



Guidelines for the Ministry of Retired Clergy

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1. Foreword by the Bishop of Gloucester

As I have been going round the diocese it has been wonderful to discover the rich treasure in Gloucester of so many retired clergy. It is therefore a very real pleasure to be able to write the Foreword to these Guidelines, and in doing so, to be able to offer the thanks of the whole diocese for the many different ways you support so many.

Thank you not only for the assistance many of you offer regarding corporate worship, pastoral care, and spiritual direction, but also for the many ways you serve the wider community simply by living out your discipleship as a follower of Jesus Christ among the people and places of your week. Thank you too for your ministry of intercession which is so precious in our life together.

I am always keen to discover more about people's interests and experience which come from who they are, so I hope you will continue to share gifts and interests you are able to offer in different ways.

As a diocese we want to take seriously the welfare of retired clergy, both those who retire within the diocese, who will already know colleagues and local church networks, and also those whom we welcome as they come from other dioceses to live here. The guidelines that follow are based on a very thorough National Church document. We offer them, in their considerable detail, in the hope that they may be useful to you.

May you be richly blessed in this season of life as you continue to stay rooted and grounded in God's love

With my thanks and prayers

+ Rachel

2. Definition

Ordination is for life, but receiving a stipend or a licence will come to an end at some point. 'Retired clergy' in these guidelines means clergy who no longer hold a licence, some of whom will have been stipendiary clergy and others Self Supporting Ministers (SSM). It does not mean that they might not be active in ministry! The majority (but not all) retired clergy have 'Permission to Officiate' (PTO) from the diocesan bishop.

3. Starting retirement

Retirement can involve an enormous change in the lives of clergy. They will often be moving to a smaller house, and will now be responsible for its upkeep. They may be leaving friends or social structures, or moving away from relatives. On retirement, many experience a sense of loss, similar to bereavement. This loss is felt by most people retiring from work, but, for clergy, there is an added dimension because they remain ordained and usually feel a calling to continue to minister as a priest in some way. A lay person on retirement is often able to offer more time to their local, and indeed the national, church in a whole variety of ways which is much appreciated. This is not so straightforward for a retired priest who has had to move to a new parish.

Gloucester Diocese provides preparation workshops and a pre-retirement pack for those approaching retirement including information on housing and financial advice. Those who are already retired are welcome to ask for a copy of the pack from the Diocesan Secretary or discuss matters with one of the diocesan Retirement Officers (RO).

If you have retired from a post in Gloucester diocese the diocesan Retirement Officers will have been informed and one of them will be in contact. If you have moved into the diocese, your former diocese should have notified Gloucester and a contact established. We also have a system of deanery Bishop's Visitors to the retired (usually themselves retired clergy) who will visit. They can be a source of useful introductions to your new deanery and diocese.

If you have retired from some other form of ministry (schools, universities, hospitals, armed services chaplaincy etc.) it might be wise to initiate a contact with the Retirement Officers.

4. Retirement Officers and Deanery Bishop's Visitors

The pastoral care of retired clergy is an important part of diocesan policy, and while this pastoral care is normally the responsibility of the appropriate parish priest it is ultimately the responsibility of the Bishop who appoints a Retirement Officer in each archdeaconry to assist in meeting these responsibilities.

The Bishop also appoints, after consultation with the Retirement Officers and the Area Dean, one or more persons to be a 'Bishop's Visitor' in each Deanery, who will endeavour to keep in touch with retired clergy, including visiting them once a year, if desired.

A Retirement Officer or a Bishop's Visitor should contact retired clergy soon after their arrival in the area to welcome them. A questionnaire (see Appendix III) can be used as a guide to explore the question what ministry might look like in retirement.

The Retirement Officers normally organise an annual gathering for retired clergy. Depending on the numbers and the geography, this could be for the whole diocese or for smaller areas. The Bishop occasionally invite retired clergy to a Eucharist at the Cathedral and/or a garden party.

All retired clergy, whether with PTO or not, are invited to take part in the Maundy Thursday service in the Cathedral for the Blessing of the Oils and Renewal of Ministerial Vows. This is usually followed by a simple sandwich lunch.

Retirement Officer, Gloucester archdeaconry: the Revd Canon Dr Mike Parsons

6 Spa Villas, Montpellier, Gloucester GL1 1LB

01452 308227 mwsp@btinternet.com

Retirement Officer, Cheltenham archdeaconry: the Revd Michael Sanders

1 Rowena Cade Avenue, Cheltenham GL50 2LA

01242 515631 mbsanders45@gmail.com

5 Widows and Widowers Officers

Gloucester Archdeaconry: The Revd Paul Wilkinson

41 Wheatway, Abbeydale, Gloucester, GL45ET

01452 504457 pandjwilkinson@hotmail.co.uk

Cheltenham Archdeaconry: The Revd Paul Youde

107, Painswick Road, Cheltenham GL50 2EX

01242 463174 paul.youde@btinternet.com

Under section 40 of Clergy Pensions Measure 1961, dioceses are required to have 'a diocesan widows and dependants committee' and to appoint 'an officer or officers' to report to that committee.

The Retirement Officers and the Widows Officers work closely with each other.

6. Ministry in Retirement

a) PTO and Safeguarding clearance

No priest may exercise public ministry in the Church of England without *either* a licence or PTO from a diocesan bishop. A condition of being granted a licence or PTO is that the current safeguarding procedures are adhered to which at present involves:

1. Receiving a new Enhanced DBS clearance (except if a current one is held and you have not moved house).
2. Attendance, as specified, at regular safeguarding training.

It needs to be understood that without this DBS clergy may not robe in any service, whether taking part or not.

Clergy given an office or post of significant responsibility (including a House for Duty), should have a licence rather than PTO and would not normally be regarded as 'retired'.

Clergy wishing to have PTO should apply, by a simple letter or email, to the diocesan bishop. This will automatically trigger the process for a new DBS clearance. Both the PTO and the DBS need renewing regularly and procedures are being put in place to ensure clergy are notified of the need for renewal in good time. Area Deans are consulted and keep a list of clergy with PTO in their deanery.

Some clergy, particularly the more elderly, may find keeping up to date with safeguarding and the formal training too burdensome and hence relinquish their PTO. This does not, of course, mean they have no further ministry to exercise, but they cannot robe for any service or exercise a public ministry. Any local responsibilities they undertake will still have to have regard to current safeguarding guidelines.

PTO enables a cleric to officiate when invited to do so by an incumbent in the diocese in which the permission has been granted. A PTO is held at the Bishop's pleasure and may be withdrawn at any time.

A priest with PTO in another diocese may be invited to conduct ministry on a one-off occasion by the invitation of an incumbent. It is the responsibility of the incumbent to make certain that their own bishop is happy and that the invited priest has current PTO and is in good standing in their home diocese.

For repeated or regular ministry, the PTO of the other diocese is insufficient, and the priest in question must petition the bishop of the diocese in which the ministry is to take place for their PTO in that diocese.

b) Exercising Ministry

Many retired clergy want to be active and are willing to offer their expertise in a supporting pastoral ministry, freed from some of the formal and administrative business of being a parish priest or sector minister.

All ministry should be supportive, enabling others to fulfil their own ministry. Retired clergy are most appreciated when they sensitively fill gaps that the existing team find it difficult to cover.

Retired clergy should never regard it as a right (or necessary to be true to their priestly ordination) that they should preach or preside at the Eucharist: the purpose of such ministry is to further the Kingdom rather than to make the retired feel they are valued.

Retired clergy may be a reservoir of theological, spiritual, counselling and other experience, available to the church, especially in the area of collaborative ministry. The diocese endeavours to make full use of this valuable resource, while recognising that it is always on a voluntary basis:

Retirement ministry might be of offering help in the local parish as and when required. This could vary between a very full involvement to being available for holiday or emergency cover only. It may well be desirable for the relationship and duties be set out in a working agreement. Ultimately the incumbent decides what ministry, if any, a retired cleric should have in their parish and retired clergy must respect this.

Some retired clergy are happy to offer help anywhere in the deanery (or wider) as required. In some case assisting a parish for a more focussed period in a vacancy can be helpful. The Bishop or Archdeacon may approach some retired clergy for assistance in areas under-resourced with clergy.

Nobody should feel obliged to undertake voluntary tasks and all such tasks, whether in the parish or wider, should have a provision for review.

Normally it is the incumbent's responsibility to request help from retired clergy for conducting occasional offices (baptisms, weddings and funerals) and their associated visiting. It has to be understood that the fees belong to the parish (partly repaid to the DBF) and so when an individual or a funeral director makes a direct approach to a retired cleric, the retired cleric must seek the agreement of the incumbent of the appropriate benefice and make arrangement for the fees to be paid to the PCC. It is the PCC's responsibility to pay the retired cleric according to the current agreement.

Some retired clergy may have a particular ministry to the bereaved which could be recognised in an agreement with the incumbent making it clear how it is to be integrated into the rest of the ministry of the parish or deanery.

If a retired cleric finds him/herself at odds with the vision of their incumbent, the Bishop (with the help of the Area Dean) should try to find a nearby parish where the retired cleric can minister harmoniously with another incumbent. If no such parish can be found, then the retired cleric should be told that their ministry can only be on an occasional basis. If the retired cleric continues to hamper the work of the local parish, the bishop should consider withdrawing their licence or the Permission to Officiate. Sometimes a Retirement Officer may be asked to listen to and help a retired cleric in a difficult situation.

c) Conducting Public Worship

When invited to conduct public worship, retired clergy should bear in mind the following.

a) The worship should be consistent with the usual pattern and conduct of worship of that church.

b) Care should be taken to respect the ministry of lay people and, where the laity is regularly involved in worship, this practice should be encouraged.

c) Care should be taken particularly where Readers are concerned. Retired clergy should not assume that a request to conduct worship automatically involves preaching. In many churches, Readers regularly preach and are involved in the Ministry of the Word during the Eucharist, and they should not be denied this ministry simply because there is a visiting priest. When arranging the worship, it is important to be sensitive in enquiring whether a Reader will be preaching or performing a liturgical role during the service.

d) If problems arise over the question of the President's role and the practice of the Reader, the rubrics should be followed

Apart from vacancies and emergencies, the request to conduct public worship should be issued by the incumbent. Those inviting retired clergy to conduct worship should ensure that they are given all the information they need in advance. A form for this is offered at Appendix II.

7. Ministerial Review and Continuing Ministerial Education

Retired clergy should arrange their own ministerial review and spiritual direction if so desired.

Clergy with PTO will be circulated with the CME opportunities arranged by the Diocesan Ministry & Mission Dept. This also generally includes details of other courses and events organised by other bodies. The Cathedral also organises a number of events that might be of interest – it is best to keep an eye on their website for details.

There are some local and county-wide networks that provide excellent theological stimulus to those who choose to join them.

The Severn Forum (<http://www.thesevernforum.org.uk/>) is a resource used by many. Enquiry as to other resources should be made of other clergy or the Retirement Officers.

8. Disciplinary Procedures

All clergy, retired or not, are subject to the Clergy Discipline Measure 2003 (CDM). In the case of clergy with PTO the bishop may simply revoke the Permission, although in serious cases the CDM is an option.

9. Representation

The Church Representation Rules were changed in 2004 (*Membership of Deanery Synods Rule 24*) to give a limited franchise to those with Permission to Officiate.

Those with PTO have the statutory right to elect one of their number, for every ten or less in a Deanery, onto the House of Clergy of the Deanery Synod, which may also co-opt those with Permission to Officiate. Those so elected or co-opted may vote and stand as candidates in Diocesan and General Synod elections.

There is an advantage in encouraging Deanery Synods to include all those with PTO, as all members of Deanery Synods can both vote in Synod elections and indeed stand for election themselves. Without this membership of their Deanery Synod retired clergy are dis-enfranchised and can play no part in the governance of the church.

Those with Permission to Officiate do not have an automatic right to be members of the Deanery Clergy Chapter, as it is not a synodical body. Practice varies in different deaneries: some deaneries may invite retired clergy to some or all of their chapter meetings, some only a small number, and some deaneries have separate chapter meetings for retired clergy.

10. Communications

Regular diocesan news is available at <http://www.gloucester.anglican.org>. To receive regular email updates go to *News & Events* and enter your email address in the box.

The Clergy Retirement Officers are always glad to respond helpfully in any way they can.

11. Fees, expenses and other payments

Gloucester Diocese conforms to the guidelines issued by the Church of England Ministry Division and the changes made by General Synod which were effective from 1st January 2013. The Diocesan Website gives information about the Diocesan Fees Policy. Either Search for 'Fees' or go to:

<http://www.gloucester.anglican.org/content/pages/documents/1355412877.pdf>

The Guidelines recommend the following:

- a) all expenses should be fully reimbursed;
- b) the motoring costs of retired clergy, non-stipendiary ministers and readers should be reimbursed at the same diocesan mileage rate as for the stipendiary clergy, currently 45p per mile.
- c) the casual duty fee for a Sunday (or weekday) service should be an amount equal to one half of the incumbent's fees for a funeral service in church (subject to a diocesan maximum for a number of services in one day); The Table of Parochial Fees (including 'Funeral - Service in Church') can be found in the **Parish Resources** section of the website under **Finance**
- d) retired stipendiary clergy who have a PTO should be offered:
 - a casual duty fee for a service in a benefice other than the one where they normally worship;

- a casual duty fee for a service in a benefice where they normally worship, but only when the benefice is vacant;
- a fee equal to half of the incumbent's fee (with the balance of the fee going to the Board of Finance) for an occasional office provided that the appropriate pastoral visiting before and after the office is undertaken by the retired clergy person.

All expenses of formal ministry by retired clergy, including pastoral visits for weddings, funerals and other reasons, should be reimbursed in full by the PCC or equivalent. Expenses should be the actual cost or mileage at the current rates of Approved Mileage Allowance Payments set by HM Revenue and Customs (45p currently).

Retired clergy should not normally receive expenses for attending a service in their usual place of worship.

Under current tax legislation, pensions in payment will not be reduced or suspended if a pensioner receives earnings from ecclesiastical office or employment. However, such earnings (less expenses) are liable for income tax and should be declared. A reasonable claim for clergy expenses of office (books, renewal of robes etc) ought also to be possible

Useful forms on which claims can be made for reimbursement of expenses and fees can be found within the Diocesan Fees Policy. See Paragraph 16.2 above. Look out for the "Fees Calculator" on the diocesan website.

12. Additional resources

Safeguarding: national policy & practice

www.churchofengland.org/media/37378/protectingallgodschildren.pdf

www.churchofengland.org/media/37405/promotingasafechurch.pdf

The Parochial Expenses of the Clergy.

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

Clergy Pensions Scheme. www.churchofengland.org/media/1722433/2017-clergy-booklet-v-10.pdf

Retired Clergy Association www.rcacoe.org Secretary: The Revd David Phypers, 15 Albert Road, Chaddesden, Derby, DE21 6SL. Telephone: (01332) 239134

Supporting the Ministry of Retired Clergy, advice from the Remuneration and Conditions of Service Committee of the Archbishops' Council (2014)
www.churchofengland.org/media/2097121/supporting%20ministry%20of%20retired%20clergy%20june%202014.pdf (From which much of this document has been drawn.)

Appendix I

Retired Clergy Questionnaire

The purpose of this Questionnaire is to be a means of reflecting on the ministry that we still have to offer in retirement and exploring what form it might take. It is designed to be used by someone recently retired in discussion with one of the diocesan CROs (Clergy Retirement Officers), or a local Bishop's Visitor in cooperation with the CRO.

- One approach (suggested at a Bishop's Staff meeting) is to ask "What do you need, to feel you are living out your ministry?"
- Another perspective is that "the purpose of such ministry is to further the Kingdom rather than to make the retired feel they are valued". So – perhaps another question could be asked: "What can you be and do to celebrate, enjoy, affirm, witness to, and be part of God's Kingdom and his loving purposes in your new retirement situation?"

The CRO should enable retired clergy, if they would like, to communicate to Area Deans and others, through this Questionnaire the ministry that they still have to offer to the parishes, deaneries, diocese and the world. The procedure for applying for Permission to Officiate can be explained if PTO has not already been given by the Bishop.

Retired Clergy Questionnaire :

*(The completion of this questionnaire is voluntary. It may be undertaken during a visit with a CRO or Bishop's Visitor or may be done privately.
If a response is required it should be sent to the appropriate CRO.)*

Name

Address

Tel No

E-mail

When did you retire?

What & where was your last post?

What do you think were the main strengths of your pre-retirement ministry?

What do you need, to feel you are living out your ministry?

What level of involvement would you now wish to have in:

a) Worship/Preaching

b) Pastoral Care

c) Occasional Offices

d) Mission

e) Specialist ministry and interests

f) Are there any particular skills, expertise or enthusiasms that you could offer parish, deanery or diocese?

PTO

h) Do you wish to have Permission to Officiate in the Diocese of Gloucester

Yes/No

Have you applied for it (to the Bishop of Gloucester, Church House, 2 College Green, Gloucester, GL1 2LR)?

Yes/No

Have you received it?

Yes/No

Further Contacts

While clergy retiring within Gloucester Diocese will have many links, church and social networks to call upon, clergy moving to our area from another diocese may feel especially cut off from networks of friendship, Christian fellowship or study, and a sense of belonging within the diocese and church.

Do you wish for help from the CRO or local Bishop's Visitor to develop contacts?

Yes/No

i) Any other comments:

Appendix II

Diocese of Gloucester

SUNDAY SERVICE INFORMATION (A checklist to be used as appropriate if needed)

Church

Location of Church

Car Parking

Church Contact Name and Tel No

Service: (Date and time) (description if not Eucharist)

Liturgical Colour: Violet/White/Green/Red

Readings:

Old Testament

New Testament

Gospel

Preacher i.e. Celebrant/Reader/other

Eucharistic Prayer

Is the Peace exchanged? Yes/No

Lord's Prayer Traditional/Modern

Lay Ministry:

Lesson Readers (If yes state which readings) Yes/No

Intercessor Yes/No

Administration of Communion Assistance Yes/No

Participation by Readers in the Ministry of the Word Yes/No

Any other information