

DAY TO DAY ARRANGEMENTS

(version 5 January 2017)

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SECTION 4

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1. Changes in Personnel Details

1. Introduction

- 1.1. From time to time personal details will change for example bank details, marital status, children, additional roles and responsibilities, titles, qualifications, retirement, and so on.
- 1.2. It is the responsibility of the individual to inform the Department for Mission and Ministry, the Bishop's Office, the Archdeacon or the Head of HR and Safeguarding, the Property Department as appropriate on any day to day matter other than bank details.
- 1.3. For bank details and any other relevant changes these should be forwarded to the Head of HR and Safeguarding or the Finance Department at Church House as soon as possible.

2. Stipends, Expenses and Payments

1. Introduction

- 1.1 The Information in this section links you directly to the guide produced by the Church of England regarding parochial clergy parish expenses, published by Church House. The information sets out guidelines for parochial clergy and PCC Treasurers about the reimbursement of expenses, how and where to claim and assign fees and expenses
<http://www.cofe.anglican.org/lifeevents/ministry/workofmindiv/dracsc/parochialexpenses/>
- 1.2 At a diocesan level, any enquiries can be made to our Finance Department at Church House using this link and contact details – our Finance folk are always very happy to take calls and do what they can to help!
<http://www.gloucester.anglican.org/parish-resources/parish-finance-gift-aid-legal-advice/>

3. Diocesan and Synod Duties

I. Introduction

I.1 The Bishop expects that clergy will play an active part of their Chapter, and of course in diocesan synodical arrangements. Where clergy may have a national role eg General Synod this is much encouraged, however if such a role impacts on the parish role for any reason this can be discussed with the Bishop or Archdeacon so that appropriate support, local cover etc can be discussed as relevant to the issue.

4. Public Duties

I. Introduction

I.1 As part of their parochial duties, clergy may hold various public duties such as school governor. Other duties such as roles in local government, or trades union duties for example, may require a review of an office holders' time in order to undertake these roles, as well as to be trained for them. Clergy should consult the Director for the Department of Discipleship and Ministry, their Archdeacon, or the Bishop if they wish to undertake a national or local public or other professional role.

5. Security Arrangements

I. Introduction

I.1 In the event of any incident involving verbal abuse, threats or actual violence to a priest, deacon or a member of their household, they should contact their Area Dean or Archdeacon immediately; they will provide immediate practical and pastoral assistance.

I.2 The Diocese of Gloucester is committed to doing all it can to help with advice and guidance in enabling clergy and accredited lay workers to minister safely.

I.3 Clergy and accredited lay workers should take all possible steps to ensure the personal safety of themselves and their families in relation to their houses and church office and vestries.

I.4 Much has been written about clergy safety issues in the light of local experiences. Below are some very basic precautions, and also some links to some of the published documents that clergy might find helpful/interesting.

2. **Basic precautions** include:

- ✓ Ensuring that porches and entrances are well-lit, using spy-holes
- ✓ Not inviting unknown visitors beyond the office or study in a house
- ✓ Not leaving unknown visitors unattended in an office or house
- ✓ Not seeing children or a vulnerable adult alone
- ✓ Ensuring that other people know when you are seeing people in the house, or seeing people at an external venue, and that someone has a contact number for emergencies or an address

2.2 House of Bishop's Guidelines and other documents

<http://www.colchesterdeanery.org.uk/docs/EIG-Knocking-at-Heavens-Door.pdf2.3>

<https://www.ecclesiastical.com/> which offers Guidance Notes on Health and Safety.

2.4 <http://www.suzylamplugh.org/>

2.5 *The Complete Security Book for Churches*", (published by Warminster Press) "*The Pocket Book of Personal Safety for Clergy*" and "*ClergySafe*". (Published by Lulu Press)



6. **Health and Safety**

I. **Introduction**

- I.1 Clergy have health and safety responsibilities, to themselves and their families, and within their churches and church buildings, and parochial responsibilities.
- I.2 Much helpful information, advice and guidance can be found through this link to Ecclesiastical Insurance. This includes template policies and risk assessments. http://www.ecclesiastical.com/ourproducts/insurance/churchinsurance/church_health_and_safety/index.aspx
- I.3 Working from home can bring its own health and safety hazards and clergy should be mindful of good practice tips regarding electricity, water, gas, computers, cabling and so on. Again, much information and good advice can be found on the Health and Safety Executive's website. This is especially helpful if parishes are employing other people such as administrators as there will be health and safety liability for these employees. (see Section 10 regarding employers liability and employment advice) <http://www.hse.gov.uk/pubns/law.pdf>
- I.4 Other issues which require Health and Safety related considerations include: Security (section 3) and Parishes as employers (section 9)



7. **Use of Personal Computers and Data Protection**

- 7.1 Clergy should be aware that they (and others in the parish as appropriate) may hold personal data on their computers which might relate to individuals within their parishes, databases of PCC's, funerals, weddings, baptisms and so on.

- 7.2 The Archbishop's Council published the following guide for parishes on issues of data protection, registration and compliance:

[https://www.churchofengland.org/media/1886060/data%20protection%20\(final\).pdf](https://www.churchofengland.org/media/1886060/data%20protection%20(final).pdf)

8. Child Protection and the protection of vulnerable adults

-  Gloucester Diocese, in line with all dioceses, national legislation, best practice and clear Church Commissioner guidance, has very strict rules and guidelines for issues relating to child protection and the protection of vulnerable adults.
- 8.2 Every parish/benefice must have a Nominated Person (safeguarding parish person who can work with the incumbent and PCC on safeguarding matters), and no parish-based employee may be recruited without reference to the national safer recruitment processes, and a current DBS check should always be sought before any work is commenced where that is an eligible role.
- 8.3 Every PCC must maintain current policies, recruit through National Church Safer Recruitment guidance and pay due regard to national policies and codes of conduct. https://www.churchofengland.org/media/2552006/safer_recruitment_practice_guidance_2016.pdf
- 8.4 All clergy, Readers and those with authorised ministries must attend mandatory training and this will be tracked through the HR and Safeguarding Department.
- 8.5 There are a variety of template resources for parishes through the diocesan website and links to local authorities, statutory bodies etc
- 8.6 All diocesan requirements, guidelines and policies for parishes can be found through this diocesan link: <http://www.gloucester.anglican.org/mission/social/>