

Section 12

Information and advice for House for Duty Clergy (version 5 January 2017)

1. Introduction

- 1.1 Across the diocese House for Duty clergy are normally licensed to a stipendiary incumbent and offer very welcome additional ordained ministry and support within that benefice.
- 1.2 For each appointment arrangements will be set out within two documents:
 - i) A Statement of Particulars, referring to the terms under which the appointment is made issued by the Head of HR and Safeguarding at the outset of an appointment,
 - and ii) a Working Agreement. (see 3 below).

2. House for Duty Clergy - overview

- 2.1 Bishop's Staff meetings identify House for Duty opportunities, linking with pastoral developments locally, Area Deans and Incumbents. Posts are usually advertised and an appointment process will be in place similar to that of any other clergy.
- 2.2 House for Duty clergy will usually live in a designated diocesan property, but it is possible to remain in their own property if this is appropriate and to receive a housing allowance with agreements for how other expenses may be covered (heating, lighting, telephone etc).
- 2.3 Under Common Tenure (31st January 2011) all clergy including House for Duty clergy will have to retire from their post at 70yrs. However under Regulation 29 of the new arrangements the diocesan Bishop may allow a member of clergy to continue for a further five years on a specific fixed term basis (this is known as Qualified Common Tenure).
- 2.4 Throughout the period of the office, House for Duty clergy and their incumbent with the oversight of the NSM Officer and the Archdeacon will have an up to date Working Agreement.
- 2.5 Where House for Duty clergy are not in a benefice, the Archdeacon will ensure that a Working Agreement is in place and that the member of clergy is linked to another benefice either because of longer term re-organisation plans and/or for support.
- 2.6 All House for Duty clergy will be required to participate in any Ministerial Review processes; and CMD events (see 7 below).

- 2.7 Where administrative or other support is locally available/shared, the details of how this works this will be clearly outlined at the beginning of an appointment, or if developed during an appointment will be updated within the Working Agreement.

3. House for Duty Clergy – Commitments and Working Agreements

- 3.1 The diocesan template for Working Agreements is on the diocesan website through this link:
<http://www.gloucester.anglican.org/ministry/terms/>
- 3.2 After consultation with all interested parties, the working agreement should be agreed between the House for Duty priest, the benefice incumbent (or otherwise the Area Dean) and at least one churchwarden from each parish in which the priest will minister. This should be done within a month of the priest taking up their post. The working agreement should be drawn up by the priest in consultation with the Diocesan Officer for Non-stipendiary Ministry; copies of the signed document will be held on file by the Archdeacon and shared with the Incumbent, Area Dean and the Bishop of Gloucester. The agreement will be reviewed one year after taking up the appointment.
- 3.3 Whilst the amount of time will vary according to the individual circumstance, the usual expected commitment will be the equivalent of three days (including Sundays) The working agreement should specify on which days of the week under normal circumstances the priest is definitely on duty and on which days they are definitely off duty. A degree of flexibility will be desirable. For defined off-duty days there is no requirement for the priest to be in residence within the parish.
- 3.3 Working Agreements should recognise that, in carrying out normal pastoral responsibilities, a House for Duty priest will not be able to do as much of such work as may previously have done by a full-time stipendiary priest. While the House for Duty priest will usually have overall responsibility for the provision of occasional offices, there will be occasions when they will not be available to take the services themselves.
- 3.4 Within a Working Agreement an agreed monthly pattern should be set out (and include the whole benefice where this is appropriate). It may be necessary to consider modifying long established patterns of worship so as to suit the new situation. The agreement should indicate the extent of the responsibility of the House for Duty priest for the ordering and leading of services.
- 3.5 There is an expectation that the House for Duty clergy should attend specific meetings such as the PCC, benefice staff meetings, and Deanery Chapters. Other meetings can be agreed through the Working Agreement (such as Synods). Such meetings will be regarded as being within the priest's working week.
- 3.6 Where tasks and ministry is shared this must be clearly set out to help ensure clarity of role, boundaries etc.

4. Expenses and fees

- 4.1 Resettlement expenses (moving) at the outset of an office being taken up will be met in full by the diocese through its diocesan policy, available through the Property Department at Church House. Removal expenses at the end of a post where this is not to another ministerial post will be met by the individual.
- 4.2 All expenses relating to the work undertaken in the office will be paid by the benefice and should be submitted to the benefice treasurer(s) at regular intervals. Car mileage will be reimbursed by the benefice at the appropriate diocesan rates. The way in which telephone charges are reimbursed should be negotiated within the benefice..
- 4.2 For occasional offices, the diocesan parochial fees policy states that for a House for Duty priest officiating at an occasional service in the benefice to which they are licensed, a fee is payable to them of one-third of the statutory fee.

5. Holidays and time off

- 5.1 All clergy are encouraged to have proper time for family, friends, and refreshment. House for Duty clergy are entitled to the same holiday arrangements as stipendiary clergy pro rated as appropriate. This is 21 working days which can include a maximum of six Sundays a year.
- 5.2 Within a benefice the priest must arrange holidays in collaboration with other clergy/the Incumbent, and will be responsible for obtaining cover whilst s/he on holiday and informing the churchwardens of the arrangements they have made. It is the responsibility of PCC(s) to pay any fees and travelling expenses incurred by visiting ministers taking services.

6. Sickness and absence

- 6.1 The diocese has policies and processes in place to support clergy during critical illness, sickness and experiencing difficulties.
- 6.2 In the event of a period of ill health for seven days or longer clergy should contact their Incumbent and/or Area Dean and Archdeacon as soon as possible, that the diocese can see what support can be offered both pastorally and practically.
- 6.3 In the event of long term sickness, some Occupational Health support and advice to clergy and their Incumbent, and the Archdeacon, on how to gently return to working will also be available through the Head of HR and Safeguarding.

7. Opportunities for Continuing Ministerial Development

- 7.1 All House for Duty clergy are expected to participate in diocesan events and it should be recognised that any time given to this will be regarded as part of normal working week arrangements. Involvement in such activities will be supported financially by the diocese on the same basis as for an incumbent.