



Incumbents' Handbook



*Life*e

"I have come that they may have life, and have it to the full"

(WORDS OF JESUS FROM JOHN 10:10)

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Emergency out-of- hours contacts for contractors:

www.gloucester.anglican.org/content/pages/documents/1424772392.pdf

Ecclesiastical Insurance

24 hours claim line: 0345 603 8381

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I.0 Quick Links

- The Church Building
www.gloucester.anglican.org/parish-life/church-buildings-and-churchyards/
- Churchyard
www.gloucester.anglican.org/parish-resources/church-buildings-and-churchyards/churchyards/
- Church School
www.gloucester.anglican.org/education/
- Faculty Questions
www.gloucester.anglican.org/parish-life/church-buildings-and-churchyards/faculties/
- Marriage legalities
www.yourchurchwedding.org/article/legal-requirements/
- Media
www.gloucester.anglican.org/news/
- Housing Care Handbook for Clergy
www.gloucester.anglican.org/content/pages/documents/1424772426.pdf
- Maintenance
www.gloucester.anglican.org/your-ministry/housing/maintenance-and-repairs/
- Safeguarding
www.gloucester.anglican.org/parish-life/safeguarding/

2.0 Introduction

As chief pastor it is a privilege to share in ministry with you. For all of us, Jesus Christ the Good Shepherd is the pattern of our calling, yet there are times when some of the practical tasks and responsibilities can cause incumbents to feel a little lost as shepherds. This handbook is therefore offered as a tool to enable navigation through the varied terrain of incumbency, and I recommend that you keep it in arm's reach for those times when the fog descends.

I am extremely grateful to all those who have contributed to this handbook and trust that you will find it a useful resource.

Thank you for your partnership in the gospel and for all you are and do in being and sharing the good news of Jesus Christ. Amidst all the tasks and responsibilities of incumbency may you hold fast to the truth that “the one who calls you is faithful” (1 Thess 5:24)

My thanks and prayers
+Rachel Gloucester:

All ministry is a sharing together in the ministry of Jesus. This handbook is offered as a very practical expression of how we seek in the Diocese of Gloucester to support and enable each other in the different ministries to which God calls us. This handbook is not intended to provide the last word on everything. Instead it offers a brief introduction to a broad variety of topics and then signposts readers to a range of other more detailed information which we hope that incumbents and others across the diocese will find helpful.

The shape and content of this handbook has relied on the efforts of a wide range of people across the life of the diocese. I am grateful to all who have contributed to this endeavor, and particularly to Ian Bussell, Iona Bird and Anja Frederiksen who have provided the driving force behind this project and have brought it to fruition.

The Revd Canon Dr Andrew Braddock

3.0 Into Incumbency

3.1 Making a Good Beginning

There are lots of things you may need to know before you start, or very soon afterwards. There should be no demands made of you before you are licensed, on the other hand you may want to orientate yourself a bit before that and reassure yourself that there are no headaches looming on your first day.

Hopefully you will have received most of the following information before you start, but just in case you don't, here is a checklist of things you might want to ask about.

Key People

- Who are the wardens (and ministry team if there is one) and when will you want to meet them?
- Will you have other full or part-time clergy working with you? When will you meet them? Most will have working agreements which may help you to understand something of their expectations of involvement in ministry.
- Are there Readers in the team? When will you meet them? What are their expectations of ministry? Have they got working agreements? How are they supported? Do they receive reviews?
- If you are going to be a training incumbent for a curate already in post do you know what the expectations will be on you? When can you meet/ring the coordinator of curate training? When will you meet the curate to discuss your working relationship?
- Who are the other key lay people? Have they got working agreements, role descriptions or contracts if paid?
- What are the key working groups and structures in the benefice?
- Can someone provide you with a list of key contacts such as wardens, vergers, PCC members etc.?
- What is the role of the area dean in your deanery? Do you want a date in the diary to meet them?
- Is there a list of other local churches, organisations and businesses that you would want to make contact with early on? E.g. ecumenical colleagues, schools, ministers of other faiths, nursing homes, chaplains, funeral director etc.?

Policies and Processes

- If there is a parish/benefice office, who runs it? If not, is there any administrative support?
- What is the benefice's policy on key pastoral issues and how do these fit with your own theology and expectations? Are these up to date with the policies and processes recommended by the diocese? E.g. Re-marriage, Communion before Confirmation, Communion by extension, support and review of Readers.
- What are the systems for booking baptisms, weddings and funerals? Are they working, and are you sure there will be no double bookings when you first arrive?
- How are marriage returns and registers completed and by whom?
- Who is the local surrogate for weddings?
- If there are open church yards what is the process for grave yard applications?
- Are there any faculty applications pending, who is overseeing them and at what stage are they?
- Who is the local nominated person for safeguarding?
- Are policies up to date?

The Diary

- What is in the diary that you are going to inherit? In particular are there any weddings, faculties or other legal issues that you will encounter early in your ministry that you will want to check have been carried out correctly. A complaint on your first day is never a good experience!
- Have you got a date for your diocesan induction in the diary?
- Select your day off, make it public and stick to it.

3.2 Annual Leave

- Full time entitlement for annual leave is 42 days. This is made up of 36 working days (not including the weekly day off) and 6 Sundays.
- Within these 42 days (which are pro-rata for 'part-time clergy') are any days taken after Christmas and Easter.

- Where Christmas Day, Easter Day or New Year's Day fall on a Sunday – an additional day's holiday should be taken.
- Public Holidays - clergy should take a day's leave in lieu of each. (For Christmas and Easter or where New Year's Day falls on a Sunday - see above).

3.3 Retreats

All clergy are encouraged to take an annual retreat. Clergy are encouraged to claim this as a legitimate expense from their PCC. Where PCCs are unable to contribute to all of the costs of an annual retreat, clergy may use their CMD pot of money up to £160.00 (which can be rolled over to the next year to a maximum of £250.00).

3.4 Spiritual Direction

Spiritual direction is the general term for the ministry of those supporting others in their relationships with God. Everyone is encouraged to make use of this ministry, but licensed ministers are especially recommended to find a spiritual director as many find this helps them keep their personal relationship with God fresh while giving out so much to others. Felicity Bayne has a list of ecumenical directors, lay and ordained, for the diocese and can help and advise in finding one. The National Retreat Association www.retreats.org.uk also has a lot of information about the ministry and can also help you find a director.

Contact

Felicity Bayne

Email: felicity.bayne@btinternet.com

Tel: 01242 237074

3.5 Continuing Ministerial Development

Continuing Ministerial Development (CMD) is concerned to nurture and enable the growth of discipleship, vocation and ministry for all clergy. In the annual Ministerial or Episcopal Review, clergy are asked to give an account of their participation in CMD over the preceding

year and their plans for the coming year. In addition to the twice yearly Bishop's Study days, it is anticipated that every ordained minister in the diocese will be able to give a description of other CMD in which they have engaged and how it has helped inform their life and ministry.

The CMD programme in Gloucester is built around a number of core elements:

- Bishop's Formation and Training Days (mandatory for all stipendiary clergy) and usually held twice a year
- The annual brochure 'Developing your Ministry' which gives details of all CMD opportunities in and around the Diocese; and the follow up monthly emails
- Individual CMD accounts, used for
 - Diocesan Training Events and Programmes
 - Regional or National Training events
 - Other training, by agreement with the CMD officers
- Sabbatical and Higher Education course support

Clergy can claim up to £160 a year for approved CMD events, or a maximum of £250 in a two year period. Small grants are available to support those undertaking agreed Higher Education courses and specific guidance is available for those considering applying for a sabbatical.

Contact

Helen Sammon, CMD Officer

Email: HSammon@glosdioc.org.uk

Tel: 01452 835 566

Updated by Helen Sammon – September 2016

3.6 Episcopal Review and Ministerial Development Review

At the heart of the ministerial review processes in the diocese is a desire to see all licensed ministers flourish in their own discipleship as followers of Jesus Christ and grow in the ministries to which God calls them.

The review process is led by Episcopal Review or Conversation enabled by the Bishop's Senior Staff Team, and complemented by Ministerial Development Review:

1. **Episcopal Review (ER)**

These are carried out by members of the Bishop's Senior Staff Team and include feedback from others nominated by the minister. Episcopal Review covers both professional and personal/vocational life, sets objectives for the next review period, and takes place every three years. This process is overseen by the Bishop's Senior Staff. On taking up a new post in the diocese, clergy will usually have an informal meeting with a member of the Senior Staff six months into their post, and their first Episcopal Review six months after that.

2. **Episcopal Conversation (EC)**

These are carried out by members of the Bishop's Senior Staff Team and take place every three years. These are for clergy who are employed in a work setting with its own review and appraisal processes (such as MSEs, chaplains, central diocesan staff etc.) and for licensed lay workers. They focus on the vocational life of the minister. This process is overseen by the Bishop's Senior Staff.

3. **Ministerial Development Review (MDR)**

These take place each year, except when an Episcopal Review or Conversation is due. The focus of MDR is on personal reflection and evaluation supported by a team of diocesan peer facilitators. This process is overseen by the CMD Officer.

The process of ministerial review is complemented by the support and reflection that individuals may find through their own patterns of spiritual direction and reflection and, where appropriate, work consultancy.

Full information about the review process is sent out to clergy ahead of each review meeting.

Updated by Andrew Braddock, Director of Mission and Ministry – June 2015

3.7 Into Incumbency Course

This is an annual series of training sessions looking at the ‘nuts and bolts’ of incumbency. Topics covered include parish finance, governance, charring the PCC, working with schools, safeguarding and human resources. For a full list please contact the Department of Mission and Ministry:

Contact

Helen Sammon, CMD Officer

Email: HSammon@glosdioc.org.uk

Tel: 01452 835 566

3.8 Cathedral

‘Your Cathedral’ is open every day and is free to enter. It is led by the Dean, Stephen Lake and the Cathedral Chapter. We employ over sixty staff and have over 400 volunteers. The cathedral attracts over 300,000 visitors a year. Our Vision and Strategy speaks of seeking to be ‘in tune with heaven and in touch with daily life.’ We are currently engaged in a major development programme called Project Pilgrim.

You and your place of responsibility are prayed for as part of the diocesan cycle of prayer. On those days, you will be invited to come or to send a representative to take part in Evensong. If you are unfamiliar with the cathedral we always welcome special visits and parish pilgrimages. Similarly, we like to come to you and the clergy are available for parish visits and sometimes the cathedral choir will come to sing for a special occasion. Please sign up for our regular e-newsletter via the website

www.gloucestercathedral.org.uk

The Dean, The Very Revd Stephen Lake – May 2015

3.9 Professional Guidelines for conduct of the clergy

The guidelines are an invaluable resource and guide. Please make sure you are familiar with them.

4.0 Life as an Incumbent

4.1 Common Tenure

All parochial clergy are appointed under the Ecclesiastical (Terms of Service) Measure 2011. Known as Common Tenure, the Measure confers on clergy a range of rights and responsibilities. Many of these will be set out in the Statement of Particulars that you will receive as part of the appointment and moving in process; but there are other aspects such as family friendly rights, sickness and absence etc, that are all set out in the clergy and parish handbook which is available online by visiting:

www.gloucester.anglican.org/ministry-vocations-and-discipleship/information-for-clergy/clergy-and-parish-handbook/

This is also a parish handbook and resource which includes information for Clergy, Readers, and PCCs regarding rights and responsibilities, codes of practice, and diocesan policies. If you have any queries or questions please do get in contact with Judith Knight the Head of HR and Safeguarding for the Diocese and Cathedral on 01452 835526 or jknight@glosdioc.org.uk

Updated by Judith Knight – August 2015

4.2 Sickness

All sickness absence must be accompanied by a relevant medical certificate. For up to one week, a self-certificate is required; for longer than one week, the absence should be authorised through a GP 'fit note' or relevant consultant.

It should be sent without delay to Judith Knight, the Diocesan Head of Human Resources & Safeguarding at Church House.

4.3 Critical Illness

If any member of clergy receives a diagnosis of a critical illness which will mean absence from work for more than a week they should inform the member of clergy responsible for their care. For incumbents this is the Area Dean and the Archdeacon. The

archdeacon will ensure that support is provided, a referral to Occupational Health is made, and cover for services is found.

Please see the clergy handbook for more information.

www.gloucester.anglican.org/content/pages/documents/1401717678.pdf

4.4 Counselling

This Diocese offers a confidential Professional Counselling Service which is available for all diocesan clergy and their spouses, ordinands and their spouses, and diocesan employees and their spouses/partners. The service is often recommended within a package of support that we can offer at times of acute illness, stresses, or anxiety. It can also be accessed by individuals directly. The two coordinators are:

Sarah Jones Email: sarah@ctpweb.co.uk

Tel: 01242 680740

Sarah has been the co-ordinator of our professional counselling service since 2000. She has worked as a counsellor and counsellor trainer since 1997. Sarah has been a licensed Lay Reader since 2004.

Sheila Appleton Email: sheila@graappl.plus.com

Tel: 07772 75983

Sheila has many years of experience in counselling, social work, nursing, and mental health resource management. She was also the Director of Listening Post in Gloucestershire.

For more information about support, or to talk about any aspect of specific support that might be helpful, people can contact the Head of HR and Safeguarding assured of confidentiality.

Judith Knight on 01452 835526 or email her at

jknight@glosdioc.org.uk

4.5 Personal Safety

All clergy should be mindful of their safety and that of their family. Working from home, and having a very public visibility can bring its own challenges. Ecclesiastical offer advice and guidance for all clergy.

www.ecclesiastical.com/churchmatters/churchguidance/churchhealthandsafety/personal-safety/index.aspx

4.6 Diocesan Housing

Please refer to the House Care Handbook for clergy which you can find at:

www.gloucester.anglican.org/ministry-vocations-and-discipleship/information-for-clergy/housing/

First of all you will find advice about dealing with emergencies. There is a separate sheet at the back of the booklet with contact numbers for plumbers, electricians, heating engineers and builders etc.

There is also a lot of advice about dealing with more routine matters in the house and garden.

The Diocese insures the property but NOT the contents. This is your responsibility.

The Property Department inspects all properties on behalf of the Diocese on a five yearly (Quinquennial) basis and then undertakes a programme of any necessary repairs, renovations and external redecoration.

The staff in the Property Department are more than happy to answer any queries or worries you may have. If you need any repairs, just ring the staff during office hours on:

Property Department Personnel:-

Building Surveyor: Tim Ibbetson ext: 295

Property Dept Secretary: Mary Coates ext: 230

Church House: (01452) 410 022 (followed by ext. number)

5.0 Governance

5.1 Introduction

As incumbent of the parish you are an ex-officio (Church Representation Rules (CRR) 14) member of the PCC and (CRR 8 and Appendix II rule 13) the chair of the APCM and PCC. If you have more than one PCC in your care you are a member and the chair of each.

Appendix II rule 13 allows for the appointment by the PCC of a vice chair who may also chair the APCM. It is not unusual in multi parish benefices for the incumbent to delegate to the vice chair the day to day business of the PCC but the incumbent cannot relinquish oversight of the PCC and even if not attending all meetings should make him or herself familiar with the actions that are being taken.

As the incumbent you cannot get away without having **read** the relevant parts of:

- The Churchwardens Measure
- The Church Representation Rules
- The Charities Act

You can find most of these at:

www.churchofengland.org/about-us/structure/churchlawlegis/church-representation-rules.aspx

You will also find important information about the responsibilities of the PCC under the Charities Act at:

www.churchofengland.org/clergy-office-holders/pcc-information/pcc-accountability.aspx

5.2 The Annual Parochial Church Meeting (APCM)

The APCM is governed by the CRR 6 – 22 this includes rules detailing the constitution and arrangements for the election of members to the PCC and for additional General Meetings should such be necessary.

Note the need for proper notices and the time frame within which this is set 7 and Appendix I.

The APCM receives the Annual Report – a template of which can be found at:

www.churchofengland.org/clergy-office-holders/pcc-information/pcc-accountability/chapter-6-the-annual-report

You should also note certain persons are disqualified from being members of the PCC including those who are declared bankrupt, convicted of dishonesty or deception etc. Full details are in the ‘Supplementary Material’ section of the CRR.

The various forms and notices for this meeting and for the renewal or revision of the electoral roll are published in a pack by SPCK at:

<http://spckpublishing.co.uk/blog/2015/07/spck-annual-general-meeting/>

5.3 The Electoral Roll

The rules regarding the forming and the updating of the Electoral Roll are provided in the CRR Part I, 1-5. The template for the application form and other notices are in Appendix I and can also be obtained from SPCK at

<http://spckpublishing.co.uk/blog/2015/07/spck-annual-general-meeting/>

and

<http://spckpublishing.co.uk/product/application-for-enrolment-on-the-electoral-roll/>

5.4 Churchwardens

The election of Churchwardens is governed by the Churchwardens Measure and takes place at a combined meeting of members of the church Electoral Roll and persons resident in the parish and on the register of local government electors (jointly the parishioners).

The meeting is called by the incumbent (though the PCC secretary should do this on your behalf) and must take place before 30 April each year. It usually takes place at the same time as the Annual Parochial Church Meeting.

The details of the 'time and manner of choosing' churchwardens are set out in 4 and 5 of the measure and these can be found at the very end of the CRR in the section entitled 'Supplementary Material'.

You should note especially 4.5 which allows you in limited circumstances to appoint one warden when you are of the opinion that the election of one of the nominated candidates would 'give rise to serious difficulties between the minister and that person in the carrying out of their respective functions'. This provision should be used sparingly if ever and if at all possible not until you have sought the advice of your Archdeacon!

Churchwardens may serve for a maximum of 6 terms of office (6 years) unless the meeting determines otherwise (Churchwardens Measure 3).

Certain persons are disqualified from serving as churchwardens (Churchwardens Measure 2) if they are disqualified from being a charity trustee.

5.5 The Parochial Church Council (PCC)

The PCC is constituted of a mix of elected members including those elected to the Deanery Synod with some ex-officio members – essentially any clergy licenced to the parish or benefice and the churchwardens. Note that Readers are not ex-officio members of the PCC unless the APCM specifically determines that they are. If there are a number of Readers the APCM can agree to them being represented on the PCC by one or more of their number. Pay particular attention to the number of lay members to be elected which is determined by the size of the Electoral Roll and the time for which they are to serve 14g.

The conduct of the PCC (essentially its standing orders) are in Appendix II of the CRR.

This includes matters such as the notice of meetings, appointment of officers, quorum etc. It is **essential** reading!

Note the provision in Appendix II, 4b for a meeting of the PCC immediately following the APCM which is limited to the election of officers for the forthcoming year.

But note...

This is but a brief overview and there really is no escape as the incumbent from reading the relevant texts yourself. If you have any questions do not hesitate to contact your Archdeacon.

Updated by Archdeacon Robert Springett – September 2016

5.6 Multi-Parish Benefices (MPBs)

A MPB is formed by a pastoral scheme which gives the cure of souls of a number of parishes to one incumbent.

In its simplest form each parish within a MPB maintains its own PCC working independently however to be effective in ministry and mission there will need to be a developing sense of common purpose.

Many MPB's have an informal grouping of wardens or others to discern benefice policy. In such informal arrangements any decisions made must be ratified by each individual PCC.

A more formal arrangement is the creation of a Benefice Council (formally a joint PCC) by way of a pastoral scheme to which the individual PCC's delegate specific responsibilities. PCC's in a MPB may also consider amalgamation, also via a Pastoral Scheme.

Should you be considering such formal arrangements speak in the first instance to your Archdeacon.

There are particular arrangements for the calling of banns and the conduct of weddings in MPBs. The Bishop may give a general permission for marriage to take place in any of the churches in the benefice provided the couple have a qualifying connection to any one

individual parish and in a separate agreement may give permission for banns to be called in any of the parishes. For information on this contact the Bishop's Chaplain.

Updated by Archdeacon Robert Springett – September 2016

6.0 Finance

6.1 Fees and Expenses (including the PSA/PUN form)

The Church of England publishes a guide to Parochial Expenses of the clergy, which can be found at the following link:

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

The Diocese of Gloucester recommends a travel reimbursement rate of 45p per mile, in line with the HMRC.

As from 2014 due to changes in legislation, the Church Commissioners will no longer be asking for details of any retained fees, chaplaincy income or miscellaneous income. Gloucester Diocese 2014 stipend increases were made to all clergy in April without the need of a PSA/PUN (pink) form. The Church Commissioners have asked that any enquiries regarding Annual Returns and HCL figures are directed to their website www.clergypay.org, using the 'MyView' service.

The Diocesan fees policy can be found at:

www.gloucester.anglican.org/parish-resources/parish-finance-gift-aid-legal-advice/

To discuss this further please contact the Finance Department finance@glosdioc.org.uk,

Tel: 01452 410022 option 6

Updated by Matthew Brunt - July 2014

6.2 Church Finances

Please refer to the following publications:

Practical Church Management: *Esp. Chapter 28 Church Accounts and Chapter 4 The PCC Treasurer Your Church and the Law by David Parrott Chapter 16 Parish Finance*

PCC Accountability: *The Charities Act 2011 and the PCC. Church House Publishing; 4th edition Church Representation Rules*

The Church Treasurer's Handbook by Robert Leach. Canterbury Press. Revised edition January 2012

The Charities Act 2011 specifies that PCCs (and other excepted charities) with gross income in excess of a special registration threshold (currently £100,000 per annum) must register with the Charity Commission. Details of the registration process are available on the Parish Resources website www.parishresources.org.uk. Dispensation from registration can be sought from the Charity Commission where the income threshold of £100,000 per annum has been exceeded only because of an exceptional and non-recurring item.

Excepted status remains for all PCCs which are not registered with the Charity Commission. Excepted charities do not have a charity registration number and do not have to file an annual report and accounts with the Commission unless specifically requested.

All PCCs, registered and accepted, must, however (under the Church Representation Rules), send a copy of the Annual Report and Accounts to the Secretary of the Diocesan Board of Finance. They must also be provided to the public upon written request. PCCs are charitable bodies and may, therefore, claim tax refunds on Gift Aid contributions, receive investment income without deduction of income tax and in general enjoy all the other tax reliefs available to registered charities.

6.3 Thresholds

The Parish Resources website provides lots of guidance on church finances and the different rules that apply at different financial thresholds:

www.parishresources.org.uk/resources-for-treasurers/

	Income up to £100k	Income between £100k & £250k	Income between £250k & £500k
Basis of preparation of annual accounts	Receipts & payments	Receipts & payments	Accruals
External scrutiny	Independent examination	Independent examination	Independent examination by a qualified accountant
Required to register with the Charity Commission	No	Normally yes – there are exceptions	Yes

Church Representation Rules Part 2:8 says that annual accounts must be displayed for 7 days before the APCM and must be sent to the secretary of the Diocesan Board of Finance (The Director of Finance) within 28 days after the APCM.

The treasurer gathers and reports financial information. It is the PCC that sets policy and makes financial decisions which the treasurer will carry out on its behalf.

The incumbent needs to know how to ask the right questions in order to get the information the PCC needs to make decisions. Having good information (and not just figures) is vital to plan the activities of the church.

Contact

Julie Ridgway, Head of Finance (Church House)

Email: jridgway@glosdioc.org.uk

Tel: 01452 835 564

Updated by Julie Ridgway – September 2016

6.4 The Parish Giving Scheme (PGS)

The PGS has been set up to help parishes best manage their regular donations. The Donations are made by individuals by direct debit and can be made on a monthly, quarterly or annual basis. Even though donations are made to the Parish Giving Scheme, they are restricted to the chosen parish (beneficiary). The donation, including any Gift Aid, is passed back to the parish within ten days of collection.

The unique feature of the PGS is the option for the donor to commit in principle to increase their gift annually in line with inflation. Whilst this is a voluntary decision it is one that could potentially have a huge impact on the life and future of the church. Through a generous commitment from the donor, the beneficiary is assured of a regular, tax efficient source of income which has the capacity to increase with the cost of living.

The scheme is free to parishes and can provide annual printouts of information needed by the PCC and giving officer.

Contacts

The PGS Helpline

Email: info@parishgivingscheme.org.uk

Tel: 01452 835595

Helen Taylor, Head of Operations (full-time)

Email: Helen@parishgivingscheme.org.uk

Tel: 01452 835533

Updated by Helen Taylor - August 2014

7.0 Churchyards and Church Buildings

7.1 Churchyards

Please see Diocesan website:-

www.gloucester.anglican.org/parish-life/church-buildings-and-churchyards/churchyards/

Churchyards (where they exist) are an integral part of church life and an important aspect of ministry. However they can be a cause for concern and every incumbent needs to know the rules and regulations governing churchyards including who can be buried there, and what is allowed by way of memorial.

The most common mistakes or problems with churchyards are:

- Failure to consult all family members about a burial or memorial
- Misunderstanding about who owns memorials and headstones and who is liable for damage
- Allowing headstones or memorials that do not comply with diocesan regulations
- The proliferation of items in a churchyard that are not permitted
- The failure to keep a proper record
- The reservation of grave spaces

On the Diocesan website you will find the Gloucester Diocesan Churchyard Regulations 2015. These are essential reading.

Also highly recommended is 'The Churchyards Handbook' Ed. Thomas Cocke, Church House Publishing, 2001.

The monuments, structures and boundaries contained within and enclosing the churchyard are all subject to Faculty Jurisdiction and advice is available to those who are currently maintaining churchyards, or looking to make changes and additions.

If you have any queries regarding churchyards or memorials please contact your Area Dean or Mrs Natalie Fenner (DAC secretary) or your Archdeacon.

7.2 Maintenance and Repair

Quinquennial Inspections (QIs) - All consecrated churches are required to be inspected once every 5 years by an approved architect or surveyor to assess their condition. In this diocese parishes need to make the arrangements for this inspection by approaching the architect/surveyor directly and also pay for this from parish funds. The report which follows the inspection is extremely useful in helping parishes to plan ahead and schedule maintenance work into the future, as well.

Gutterclear – The Diocese of Gloucester has its own maintenance scheme using approved contractors to undertake regular maintenance to gutters, downpipes and drains.

For further information consult:

www.gutterclear.org

For advice on understanding QIs, how to go about appointing architects or surveyors, and general maintenance please consult the Repairs and QIs section of the website at:

www.gloucester.anglican.org/parish-life/church-buildings-and-churchyards/repairs-and-qis/

or a member of the Church Buildings Team.

7.3 Reordering – Where to start

Whether your PCC has grand plans for a complete overhaul or more modest proposals for change, the key for reordering is to ask for the help of the Church Buildings Team as early as possible. Dependent upon the scope of works we can talk you through the stages of the process and help offer advice on not just the practical aspects such as kitchens and toilets but also fundraising and community consultation.

A good deal of advice is available on the ‘Making Changes’ section of our website at:

www.gloucester.anglican.org/parish-life/church-buildings-and-churchyards/making-changes/

where you will find useful links to national guidance by both Historic England and the Church Buildings Council, as well as a series of guidance notes which we have written to help make planning projects more manageable. In addition the 'Grants, Fundraising and Money' section of the website has a wealth of advice about funding church building and churchyard related works, as well as a series of links to other funding bodies:

www.churchcare.co.uk/churches

Contact

DAC (Churches, Faculty, Churchyards)

DAC Secretary: Natalie Fenner (part-time, Wed- Fri)

Tel: 01452 835593

Churches Officer: Ian Serjeant (part-time, Tue-Wed)

Tel: 01452 835593

Assistant Churches Officer: Adam Klups

Tel: 01452 835567

dac@glosdioc.org.uk or 01452 835590

Church House – The Old Deanery, College Green, Gloucester, GL1 2LY

Registrar

Mr Jos Moule, Diocesan Registrar

gloucesterregistry@wvv.co.uk

Tel: 0117 925 2020

Gloucester Diocesan Registry, Veale Wasbrough Vizards, Narrow Quay House, Narrow Quay, Bristol BS1 4QA

Updated by Ian Serjeant – September 2016

7.4 Faculties – when do I need one and how do I apply?

Faculties are needed for a wide range of works which affect church buildings and churchyards. From reordering to repairs, disposals and introduction of new items as well as some routine renewals such as wiring, faculties are needed before works can be carried out. It is really important that you check whether or not a faculty is needed at an early stage by contacting either a member of the Church Buildings Team or your Archdeacon.

In 2015, new Faculty Jurisdiction Rules came into force. These Rules introduced a number of matters which may be undertaken without a faculty. There are two lists: List A – matters which may be undertaken without the need for consultation, and List B – matters which may be undertaken without a faculty subject to consultation. List B matters are referred to the relevant Archdeacon who gives notice in writing before the specified work can be carried out. The Lists are too long to reproduce here so please check if you have any questions about what may or may not be included.

If you do need to apply for a faculty, the necessary forms, List A and List B and guidance can be downloaded from our website at:

www.gloucester.anglican.org/parish-life/church-buildings-and-churchyards/faculties/

and returned to us in either hard copy or by email along with supporting documentation. Cases are discussed at Diocesan Advisory Committee (DAC) meetings every 6 weeks and a calendar of meetings can be accessed from:

www.gloucester.anglican.org/parish-resources/church-buildings-and-churchyards/diocesan-advisory-committee-dac/

If you have any queries about completing the forms or what information may be needed to support the application, please contact the Church Buildings Team for advice.

Please note that during 2017 it is likely that an on-line faculty application process will be introduced. Full details will be given prior to any system coming into operation.

The DAC and its members are here to help you, and offer a fantastic range of free advice to parishes. A list of all their particular areas of expertise can be found at the link above and members of the Church Buildings Team can provide contact details.

Faculties for the reservation of grave space and exhumations are not dealt with by the DAC and Church Buildings Team and you will therefore need to contact the Diocesan Registrar directly for more information and the necessary forms.

Updated by Ian Serjeant – September 2016

8.0 HR and Safeguarding

8.1 Human Resources Support

The role of the Head of Diocesan Human Resources & Safeguarding (HR) in the diocese is to support the diocese, priest and parish in all matters of personnel, employment, volunteer management, and HR issues.

In addition where issues of concern regarding a priest are raised, HR will, while working with all individuals, and the Archdeacons, and others, offer advice on both informal and formal processes and responsibilities to each party involved to support clarity at each stage.

Being able to be professionally objective throughout any process HR can be approached to discuss anything in confidence at any stage.

Further information can be sought from jknight@glosdioc.org.uk

8.2 Safeguarding

All clergy are required to comply with all diocesan guidelines for safeguarding and protecting children and adults at risk.

This includes matters of training and awareness raising; safer recruitment; parish policy and practice, including the PCC in discussions.

The Diocesan Safeguarding Team that supports both the diocese and the Cathedral are available inside and outside office hours, and have a range of template documents, and other resources to support and advise. All this is available through this link:

www.gloucester.anglican.org/safeguarding

8.3 Employing Staff

Every PCC as a legal employing body must ensure that it complies with not only statutory Requirements but its own financial management procedures and other arrangements.

In employment terms the basic requirements for any employee is:

- A job description and person specification
- A Statement of Particulars
- An employment handbook.

All employees and volunteers should be recruited using Safer Recruitment methods.

Bespoke advice for each situation is available and template documents are all available.

Further information can be found in the parish handbook:

www.gloucester.anglican.org/ministry-vocations-and-discipleship/information-for-clergy/clergy-and-parish-handbook/

Contact

Judith Knight, Head of HR & Safeguarding

Email: jknight@glosdioc.org.uk

Updated by Archdeacon Jackie Searle - August 2014

8.4 Health and Safety Risk Assessments

Refer to Health and Safety Executive (HSE) website for all risk assessments and health and safety

www.hse.gov.uk

Updated by David Woolf – May 2015

9.0 Schools and Academies

9.1 Schools and Governance

The Church of England sees its schools as being at the centre of its mission to the nation and this is set out in the [Church of England Vision for Education](#). In Gloucester Diocese more than 15,000 children attend one of 116 church schools located across the Diocese.

Many churches enjoy a thriving relationship with their local school (whether they have a Christian foundation or not). One of the important ways that the church can serve its local church schools is through the appointment of foundation governors. Foundation governors have a critical role to play in shaping the vision of the school and holding school leadership teams to account for the quality of provision. It is therefore important the PCC nominates people with the requisite skill set to fulfil this role.

www.gloucester.anglican.org/schools/leadership/

Church schools within the Diocese of Gloucester have been at the forefront of pioneering work on Values in Education for some years. Schools identify a set of Christian values which will underpin the whole life of their community. These values inform the school's vision, aims and ethos, the design of curriculum, all policies, the planning for spiritual and moral development as well as the school's management and governance.

Church of England schools within this Diocese teach the Local Agreed Syllabus for RE. The Diocese has published a number of resources to support schools in delivering the syllabus and developing their Christian foundation. These can be found at:

www.gloucester.anglican.org/schools/jumping-fish/

The Diocesan Resource Centre, which is located at 9 College Green, Gloucester, houses a library of over 14,000 books, multimedia resources and posters for use by schools and parishes. Resources for collective worship are available.

For schools wishing to consider converting to academy status, the Diocese has established its own Multi-Academy Trust – Diocese of Gloucester Academy Trust (DGAT). Any CofE school wishing to become an academy should discuss this in the first instance with the Director of Education.

www.dgat.org.uk

9.2 Support for Schools and Academies

The Diocesan Education Team currently provide expertise in governance, admissions, building projects, models of leadership, school remodeling (amalgamations and federations) SIAMs and Christian distinctiveness for church schools. Current core services provided to schools by the department include:

Leadership and Management

- Appointment of Principals and Headteachers
- Succession planning and models of school leadership
- School organisation and remodeling
- Mentoring new Headteachers
- School improvement and best practice networks

Governance

- Advice and training for governors/clerks in relation to legal responsibilities
- Appointment process for foundation governors
- Advice on committee structure/terms of reference/constitution and membership and procedural matters
- Professional support for new chairs and clerks.

Church School Distinctiveness

- Coordination of Statutory Inspection of Anglican Schools (SIAMs)
- Church school ethos and vision
- Curriculum development (especially in values education, SMSC, RE and Collective Worship)
- Community cohesion and links with Church and parish

- Publication (nationally) of curriculum and leadership material for church schools.

Buildings and admissions

- Support with building projects for Voluntary Aided schools
- Project management and support with bids for academy capital funding
- Support with admission policies, procedure and appeals
- Each year the Diocese organise a number of training events for schools, governors and incumbents. For more information, please visit the Diocesan website.

Please do not hesitate to contact us if we can be of any help.

Contact

Rachel Howie, Director of Education

Email: rhowie@glosdioc.org.uk

Tel: 01452 835 542

Clare Woodman, Education Administrator

Tel: 01452 835 557

Fay Price, Education Administrator

Tel: 01452 835 539

10.0 Communications

10.1 Communications

Three members of staff make up the Communications Team: Lucy Taylor, Katherine Clamp and Sam Cavender. The team is located at Church House, College Green.

The team offers support in all areas of communication, from media enquiries, to sharing stories, website design and staying safe online. Get in touch to talk through your ideas.

Contacts

Lucy Taylor, Head of Communications

Email: LTaylor@glosdioc.org.uk

Tel: 01452 410022 Ext. 250

Katherine Clamp, Senior Communications Officer – Internal Communications

Email: KClamp@glosdioc.org.uk

Tel 01452 410022 Ext. 291

Sam Cavender, Senior Digital Communications Officer

Email: SCavender@glosdioc.org.uk

Tel: 01452 410022 Ext. 291

11.0 Worship

11.1 Admission of Children to Communion before Confirmation

The policy of the Diocese of Gloucester, which is fully in accord with principles set out by the House of Bishops, may be found on the diocesan website.

There is a process of consultation / teaching / and PCC decision before children may be admitted to communion before confirmation. Any PCC seeking to introduce this change must contact the Children and Families' Officer of the Diocese. PCCs and incumbents are encouraged to involve the Children and Families' Officer at the earliest possible stage in discussions.

When the formal application to the Bishop for permission is made the parish will have to state clearly the teaching materials which will be used and how disabled children of whatever disability will be prepared.

There is no minimum age for a child to be admitted. However, the diocese does not admit babes in arms. The age at which such children may come to confirmation is a pastoral matter for the parish priest and candidate and parents.

It cannot be stressed too vigorously that if children come to worship who have been duly prepared and admitted to communion before confirmation elsewhere (and hence are accustomed to receiving the sacrament) they must be allowed to receive the sacrament, whatever the PCC's view on children being admitted to communion before confirmation.

Contact

Joanne Wetherall

Email: jwetherall@glosdioc.org.uk

Tel: 01452 835552

11.2 Holy Communion – by extension

The policy of the Diocese of Gloucester, which is fully in accord with principles set out by the House of Bishops may be found on the diocesan website.

This provision offers a congregation the possibility of receiving Holy Communion when there is no priest available to preside at a service of Holy Communion.

This provision is exceptional. It is only granted in situations of specific and temporary pastoral need. It is never granted without time limit.

It is totally different from using the reserved sacrament for visiting the housebound or infirm.

In Communion by Extension the sacrament must be wholly consumed on the same day it is consecrated. The idea is to enable the sacrament to be consecrated at an early service and then taken to another church for a subsequent service (or used in the same church for a subsequent service) on the same day. The sacrament may not be reserved – that requires wholly different episcopal permission (including faculty authorisation for the installation of an aumbry: the sacrament must not be kept in a church safe!).

If a PCC wishes to introduce Communion by Extension, there needs to be a PCC decision and then discussions need to be held with the priest delegated by the Department of Mission and Ministry as soon as possible. This is to enable the persons who will be involved in leading a service where the sacrament has been consecrated earlier in the day to be trained, and a date put in the diary for the delegated person to preach in the churches affected by this change. The delegated person also has to agree the form of service – examples of which may be found below under ‘Essential Reading’.

Essential Reading

www.churchofengland.org/prayer-worship/worship/texts/extension.aspx

Contact

Andrew Braddock, Director of Mission & Ministry
abraddock@glosdioc.org.uk

11.3 Worship Leaders

This course is designed to enable lay persons to lead Services of the Word under the authority and direction of their incumbent.

The course is also appropriate for those exploring vocations to ordained or licensed ministry, who, as part of an ongoing discernment process, would like to begin leading acts of worship under the supervision of their incumbent.

At present the course is nine sessions long. Additionally, all participants must complete the diocesan safeguarding training before leading any act of worship.

At the end of the course the Bishop's Certificate does *not* authorise anyone to preach. However, the course also includes training on 'alternatives to the sermon'.

Contact

Natasha Kent, Administrative Officer
Email: nkent@glosdioc.org.uk
Tel: 01452 835544

Updated by David Deboys – May 2015

11.4 Administration of Holy Communion (Communion Assistants)

With effect from 1 January 2016 incumbents and priests-in-charge (or, during a vacancy, the area dean) in the Diocese of Gloucester have the authority, in cooperation with their PCCs, to authorise lay people to distribute Holy Communion in their own parishes. It will no longer be necessary to seek this permission from the Diocesan Bishop.

Those people put forward by incumbents or priests-in-charge to assist with Holy Communion

- must be actual communicants themselves
- must be in good standing with their parishes and be individuals in whom their clergy and congregations will have confidence
- should be physically able to undertake this ministry
- will need to have received training from their clergy for the ministry they will exercise.

PCCs will need to agree names by passing a resolution in the following form:

This PCC, meeting on [date], resolved that [names], commended by [the incumbent or priest-in-charge] should be authorised for a period of [x] years to assist with the distribution of Holy Communion in accordance with the Administration of Holy Communion Regulations 2015.

Parish offices should keep records of the names and addresses of those authorised in this way, including the date on which the PCC resolutions were passed and the date on which their authorisation expires. It would be good practice to publish the list of names on internal church noticeboards and websites. A list should always be kept visible in the vestry. The archdeacons will expect to see these records in the course of their visitations.

One of the reasons why these changes have been made is so that

children admitted to Holy Communion before confirmation may be authorised to assist with the administration. In addition, children admitted to communion may also, with their headteacher's permission, assist with the distribution at a service taking place in their church school. In all situations involving children, it is important that appropriate consultation takes place with parents/guardians.

Readers and Licensed Lay Workers are automatically authorised to exercise this ministry under the terms of their licences, so do not need to be authorised separately by the process outlined above.

None of this has any bearing on services of Holy Communion by Extension. This act of worship is governed by separate, more rigorous regulations which still require permission from the Diocesan Bishop.

12.0 Weddings

12.1 Weddings

The essential guide for every incumbent is ‘The Yellow Book’, the proper title of which is: ‘Anglican Marriage in England and Wales: a Guide to the Law for the Clergy’ 2010 published by the Faculty Office of the Archbishop of Canterbury. It contains information about who may marry, the reading of banns, marrying a foreign national, marriage regulations and all the legal information you need. If you wish to purchase a copy, you can request it via the Faculty Office website at www.facultyoffice.org.uk/special-licences/guidance-for-the-clergy/ or apply in writing to: The Faculty Office of the Archbishop of Canterbury, 1 The Sanctuary, Westminster, London, SW1P 3JT. The guide costs £7.50 and your cheque should be made payable to “The Faculty Office”.

There are two supplements to the guide and these can be accessed online here:

www.facultyoffice.org.uk/wp-content/uploads/2013/12/AnglicanMarriageGuide-FirstSupplementJuly2013.pdf

www.facultyoffice.org.uk/wp-content/uploads/2015/04/Anglican_Marriage_in_England_and_Wales-Second_Supplement_April_2015.pdf

The guide must be read in conjunction with these supplements. Clergy should also refer to the Guidebook for The Clergy published by the General Register Office (last updated 2015) which is available online here:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/408375/GuidebookClergyFeb15final.pdf

The general rule is that anyone has a right to be married in a church if they:

- Are resident in the parish
- Are enrolled on the Electoral Roll or
- Have a qualifying connection.

A person has a Qualifying Connection with a parish if that person:

- was baptised in the parish. (This does not apply where the baptism formed part of a combined service of baptism or confirmation); or
- had his or her confirmation entered in a church register book of a church or chapel in the parish; or
- has at any time had his or her usual place of residence in the parish for at least 6 months; or
- has at any time habitually attended public worship in the parish for at least 6 months;
- in addition a qualifying Connection is established where a parent of that person has at any time during that person's lifetime:
 - had his or her usual place of residence in the parish for at least 6 months; or
 - habitually attended public worship in the parish for at least 6 months;
 - or a parent or grandparent of that person was married in the parish.

It is essential that incumbents see evidence of each person's nationality as well as evidence of their qualifying connection with the parish. The requirements in relation to identification evidence are set out at paragraph 2.8 of the Guidebook for The Clergy published by the General Register Office. For the purposes of establishing where banns are to be read (or if the couple are seeking to rely on residence in the parish as their qualifying connection), the incumbent should obtain evidence of each person's address (e.g. a recent utility bill or bank statement) and should check to make sure that the address is in fact in the parish in question. In some urban areas the parish boundary may run down the middle of a road with houses on one side being within one parish but those on the other side being in another.

Since 2 March 2015, where one or both parties to a proposed marriage is a "non-relevant national" (i.e. an individual who is a national of a country outside of the EEA or Switzerland), the couple can only marry in a Church of England church following civil preliminaries i.e. they must obtain a superintendent registrar's certificates (SRC). Incumbents must also consent to the couple marrying by SRC. Incumbents should carry out identification and nationality checks in the normal way but couples will need to be referred to the relevant superintendent registrar as soon as possible. More information concerning the process is set out in the second supplement to the "Anglican Marriage in England and Wales: a Guide to the Law for the Clergy" referred to above.

There are exceptions to the 'right to marry' that are important for every incumbent to know. See page 11 of the yellow book. **There is a particular process to follow if one or both have been divorced.**

NB: since the Yellow Book was published the government has introduced marriage for couples of the same sex. The Church of England under current legislation does not have the right to marry couples of the same sex.

In Gloucester diocese it is expected that every couple getting married in church will have been offered marriage preparation.

Please see www.churchofengland.org/weddings-baptisms-funerals/weddings.aspx

Updated by the Registrar of the Diocese of Gloucester Jos Moule - August 2014

13.0 Licenced & Lay Ministry

13.1 Reader Ministry

Readers in the diocese minister in all kinds of ways, but the heart of their work is to preach and teach, and to conduct worship. Readers may also be Pioneer Ministers.

A licensed Reader can preach at any service, lead Morning and Evening Prayer, parts of the Communion service, and most other services. Readers can take consecrated bread and wine to the housebound, make pastoral visits, lead groups, and teach, and officiate at funeral services.

To be a Reader you will need to go through a process of selection and discernment which normally begins with a conversation with your parish priest and then you will begin a period of stimulating training, which at many points is close to the training undertaken by those preparing for ordination.

The strength of the Readers is that they come from - and will remain in - all walks of life. They do not have to be academics to be good Readers, but must show that they are willing to learn, to work on the necessary skills and to grow in understanding of the ministry to which they are called.

Contact

David Runcorn, Warden of Readers and Associate Director of Ordinands

Email: druncorn@glosdioc.org.uk

Please refer to the website

www.gloucester.anglican.org/ministry-vocations-and-discipleship/reader-ministry/

where you will find the handbook for Reader Ministry and all the paperwork needed for an application for selection.

Updated by Chris Sterry - August 2014

13.2 Self-supporting Ministers

The diocesan officer responsible for the support and encouragement of self-supporting ordained ministers (which includes ministers working in secular employment) is Nick Fisher. He is also the liaison officer for House for Duty clergy. Nick has particular responsibility to ensure that Working Agreements of self-supporting ministers are revised, through consultation with all parties concerned, before a self-supporting assistant priest transfers to associate priest status (at the end of the minister's curacy) or before a change of associate priest duties.

Useful online references are:

General: www.gloucester.anglican.org/ministry-vocations-and-discipleship/self-supporting-ministry

Ministry in secular employment:

www.gloucester.anglican.org/content/pages/documents/1357201223.pdf

Contact

Nick Fisher

Email: nick@5fishers.co.uk

Tel: 01451 861195

Updated by Nick Fisher - June 2014

13.3 Ministers with Permission to Officiate (PTO)

All clergy wishing to exercise a public ministry, other than in senior appointments or as incumbent, must be granted either permission to officiate or a licence by the diocesan bishop. Whether to give a self-supporting cleric permission to officiate or a licence will be, to some extent, a matter of judgement. While the granting of PTO is often associated with the ministry of retired clergy, this is not exclusively the case. Permission to officiate is granted and held at the will of the bishop and may be withdrawn at any time.

Further information can be found at:

www.churchofengland.org/media/2097108/deployment_of_clergy_with_licences_and_pto_june_2014.pdf

Updated by Andrew Braddock, Director of Mission and Ministry – June 2015

13.4 Training Curates

Training a curate is both demanding and rewarding. It is a whole new area of ministry where you will learn new skills, develop your self-understanding (especially humility!) and grow as clergy. A potential training incumbent needs to have some spare capacity for the time needed for supervision, observation, support and assessment as well as their own training and peer supervision. If you are so stretched you are desperate for an extra pair of hands, you do not want a curate. However if you have a passion for nurturing the ministry of others, you have an understanding of formation in ministry and you have the temperament to work with someone who may be taking baby steps in some areas, but be more experienced than you in others, then training a curate could be the next step.

The process of matching curates to training incumbents starts 18 months before the date of ordination, so do enquire early. For more information please see the document ‘Can I have a curate?’

www.gloucester.anglican.org/content/pages/documents/1475577164.pdf

See also the web pages for Curates and Training Incumbents:

www.gloucester.anglican.org/ministry-vocations-and-discipleship/information-for-clergy/curates-and-training-incumbents/

Contact

Ian Bussell, Diocesan Director of Ordinands & Curate Training

Email: ibussell@glosdioc.org.uk

Tel: 01452 835545

13.5 Effective Ministry in Every Parish

Effective Ministry in Every Parish (EMEP) is one part of the diocese's response to the changing patterns of mission and ministry emerging across the church. It takes in and builds on our experience as a diocese of Local Ministry, emphasizing the importance of developing collaborative ministry across parishes and benefices. As a catalyst and focus for this it also makes provision for the development of 'Local Ministers'. These will be people who enable and encourage the life of the local church and/or congregation, and help the local church and congregation relate to the wider life of a benefice. Local Ministers may include clergy, Readers, or licensed lay workers. Their key role will be to:

- i. lead the local congregation in mission
- ii. enable the ministry of all the baptised
- iii. represent the church in the local community and be a point of contact

Those offering for this ministry will be going through a local selection and training process that will draw in other members of the benefice and the incumbent. They will be commissioned for a period of five years, although this may be renewed subject to a satisfactory review process.

Contact

Pauline Godfrey, Discipleship & Vocations Officer

Email: PGodfrey@glosdioc.org.uk

Tel: 01452 835 548

13.6 Ministry Teams

Gloucester Diocese has a long and valued history of encouraging and enabling collaborative teams of lay and ordained church members to work appropriately to their own context. Many parishes in the diocese have Local Ministry teams (LMts) which although diverse in form all seek to support and encourage the ministry of all God's people. LMts, with the support of the PCC, work in a variety of ways – as reflective resource for mission and ministry; as support for

preparation and leading of worship; as those who take a missional and vision building view; as leaders and enablers in the church.

Although the diocese no longer supports a local ministry scheme our hope is to encourage all benefices and parishes to develop collaborative working, appropriate to their setting. To this end the Department of Mission and Ministry offers effective ‘team-forming’ and ‘team-building’ materials and resources. We can also provide flexible resources for team review or renewal. Where collaborative ministry is established in other ways or there is a need to develop it further our support is equally pertinent. Officers in the department can offer vision days, mission action planning etc. to resource you in establishing and maintaining this vital ministry.

Contacts

Pauline Godfrey, Discipleship & Vocations Officer

Email: PGodfrey@glosdioc.org.uk

Tel: 01452 835 548

Natasha Kent, Administrative Officer

Email: nkent@glosdioc.org.uk

Tel: 01452 835544

13.7 Growing Teams

Growing Teams is a diocesan resource for any parish team (lay, ordained, licensed or a mix) with a variety of exercises and applications which both enable ministry whilst encouraging individuals to work better together. Recognising different contexts, learning styles and team outcomes *Growing Teams* offers a flexible resource which can help to build a new team as well as encourage already existing teams.

A seven session course each session approaches principles of Christian growth and discipleship from three angles—exploring a theme first through engaging spiritually (Spirit), then through some teaching (Mind), and then through practical application (Body) allowing any team to explore not only the theory but the practice of Christian living. Teams have the opportunity to choose what learning they wish to undertake ensuring that any exercises used are relevant

to their context. Each exercise can also be used independently or it is possible to follow through the course thematically.

Contact

Natasha Kent, Administrative Officer

Email: nkent@glosdioc.org.uk

Tel: 01452 835544

Updated by Andrew Braddock, Director of Mission and Ministry – June 2015

13.8 Pastoral Assistants

The Pastoral Course started in this diocese in January 2014, and so the role is fairly new to the diocese. ‘Pastoral Assistant’ is intended to be a generic term for anyone trained and commissioned by the diocese to undertake pastoral care. This might include pastoral visiting, bereavement visiting or baptism preparation. The nature of this ministry will be shaped by the local context and the gifts of the individual. The Pastoral Assistants’ scheme builds on and develops the training already available for local pastoral teams through the Accord training programme. Indeed it is hoped that, wherever possible, the role of Pastoral Assistant will include working with a pastoral visiting team. Leaflet and information packs are available to provide guidance on how the role of Pastoral Assistant can work in practice and the training being offered.

As with other voluntary roles, suggesting training or a title can sometimes be counter effective. To this end you may decide to suggest this course to key people who might co-ordinate others involved in pastoral care. However, it is worth noting that the training is very gentle and designed to build up people’s confidence.

Contact

Pauline Godfrey, Discipleship & Vocations Officer

Email: PGodfrey@glosdioc.org.uk

Tel: 01452 835 548

Updated by Pauline Godfrey – April 2015

13.9 Children and Families

Engaging with Children and Families and seeing them grow in their faith is a joy and a challenge for most parishes. Diocesan support for ministry with children and families is coordinated by Jo Wetherall. Working with local needs and national initiatives Jo can offer:

- Consultancy for parishes reviewing and developing ministry with children and families.
- Help with specific issues; Admission to Holy Communion before Confirmation, Messy Church or similar projects, worshipping with children, Godly Play, Open the Book, developing baptism preparation and making the most of links with Baptism families.
- Support and resources for parents sharing the Christian faith at home.
- Training for children's leaders and anyone concerned with children in the parish.
- Support for employed and volunteer children's ministers and advice for parishes wanting to employ a children's minister.
- Opportunities to network through the Diocesan Children and Families forum.
- Contact point for the Diocesan Youth Advisor's network.
- Supporting relationships across home, school and parish in collaboration with the Education Department.

Contact

Joanne Wetherall

Email: jwetherall@glosdioc.org.uk

Tel: 01452 835552

13.10 Youth Advisors Network

What is the network?

Working with our partners, the diocese is able to connect local churches with experienced youth workers who can offer advice and guidance on launching youth work or refreshing and developing this area of ministry.

How does it work?

We have arranged for advisors to offer an initial visit to local churches to support them in developing their youth work. The visit might include discussion about future plans, resources and training. Further support would be arranged directly between the church and the advisor.

Who are the advisors?

We have advisors who are seasoned youth work practitioners. They have experience of working in different contexts and across a variety of church traditions.

How do we set up a meeting ?

Please contact the Department of Mission and Ministry and we will put you in touch with the nearest advisor.

Is there a cost?

The advisors costs for the initial meeting are covered by the Department. Thereafter it would be by arrangement between the church and the advisor. Please talk to the Department if you have questions about this.

Contact

Joanne Wetherall

Email: jwetherall@glosdioc.org.uk

Tel: 01452 835552

Updated by Jo Wetherall – Dec 2015

13.11 Social Responsibility

Diocesan support for Social Responsibility is co-ordinated by Cate Williams who works with several individuals who have a specific area

of responsibility. Much of this work is often done in partnership with churches of other denominations as well as statutory agencies and specialist Christian or secular charities The contact for any area of work not listed separately is Cate Williams.

www.gloucester.anglican.org/church-outreach/social-action/

www.gloucester.anglican.org/parish-resources/environment-rural-life/

'It's Our Duty and Our Joy: The disability discrimination act – some basic considerations' is also good to be aware of.

www.gloucester.anglican.org/content/pages/documents/1389349749.pdf

Contacts

Arthur Champion, Environmental Officer

Email: championarthur@googlemail.com

Tel: 01242 870402 (landline to rectory)

Mobile: 07955 475303

Peter Cheeseman, Civil Protection Advisor

Email: PCheesman@glosdioc.org.uk

Cate Williams, Mission and Evangelism Officer

Email: cwilliams@glosdioc.org.uk

Tel: 01452 835543 x238

Simon Howell, Faith Advisor

Email: revsimonhowell@talktalk.net

13.12 Ministry of Deliverance

The Ministry of Deliverance is part of the healing ministry of the church, carried out under the authority of the Diocesan Bishop and administered in Christ's name. The goal of the ministry of deliverance is the same as that of all ministry – blessing in Christ's name so that the person or persons affected may experience the healing presence of God and be able to embrace more fully the light and life on offer in Jesus Christ.

All of us have experienced 'strange things'. For most of us these events are passing and do not unsettle us more than momentarily. However, some people become disturbed by repeated unsettling experiences or by an experience of such force that its after effects aren't passing. They may seek assistance from a priest.

To support the ministry of clergy in this area the Bishop has an Advisory Group on the Ministry of Deliverance. The group is appointed by and accountable to the Bishop and is made up of clergy and lay people, including a GP and a psychiatrist. Members of the group are very happy to assist parish clergy in talking through particular situations.

The advisory group can be contacted by means of a confidential telephone number 07531 631330. A member of the advisory group will respond to your message within 24 hours. However, please note that this number is confidential. The group will only respond to requests for assistance from the clergy, so please do not publicise the number more widely.

The advisory group has also drawn up concise Guidelines for the Ministry of Deliverance. These Guidelines stress the importance of good practice in relation to safeguarding. The Guidelines may be obtained from the Bishop's Office.

13.13 Chaplaincy

The Diocese is blessed in having diverse and vibrant chaplaincy ministry across many different areas of life. There are particular strengths in the education, health and prison sectors, but also chaplaincy expressed in a range of other ways including to the emergency services, uniformed organisations, and in the workplace. The diocese recognizes that continuity of effective pastoral care is enabled when good communication takes place between parishes and chaplaincy teams, for example when a local parishioner is admitted to hospital.

The Chaplains in the Diocese are too numerous to list here, but please contact Iona Bird (IBird@glosdioc.org.uk) for contact details.

Updated by Andrew Braddock, Director of Mission and Ministry – June 2015

13.14 Chaplain Among the Deaf and Hard of Hearing

We serve the Deaf Community and people who are deaf but not part of the Deaf Community, as well as hard of hearing people and people with disabilities.

Services of worship in Sign Language (BSL) each month (except in August) are held on the third Sunday of each month at 3.15pm. The venue varies so please contact the Revd Steve Morris, spadework@fsmail.net for details. We try to arrange transport to services where possible.

You may request that baptisms, weddings and funerals are conducted also in Sign Language.

Pastoral care and advice is available to deaf, hard of hearing people, as well as to people with other disabilities.

Bible study sessions for deaf people are also provided by Steve.

Chaplaincy amongst deaf and hard of hearing people.

www.gloucester.anglican.org/content/pages/documents/1389349725.pdf

These documents may also be useful:-

'Access for people with disabilities'

www.gloucester.anglican.org/content/pages/documents/1389349692.pdf

'It's Our Duty and Our Joy: The disability discrimination act – some basic considerations'

www.gloucester.anglican.org/content/pages/documents/1389349749.pdf

Contact

Steve Morris, Chaplain among Deaf & Hard of Hearing

Email: spadework22@gmail.com

14.0 Fresh Expressions of Church

14.1 Fresh Expressions and Pioneering

As a Diocese we are committed to encouraging Fresh Expressions and Pioneering alongside the traditional parish model of Church.

www.gloucester.anglican.org/your-ministry/pioneering-and-fresh-expressions/

We regularly run the Mission Shaped Ministry training course and on request can work with local churches or deaneries or Churches Together to run the six week Mission Shaped Intro course.

www.missionshapedministry.org/

There are a variety of Fresh Expressions currently across the diocese and an active network of peer support. In addition to unique and one-off Fresh Expressions, there are also lots of churches across the diocese running Messy Church.

www.messychurch.org.uk/

Enquiries are welcome from incumbents and churches considering whether something of this kind would be an appropriate avenue to explore in the parish, benefice or deanery.

Contact

Cate Williams, Mission and Evangelism Officer

Email: cwilliams@glosdioc.org.uk

Tel: 01452 835543 x238

14.2 Bishop's Mission Orders (BMOs)

A Bishop's Mission Order is an opportunity in the Church of England created by the Dioceses, Pastoral and Mission Measure 2007 and the Code of Practice that goes with it. A BMO provides recognition, accountability and oversight for a 'mission initiative'. For example, where a church planting initiative would cross parish boundaries or involve collaboration between parishes such as on a new housing estate with a mission initiative starting in a school or community building. A BMO is not needed for a church plant within a parish. But

if such a plant takes root, a BMO could be a helpful means to aid maturity - for example, to enable more formal recognition as part of the overall governance of the parish. It can also be applied to any Fresh Expression of Church as they become established, giving more formal recognition and to better enable Diocesan support for example when there is a stipendiary appointment to be made.

A BMO is issued as part of a three-stage process. This is described more fully in *Bishops' Mission Orders: A beginner's guide*.

Stage 1: Making the proposal and initial explorations. The Bishop or any office holder in the diocese such as an incumbent or Diocesan Missioner, can make a proposal for a church plant or 'Fresh Expression' that would cross parish boundaries or involve more than one parish. The Bishop undertakes an initial enquiry – a task often delegated to an Archdeacon or a diocesan officer (someone not directly affected). This involves discussion, sharing of ideas, and exploring spiritual and practical questions with the many groups or individuals involved or affected.

Stage 2: Drafting the Order and formal consultation. If the Bishop, following initial explorations, decides to go ahead, a draft order is issued describing the objectives of the mission initiative, where leadership and authority will lie and who will preside at Holy Communion. A period of consultation follows including all those with a significant interest, ecumenical partners and the Diocesan Mission and Pastoral Committee.

Stage 3: Making the Order and review. The order may be revised following the formal consultation. It is brought into effect and then kept under review. The Bishop appoints a visitor who reports to the Bishop and a major review is carried out after five years. The BMO can be light touch to start with more provisions added later on.

For more information please contact: The Director of Mission and Ministry or your Archdeacon.

Updated by Archdeacon Jackie Searle - August 2014

15.0 Vocations

15.1 Discipleship and Vocation Work

Seeking to be good disciples is key to our mission and ministry in the church.

Our vocations' team is committed to encouraging all God's people to find their place in the work of the kingdom. To that end our regular Exploration Days allow a prayerful opportunity to consider whether God is calling an individual to any specific ministry – lay or ordained. This work is closely allied to that of discipleship but offers specific reflection on issues of discernment. Ministries covered on the days could be licensed church ministry (Reader, Church Army, Priest or Distinctive Deacon) but will also look at other pastoral, missional and evangelism roles such as Children and Families workers, Pastoral Assistants' and mission partners. The department also offers individual discernment conversations and many books and literature to help in this process.

15.2 Vocations to Ordained Ministry

Potential candidates for ordained ministry need to:

- have an inner sense of calling which is affirmed by those around them
- be clear disciples with an established and resilient faith
- have a regular discipline of prayer and Bible reading
- be rooted in a local Anglican church
- be self-aware and emotionally intelligent
- have the encouragement and support of the incumbent
- be 18 or over before going to a BAP, and 63 or under before the point of ordination

Clergy can support potential vocations by giving candidates opportunities to 'have a go' in ministry to test their calling, and to meet with them regularly to pray and to help them sift their thoughts and feelings. All the information candidates need can be found on the national and diocesan websites:

www.churchofengland.org/clergy-office-holders/vocation.aspx

www.gloucester.anglican.org/ministry-vocations-and-discipleship/ordained-ministry/

When the time is right candidates meet with Pauline Godfrey or one of the vocations team for several initial meetings to clarify their sense of vocation, and readiness to begin the process. They are then referred to the Director of Ordinands, Ian Bussell or one of his colleagues, David Runcorn, Robert James, Helen Bailey or Sue Greatorox to take them through the process which may lead to a national Bishop's Advisory Panel (BAP).

Young Vocations (aged 18-30) have a special website www.callwaiting.org.uk and will find it helpful to meet with one of our young vocations champions, Gary Grady or Caroline Symcox. There is a Vocations Reading Group which also acts as a support group where candidates can meet others exploring and receive support and guidance. There is also a reading list of helpful books.

There are also regular vocations days and a course to help people explore God's call in its widest sense called Follow Me which are both advertised in the clergy mailing and on the website

www.gloucester.anglican.org/ministry-vocations-and-discipleship/ordained-ministry/

Details can be obtained from Natasha Kent.

Contact

Pauline Godfrey, Discipleship & Vocations Officer

Email: pgodfrey@glosdioc.org.uk

Tel: 01452 835 548

Updated by Pauline Godfrey – October 2016

16.0 Appendices

16.1 Who is Who in Church House, Gloucester

Bishop's Council / Diocesan Synod:

Ben Preece Smith (Diocesan Secretary)

bpreece@glosdioc.org.uk | 01452 835523

Communications:

Lucy Taylor (Head of Communications)

ltaylor@glosdioc.org.uk | 01452 835515

Katherine Clamp (Senior Communications Officer)

kclamp@glosdioc.org.uk | 01452 835591

(Working days – Mon/Tues/Fri)

Sam Cavender (Senior Communications Officer)

scavender@glosdioc.org.uk | 01452 835591

Human Resources:

Judith Knight (Head of HR & Safeguarding)

jknight@glosdioc.org.uk | 01452 835526

Safeguarding:

Becca Faal

bfaal@glosdioc.org.uk | 01452 835516

(Working days – Weds – Fri)

Emergency mobile – 07944 680320

Property:

Tim Ibbetson

tibbetson@glosdioc.org.uk | 01452 835596

Finance:

Julie Ridgway (Head of Finance)

jridgway@glosdioc.org.uk | 01452 835564

Anne Parker

aparker@glosdioc.org.uk | 01452 835521

(Working days – Tues – Thurs)

Discipleship and Vocations:

Pauline Godfrey (Discipleship & Vocations Officer)

pgodfrey@glosdioc.org.uk | 01452 835548

Mission and Evangelism:

Cate Williams (Mission & Evangelism Officer)

cwilliams@glosdioc.org.uk | 01452 835543

Readers:

David Runcorn (Associate DDO/Warden of Readers)

druncorn@glosdioc.org.uk | 01452 835547

Children & Families:

Jo Wetherall (Children & Families Officer)

jwetherall@glosdioc.org.uk | 01452 835552

16.2 Book List

Church Management, Governance and PCCs

- Practical Church Management by James Behrens. Published by Gracewing Publishing; 3rd edition 2014
- Your Church and the Law: A Simple Explanation and Guide by David Parrott. Canterbury Press Norwich; 2nd Revised edition 2011
- Church Representation Rules, Church House Publishing 2011
- PCC Accountability: The Charities Act 2011 and the PCC. Published by Church House Publishing; 4th edition 2013
- ABC for the Pcc 5th Edition: A Handbook for Church Council Members, by John Pitchford. Published by Continuum 2008
- Churchwardens: A Survival Guide by Martin Dudley. Published by SPCK Publishing; Revised edition 2009
- Handbook for Churchwardens and Parochial Church Councillors Paperback, by Kenneth MacMorran. Mowbray; Revised edition 2010

Church Law

The Canons of the Church of England. Church House Publishing; 7th Revised edition 2011. Also available online for free at:-

www.churchofengland.org/about-us/structure/churchlawlegis/canons/canons-7th-edition.aspx

Anglican Marriage in England and Wales: A Guide to the Law for Clergy 2010 published by the Faculty Office of the Archbishop of Canterbury. Also known as 'The Yellow Book'.

Ministry

- Reimagining Discipleship by Robert Cotton, SPCK, 2012
- The Vicar's Guide: Life and Ministry in the Parish by David Ison
Published by Church House Publishing 2005
- Moving on in Ministry Edited by Tim Ling. Published by Church House Publishing 2013

The SPCK Library of Ministry includes the following titles about practical aspects of ministry:

- Supporting New Ministers in the Local Church
Keith Lamdin, David TilleyBottom
- Community and Ministry
Paul Ballard, Lesley Husselbee
- Supporting Dying Children and their Families
Paul Nash
- Skills for Collaborative Ministry
Sally Nash, Jo Pimlott, Paul Nash
- Reflective Caring
Bob Whorton
- Being A Chaplain
Miranda Threlfall-Holmes, Mark Newitt
- How to Make Great Appointments in the Church
Claire Pedrick, Su Blanch
- Reader Ministry Explored
Cathy Rowling, Paula Gooder
- Youth Ministry
Sally Nash

- Tools for Reflective Ministry
Sally Nash, Paul Nash
- Finding Your Leadership Style
Keith Lamdin
- Developing in Ministry
Neil Evans
- Transforming Preaching
David Heywood
- Facilitation Skills for Ministry
Jo Whitehead, Sally Nash, Simon Sutcliffe

16.3 The Clergy and Parish Handbook

The clergy handbook contains all the guidelines and policies relating to the working practices of all clergy. It is online using the link below:

www.gloucester.anglican.org/ministry-vocations-and-discipleship/information-for-clergy/clergy-and-parish-handbook/

Section 1: Introduction – Affirmation and Accountability

Common Tenure
The role of Human Resources (HR) in the Diocese

Section 2: Equality and Dignity

Equality Statement
Bullying and Harassment Policy

Section 3: Starting and Ending a Clergy Role

Recruitment Guide for Clergy and Parishes
Fixed Term / Temporary Appointments
Personal Information
The Statement of Particulars and Clergy Roles and Responsibilities
The Appointment of Clergy Couples

Section 4: Day to day activities and working arrangements

Changes in Personnel Details
Stipends, Expenses and Payments
Synod Duties
Public Duties
Security Arrangements
Health and Safety Responsibilities
Use of personal computers

Section 5: Family Friendly Policies and Factsheets (April 2009)

Maternity Leave Policy
Adoption Leave Policy
Paternity Leave Policy
Parental Leave Policy
Dependants Leave Policy
Family Assistance (financial) Fact Sheet (tax credits and child care vouchers) and links to Church Commissioners

Section 6: Clergy Housing, Welfare, Wellbeing, Holidays and Absence

Wellbeing
Holidays Policy
Absence Policy

Section 7: Performance (Capability), and Personal & Ministerial Development (MR, ER, CMD)

Section 8: Grievance, Discipline, Appeals, Whistleblowing

Section 9: Accessing Information (HR, Finance, IT, Diocesan information, unions)

Section 10: Parishes as employers (good practice, templates, employment law advice)

Section 11: Information and advice for Curates

Section 12: Information and advice for House for Duty clergy

Section 13: Information and advice for Self Supporting (all Self Supporting clergy)

16.4 Further Resources

General Register Office Guidebook for the Clergy

www.churchofengland.org/media/1481102/guidebook_for_for_the_clergy_nov13_v2.pdf

New Fees Schedule

www.churchofengland.org/weddings-baptisms-funerals/fees.aspx

Church Representation Rules online

www.churchofengland.org/about-us/structure/churchlawlegis/church-representation-rules.aspx

Canons of the Church of England

www.churchofengland.org/media/35588/complete.pdf

Guidelines for the Professional Conduct of the Clergy

www.churchofengland.org/media/1168846/guidelines%20for%20the%20professional%20conduct%20of%20the%20clergy.pdf

Common Tenure

www.churchofengland.org/clergy-office-holders/common-tenure.aspx

Church Care (website for those with responsibility for Church buildings which includes a link about the new faculty procedures)

www.churchcare.co.uk

DIOCESE OF
GLOUCESTER

Life

*"I have come that they may have life,
and have it to the full"*

JOHN 10:10