



Model Statement of Particulars for fixed or limited term appointments under Regulation 29 Ecclesiastical Offices (Terms of Service) Regulations 2009

Statement of Particulars of Office for the Revd _____
as Associate Minister, Milford on Sea.

This Statement of Particulars is issued under Regulation 3(1) of the Ecclesiastical Offices (Terms of Service) Regulations 2009 (the “**Regulations**”) and is referred to in this document as the “**Statement**”. All references to the particular numbered Regulations are to the relevant provision or provisions of the Regulations. References to sections of the Measure are to the relevant provision or provisions in the Ecclesiastical Offices (Terms of Service) Measure 2009 (the “**Measure**”). Copies of the Measure and Regulations are available on the Church of England website¹.

1. Appointment for a fixed or limited term under Regulation 29

This Statement is issued by The Rt Revd Debbie Sellin, Suffragan Bishop of Southampton, the officer of the diocese nominated for this purpose under Regulation 3 by the Bishop of Winchester.

Your appointment took effect on [DATE].

The office you are appointed to is a fixed or limited term appointment under Regulation 29(1) on the following basis:

Your office is created under Regulation 29(1)(i) as a post designated as a Locally Supported Ministry post. The Parochial Church Council of Milford on Sea has entered into a legally binding agreement with the Winchester Diocesan Board of Finance to pay the whole cost of your office. Should this funding end your office will conclude.

2. Termination of appointment prior to the end of the fixed or limited term

You are required to give the diocesan bishop not less than 3 months’ written notice should you decide to resign your office prior to the end of the fixed or limited term. This period may be waived by agreement between you and the diocesan bishop.

¹ <https://www.churchofengland.org/>

Otherwise, your term of office may be terminated prior to the end of the fixed or limited term only in accordance with the circumstances set out in section 3 of the Measure.

3. Stipend

This is a non-stipendiary post. You should not receive income from any source in connection with your office.

The office you hold is a part time post. You are expected to spend the equivalent of 2 days plus Sunday per week in discharging the duties of these offices.

For details of grants made by the DBF, contact your diocesan office.

You must give details to the diocesan office of any additional income you receive arising from your office. For further details, contact your diocesan office.

4. Parochial fees

You are not entitled to receive parochial fees.

5. Expenses

You are entitled to the reimbursement of expenses reasonably incurred in connection with the exercise of your office. Reimbursement is the responsibility of the parochial church council(s) of the parish(es) in which you serve. For further details, see *The Parochial Expenses of the Clergy: a guide to their reimbursement*, published by the Central Stipends Authority, and available on the Church of England website.

6. Housing

It has been agreed that you will be provided with housing for the better performance of your duties and that this housing is provided and funded by the PCC according to the Locally Supported Minister Agreement. The address is [insert address].

The house you occupy is owned by the Penshurst Trust.

The PCC shall provide terms and conditions on which you occupy the house.

7. Ministerial development reviews

You are required by Regulation 18 to co-operate in any ministerial development review undertaken under that Regulation at least once every two years.

For further details, contact your diocesan office.

8. Continuing ministerial education and development

You are required by Regulation 19 to participate in arrangements approved by the diocesan bishop for your continuing ministerial education.

For further details, contact your diocesan office.

9. Rest periods

You are entitled to an uninterrupted rest period of 24 hours in each period of seven days.

Your Ministry Specification will provide you with specific information on when rest periods may or may not be taken.

10. Annual leave

You are entitled to 18 days' annual leave (days that would normally be considered working days) including a minimum of four Sundays up to a maximum of six in each leave year. For annual leave purposes the year runs from 01 January to 31 December each year.

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For further details, contact your diocesan office.

11. Special leave

In addition to your annual leave, the Bishop may, at their discretion, allow you an additional period of special leave in particular circumstances.

12. Maternity, paternity, parental, adoption, shared parental and bereavement leave

You are entitled to maternity, paternity, parental, adoption leave, shared parental and bereavement leave (as applicable), under Regulation 23, for the same periods and subject to the same conditions as apply in the case of an employee under the Employment Rights Act 1996.

For further details, and for how to apply for any of these types of leave, please contact the Human Resources team at your diocesan office. Telephone 01962 737353 or email susan.beckett@winchester.anglican.org.

For further information on Family Friendly Policies www.churchofengland.org/resources/clergy-resources/national-clergy-hr/family-friendly-policies.

For further information on the legal entitlements of clergy office holders who become parents

<https://www.churchofengland.org/sites/default/files/2020-03/4.%20guidance%20on%20legal%20entitlements.pdf>

13. Time off work to care for dependants

You are entitled to request time off, or adjustments to the duties of the office, to care for dependants under Regulation 23. For information, and for how to apply time off to care for a dependent, please contact the Human Resources team at your diocesan office. Telephone 01962 737353 or email susan.beckett@winchester.anglican.org.

For further information on your legal right under Regulation 23

[Requesting time off or adjustments to care for a dependant April 2019.pdf \(churchofengland.org\)](#)

14. Time off work to receive ante-natal care

You are entitled to take time off to receive ante-natal care as specified in Regulation 25.

As soon as is reasonably practicable after a pregnancy is confirmed you must notify the officer of the diocese named at the start of this Statement.

15. Time spent on public duties

You may spend time on public duties other than your duties of office, in accordance with the requirements in Regulation 24.

16. Sickness

If you are unable to perform the duties of your office because of sickness, you must comply with the requirements set out in Regulations 27 and 28.

You are required to make all reasonable efforts to make arrangements for the duties of your office to be performed by another person during any absence due to illness. You are required to inform your Suffragan Bishop's Personal Assistant if you are unable to perform the duties of your office because of illness for any period of one day or more. This is in order to comply with the rules of the statutory sick pay scheme.

For further details, contact your diocesan office.

17. Pension

This is a non-stipendiary post and your service is not pensionable.

18. Disciplinary procedures

The disciplinary rules and procedures applicable to your office are contained in the Clergy Discipline Measure 2003 and the Ecclesiastical Jurisdiction Measure 1963.

19. Capability procedure

The Archbishops' Council has issued a Code of Practice under Regulation 31. Diocesan Bishops are required to have regard to this Code if they have grounds for concern about the performance of an office holder and institute an inquiry into his or her capability.

A copy of this Code and the supporting advice issued alongside it is available on the Church of England website.

20. Grievance procedure

The Archbishops' Council has issued a Code of Practice under Regulation 32 containing a procedure for enabling an office holder to seek redress for grievances.

If you have a grievance, you may seek redress by using that procedure, which, together with the supporting advice issued alongside it, is available on the Church of England website.

If you have a grievance, you are encouraged to take it up informally in the first instance, and, if appropriate, consider mediation. This will not affect your right to require formal consideration of your grievance under the procedure.

21. Respondent in employment tribunal proceedings

The body to be treated for the purpose of the Regulations as the respondent in any proceedings you might bring before an Employment Tribunal is the Diocesan Board of Finance of the Diocese of [name of diocese].

SIGNED _____

Print name: The Rt Revd Debbie Sellin

Officer of the diocese nominated for this purpose under Regulation 3 by the Bishop of Winchester.

DATE:

I acknowledge receipt of this Statement of Particulars

SIGNED _____

Print name:

Date:

DRAFT