

Section 13

Information and advice for Self Supporting Clergy - NSMs (version 5 January 2017)

1. Introduction

- 1.1 Across the diocese we have many self supporting, non stipendiary clergy who offer very substantial and appreciated ministerial support.
- 1.2 For most appointments individuals will have 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).
- 1.3 Under Common Tenure (31st January 2011) all clergy including non stipendiary 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 fixed term basis (this is known as Qualified Common Tenure).
- 1.4 All self supporting, priests are included within the introduction to this handbook – Section 1, Affirmation and Accountability and to Section 2 – equality, bullying and harassment; Section 2 appointments (as appropriate), and Section 3 (as appropriate to the circumstances).
- 1.5 Also throughout the handbook there are other sections that will be relevant depending on circumstances:
 - Section 2 and Starting and ending a clergy role
 - The arrangements for following up concerns, formal discipline, capability and grievance issues will follow the processes for all clergy as set out in Sections 6 and 7.
 - The arrangements for following up on support, resources and/or advice from the diocesan departments are set out in Sections 8 and 9.

2. Self Supporting parish clergy – working arrangements and development

- 2.1 Throughout the period of the office, the Archdeacon will ensure that each member of clergy (and their incumbent where appropriate) will have an up to date Working Agreement and liaise with the SSM Officer who can support and advise.
- 2.2 Under Common Tenure each Statement of Particulars for a member of non stipendiary clergy has attached to it the current relevant Working Agreement for clarity of expectations on each side. (see 3 below)

- 2.3 All SSM clergy are required to participate in the diocesan Ministerial Review and CMD events and processes that they are able to through their given individual circumstances and what has been agreed through their Working Agreement.

3. Family Friendly policies and guidelines

- 3.1 Where maternity leave and other family friendly policies are appropriate to stipendiary clergy, the spirit of such guidelines will always be available to non stipendiary clergy. For information on time off for maternity, paternity, parental and caring situations and how these can be supported appropriately in parish settings clergy should contact their incumbent where appropriate, or Area Dean or Archdeacon.
- 3.2 Any permanent changes to working arrangements should be agreed with the incumbent where appropriate, or Area Dean or Archdeacon and documented in a revised Statement of Particulars and Working Agreement (see 4 below) and issued by the Head of HR and Safeguarding.

4. Commitments and Working Agreements

- 4.1 The diocesan template for Working Agreements is on the diocesan website through this link:
<http://www.gloucester.anglican.org/your-ministry/clergy-terms-of-service-common-tenure/>
- 4.2 After consultation with all interested parties, the working agreement should be agreed between the priest, the benefice incumbent where appropriate, 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. In addition the SSM Officer is on hand to support and advise.
- 4.3 The working agreement should be held on file by the Archdeacon, Area Dean and the Bishop of Gloucester. The agreement will be reviewed one year after taking up the appointment.
- 4.4 Working Agreements should recognise that, in carrying out normal pastoral responsibilities, a non stipendiary priest will not be able to do as much of such work as may previously have done by a full-time stipendiary priest. Every situation will be different depending on the individual's circumstances and the Working Agreement will reflect this, being realistic about what can be offered by the priest in that situation to enable realistic expectations in the parish(es).
- 4.5 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 priest for the ordering and leading of services as appropriate.

4.6 There is no expectation non stipendiary clergy should attend specific meetings but where they are able this is encouraged – 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.

4.7 Where tasks and ministry is shared this must be clearly set out to help ensure clarity of role, boundaries etc.

5. Expenses and fees

5.1 No fees are payable to non stipendiary clergy. However, 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.

6. Holidays and time off

6.1 All clergy are encouraged to have proper time for family, friends, and refreshment. It is helpful if self supporting clergy are clear in their Working Agreements when they are on holiday or otherwise away.

7. Sickness and absence

7.1 The diocese has policies and processes in place to support clergy during critical illness, sickness and experiencing difficulties.

7.2 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 so that the diocese can see what support can be offered both pastorally and practically.

7.3 In the event of long term sickness, some Occupational Health support and advice to clergy (and where appropriate their Incumbent, and the Archdeacon), on how to gently return to working may be available through the Head of HR and Safeguarding.