

INFORMATION FOR CLERGY RESOURCE

1. Introduction

To whom should the information in this set of resources apply

2. Appointment and Office

Clergy Responsibilities
Appointment and Office
Common Tenure
Termination of Office
Resignation of Office

3. Financial Entitlements, Allowances, Grants and Other Benefits

Stipend
Annual Return
Commercial or other professional activities
Parochial Fees
Allowances
Removal Expenses
Resettlement Grant
First Appointment Grant
Childcare Voucher Scheme
Working Families Tax Credits
Financial Emergencies
Death in Service
Useful Information

4. Parochial and Other Fees

A Guide to Parochial Fees
Parochial Fees Returns

5. Working Expenses

Church Commissioner Guide
Monthly Claims
Taxation

6. Retirement and Holding Office Over 70, Pension and Retirement Housing

Retirement prior to attaining the age of seventy
Retirement at seventy years of age
Holding office over seventy years of age
Pensions
Retirement Housing
Retired clergy advisers
Clergy Widows and Widowers
Useful Information

7. Housing

Under review

8. Professional and Personal Development (relates to Health and Welfare)

Continuing Ministerial Development (CMD)

Bishop's Pastoral Consultations (Ministerial Development Review MDR)

Retreats

Extended Ministerial Development Leave - Study Leave (Sabbaticals)

9. Time Off and Leave, including family friendly policies (relates to Health and Welfare)

Time Off

Annual Leave

Bank Holidays

Special Leave

Maternity, paternity, parental and adoption leave and time off work to receive ante-natal care

Time off work to care for dependants

Time off for public duties

10. Family Friendly Policies (relates to Health and Welfare)

Maternity Leave Policy

Adoption Leave Policy

Paternity Leave Policy

Shared Parental Leave and Pay Policy

Dependants Leave Policy and the Right to request time off work or adjustments to the duties of the office to care for a dependant.

The Right to Request and adjustment to a full time office to become a Part time office.

Family Assistance (financial) -tax credits, child care vouchers

11. Sickness and Critical Illness (relates to Health and Welfare)

Policy for supporting Clergy and their Family through sickness absence and critical illness

Introduction and Principles

Role of Occupational Health

Support in critical illness

Payments during ill-health absence

Professional counselling support for clergy and their families

Disability

Use of formal procedures alongside the policy

12. When things go wrong

Resolve things informally

Grievance procedure

Bullying and Harassment

Capability procedure

Respondent in Employment Tribunal Proceedings

Clergy Discipline Measure

13. Safeguarding Arrangements

Contact numbers for:

Immediate Risk

Registering a Concern

Out of Hours Service

Safeguarding Training Links

Safeguarding Document Links:

Aide Memoire for Referral of Safeguarding Concerns

Child Protection Manual

Vulnerable Adults Manual

Domestic Abuse Guide

Safer Recruitment Guidance

Audit Resources

14. Data Protection

Data Protection Statement (under review GDPR due May 2018)

Data Protection Legislation

Principles

15. Trade Union/Professional Association Representation