

Clergy Terms of Service/Common Tenure



Statement of Particulars

Every member of clergy will receive a Statement of Particulars which sets out the matters relating to the general day to day aspects of their appointment.

In an employer/employee relationship a Statement of Particulars forms part of the contractual obligations. But clergy *aren't* employees, and the diocese *isn't* an employer. Clergy will retain their office holder status, but under the new legislation as office holders a number of rights will be conferred on them which do reflect in some ways more secular 'employment' rights but within the context of the church.

It is important to note that **all** posts will be permanent until retirement age, unless clearly defined as fixed term appointments under the new regulations).

Each statement of particulars will do three things:

1. Set out the practical arrangements for the appointment
2. Detail the rights and responsibilities of the individual
3. Detail the rights and responsibilities of the diocese in relation to the individual and their appointment

A Statement of Particulars will set out that the:

- ✓ entitlement to stipend, fees, and reimbursement of expenses
- ✓ terms and conditions relating to rest periods and holidays, annual holiday entitlement; the maximum number of Sundays on which leave may be taken, and the public and special days on which leave may not be taken
- ✓ terms and conditions relating to sickness and long term sickness absence
- ✓ pension provision
- ✓ right to paternity/ parental/ maternity /adoption leave
- ✓ right of time off to care for dependents
- ✓ right to an itemised monthly stipend statement

The Statement will also set out the rights of clergy to:

- ✓ Protection against unfair dismissal and the right of appeal to an employment tribunal in cases of capability dismissal.
- ✓ Access to a grievance procedure
- ✓ Be subject to a capability procedure.
- ✓ Hold and carry out public duties other than the duties of the office (subject to the agreement of the Bishop)

- ✓ Redundancy if/where an appointment is designated as subject to pastoral reorganisation and the pastoral scheme takes affect within five years - (Where a post does not end within five years that it will be held on full common tenure).

And the Statement will also set out the requirement of clergy to:

- ✓ Undertake appropriate continuing formation, or ministerial education.
- ✓ Participate in MDR at least once every two years in line with local arrangements.
- ✓ Undergo medical support and examination where appropriate.

So what are we doing about all this in our Diocese?

- ✓ We already provide, fund or otherwise support a range of CME opportunities, and we are working on developing these and becoming more streamlined in our communications, what we offer, what we encourage, and how we evaluate what has been undertaken.
- ✓ We already have a robust 3 year ministerial review format – with a senior staff Episcopal review every third year, part of which is to set objectives, and the following two years
- ✓ ministerial review supports and reflects progression. We are working on ensuring that our records are correct, that

we know our dates for follow up and reviewing how we stay in touch with/and support at times where there are significant problems or difficulty.

- ✓ We have a policy and guidelines of how we centrally support clergy wellbeing, and give support to clergy at times of sickness absence and critical illness, which offers occupational health advice and guidance linked to specialist and GP support. We are sure that all those who have needed this support so far have found it very supportive and want to do what we can to develop these further and ensure clergy know what we can offer.

...So you can see we already have much in place, but you may have questions, so do please get in touch with -

David Hoyle, who is the Director of Ministry. Under the Bishop and in partnership with colleagues in the Department he has oversight of ministerial vocation, formation and review. He chairs the Diocesan Working Group on Clergy terms of Service dhoyle@glosdioc.org.uk

Judith Knight, who is the Diocesan Human Resources Manager. She is helping us reflect on our policies, practices and guidelines; supports us with our complex clergy and personnel issues; and is developing our Diocesan Handbook for Clergy. jknight@glosdioc.org.uk