficulties, the Co-ordinator of IMD 4-7 and the Head of HR and Safeguarding , will work together to provide appropriate guidance and support.

### **3. Appointing to a Fixed Term post**

- 3.1 Following the processes set out in Recruitment Guidelines – candidates for clergy appointments must be made aware of, and show that they understand, that the post is a Fixed Term post, for how long, and the reason(s) why, along with any appointments in place where a post is covering for a permanent member of clergy.
- 3.2 Fixed Term Regulations require employers to offer access to the occupational pension scheme on the same basis as permanent individuals – and this is no different for part time clergy as all clergy, full or part time are automatically entered into the Church Commissioners Clergy Pensions Scheme.

### **4. Reviewing or Extending Fixed Term arrangement**

- 4.1 Where a Fixed Term appointment is to be extended this will be for a further defined period, with the reasons and new date explained and agreed.
- 4.2 To confirm any arrangement a revised Statement of Particulars will be agreed.

## **PERSONAL DETAILS INFORMATION**

(version 5 January 2017)

### **I. Introduction**

- I.1 Whenever a new appointment is made, regardless of whether the individual is coming into the diocese from another, or moving within the diocese, our Stipends/Payroll Officer requires a formal notification of personal details.
- I.2 On receipt of an appointment notification from the Bishop's Chaplain, The Head of HR and Safeguarding will contact the individual to welcome them to the diocese, and to ask them to complete and return the Personal Details form attached (over the page).
- I.3 If personal details change during an appointment, eg where bank details may change, an individual is requested to complete the form and return it to the Diocesan Stipends/Payroll Officer as soon as possible.

The details supplied on this form are used for Stipend/Payroll and Finance processing purposes. Please complete this form and return it to:

Judith Knight, Head of HR and Safeguarding, Diocese of Gloucester, Church House, College Green, GL12, 2LY - Or email it to [jknight@glosdioc.org.uk](mailto:jknight@glosdioc.org.uk)

### PERSONAL DETAILS

Name	
National Insurance Number	
Date of Birth	

### DETAILS OF NEW APPOINTMENT

Title of appointment	
Address and post code	
Telephone number	
Email address	
Approx date of removal to this new address	
Date of your institution/licensing	
Estimated annual costs for Heating and lighting Cleaning Garden upkeep	

Ctd/2....

ctd/2...

**THEOLOGICAL COLLEGE(S)/ORDINATION(S)**

Name of College	
Dates	
Date of Ordination to the Diaconate	
Date of Ordination to the Priesthood	

**BANK DETAILS**

Bank Name	
Branch Address	
Account Name or Building Society reference	
Sort Code	
Account Number	

**NEXT OF KIN**

Details of next of kin	
Details of any dependents under 18 and their date of birth	

Date of completion of this form .....

## **STATEMENT OF PARTICULARS** (version 5 January 2017)

### **I. Introduction**

- I.1 Whenever a new appointment is made, regardless of whether the individual is coming into the diocese from another, or moving within the diocese a new Statement of Particulars will be issued for agreement.
- I.2 A Statement of Particulars sets out the terms and conditions on which the appointment is to be made, and will include (as appropriate for non stipendiary and stipendiary clergy):
- ✓ The details of the entitlement to stipend, fees, and reimbursement of expenses
  - ✓ Terms and conditions relating to rest periods and holidays (including annual holiday entitlement, Sundays on which leave may be taken, and the public and special leave days on which leave may not be taken)
  - ✓ Terms and conditions relating to sickness absence and long term absence
  - ✓ Pension provision
  - ✓ Statutory rights (including maternity, paternity, parental and adoption leave)
  - ✓ Right to time off to care for dependents
  - ✓ The right to a monthly stipend statement
  - ✓ Links to the processes, guidelines and policies which underpin the roles and responsibilities of clergy within the diocese
- I.3 Any queries relating to the Statement should be discussed in the first instance with the appropriate Archdeacon, or with the Head of HR and Safeguarding.