



## **Statement of Particulars for Regulation 29 Ecclesiastical Offices (Terms of Service) Regulations 2009**

Statement of Particulars of Office for the Revd \_\_\_\_\_  
as Priest in Charge of Baughurst and Ramsdell and Wolverton with Ewhurst and Hannington

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 website<sup>2</sup>.

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

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

Your appointment takes/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:

*Office designated as an interim post*

Your office is designated as an interim post under Regulation 29(1)(j) and, in accordance with Regulation 29(7B), the mission and pastoral committee of the diocese and you, as the office holder, have consented to the designation of this office as an interim post.

Your post will come to an end on [DATE].

### **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.

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**

The office you hold is a full-time stipendiary post.

Under Regulation 11, you are entitled to either:

- (a) a stipend which is not less than the National Minimum Stipend specified by the Central Stipends Authority; or
- (b) an annual stipend which, together with any income received by you from sources which are related to or derived from your duties of office, is not less than the National Minimum Stipend specified by the Central Stipends Authority.

The amount of your stipend as at the date of this Statement, is £31,670 per annum payable by BACS transfer on the last working day of the month.

You will be able to access electronically, each month, an itemised statement of stipend from Payroll Services. This will also detail any change in the amount of stipend payable.

The body responsible for the payment of your stipend is the Diocesan Board of Finance.

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

For details of any grants made by the DBF, contact the 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**

You are entitled under Section 4(1) of the Measure to be provided with a house of residence for the better performance of your duties of office. *You have been given permission to reside outside of the benefice.*

Your relevant housing provider is the Diocesan Parsonages Board.

The address of the house provided for the better performance of your duties, which is owned by the DBF is The Vicarage, Ashford Hill, Newbury, RG19 8AZ.

The duties of your relevant housing provider are set out at Regulations 12 and 13.

Your duties in respect of your accommodation are set out at Regulation 14.

In accordance with Regulation 14(1)(e), the house (or any alternative accommodation) provided for the better performance of your duties shall be used solely as a private residence for you and your household. No other use is permitted without the prior agreement of the relevant housing provider, which agreement shall not be unreasonably withheld. The terms on which you occupy this house of residence do not create a relationship of landlord and tenant between the relevant housing provider and you as the office holder.

For details contact the diocesan office.

## **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 any period of seven days. Your rest period should not be taken on a Sunday, unless the Sunday comes within Annual Leave (see

below), or on a major festival of the Church unless permission has been obtained from your Suffragan Bishop.

For further details contact your diocesan office.

## **10. Annual leave**

You are entitled to 36 days' annual leave (days that would normally be considered working days) including a minimum of four Sundays and up to a maximum of six Sundays in each leave year. For annual leave purposes the year runs from 01 January to 31 December each year.

## **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](mailto:susan.beckett@winchester.anglican.org).

For further information on Family Friendly Policies [www.churchofengland.org/resources/clergy-resources/national-clergy-hr/family-friendly-policies](http://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](mailto: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](http://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.

Your stipend shall not be reduced as a result of time spent on public duties.

#### **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 which may, where appropriate, consist of notifying a responsible person or authority of the absence.

You are required:

- (a) 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; and
- (b) if you are unable to perform your duties of office because of illness for a continuous period of more than 7 days, to provide a medical certificate to your Suffragan Bishop's Personal Assistant.

#### **17. Pension**

Your service is pensionable within the terms of the Church of England Funded Pensions Scheme.

## **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.

For further details, contact your diocesan office.

## **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.

For further details, contact your diocesan office.

## **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 Winchester.

## **22. Data Protection**

The Bishop needs to keep information about you for purposes connected with your appointment and pastoral support, including your recruitment, ministerial development and dependants. The Bishop may also keep information on your health for purposes of compliance with health and safety regulations; to consider how health affects your ability to carry out your duties; if you are disabled, whether you require any reasonable provisions to be made to assist you; and in relation to sick pay and any other related benefits.

Any information the Bishop holds will be for his use, the Suffragan Bishops and Archdeacons only. It is retained securely at his office, which is registered with the Information Commissioner.

By receiving this Statement, you give your consent to such information being retained and used as required, as set out above.

For further details contact The Diocesan Office. Privacy Notices are available on the diocesan website.

SIGNED \_\_\_\_\_

Print name:

The Rt Revd David Williams, Suffragan Bishop of Basingstoke the 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: