

The material on this website and in this document, whilst it may include some information on matters that are legally binding on clergy, lay ministers and other lay officers and volunteers, should be generally understood as guidance and for information unless it explicitly states otherwise. In particular, it should not be construed as forming part of any employment contract.

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Section 1a – Introduction to Common Tenure

During 2011 were major changes to the way in which many clergy and stipendiary licensed lay staff hold their offices with the introduction of Common Tenure. There had long been calls within the Church to remove the distinction between those clergy with the freehold and those without, such as priests-in-charge, team vicars and assistant curates.

Pressure from the Government to give certain employment rights, ‘Section 23 rights’ to people who were not employees, including ministers of religion, prompted a review of the issues by the Archbishops’ Council.

Following widespread reporting and consultation, the Ecclesiastical Offices (Terms of Service) Measure, received Royal Assent in April 2009. It was followed by Regulations setting out in more detail how the Measure will operate in practice.

At the heart of the Measure is the introduction of Common Tenure, the means of achieving a level playing field for clergy and removing the distinction between those with the freehold and those without.

It means that legislation, good practice, guidance and advice are brought together:

- To condense best practice in the workplace
- To maintain the historic status of office holder, ie in the main, clergy will **not** have employee status
- To provide security for all
- To ensure individuals have proper terms of service

Documents and Links:

[Church of England Common Tenure webpage](#)

[The Ecclesiastical Offices \(Terms of Service\) Measure](#)

[Ecclesiastical Terms of Service Regulations - composite](#)

[The Ecclesiastical Offices \(Terms of Service\) Directions 2010](#)

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The Diocesan Secretary, Miss Susan Pope
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Section 1b – Moving to Common Tenure

Introduction

Clergy without the freehold moved automatically to Common Tenure with effect from 31 January 2011. Clergy with the freehold may move to Common Tenure if they so wish. It is for each individual to decide whether or not they wish to do so.

Documents and Links:

[A comparison of Freehold with Common Tenure](#)

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Section 1c – Duties and obligations of clergy

Introduction

Clergy Terms of Service set out the various duties and obligations of clergy.

The primary obligation is to fulfil the duties of office as stated in various foundational documents. The distinctive nature of office, as defined in the Ordinal, is a reminder that clergy follow a vocation, daily responding to God's call. At ordination clergy respond through solemn vows including the Declaration of Assent under **Canon C 15** affirming loyalty to the inheritance of faith as the Church of England has received it and the oath of Canonical Obedience to the Bishop, which requires clergy lawfully and honestly to be obedient to the Bishop. **Canon C 24** 'Of Priests having Cure of Souls', sets out responsibilities for the exercise of ministry shared with the Bishop.

The license and deed of appointment determines the location of ministry.

The '**Guidelines for Professional Conduct**' set out the standards required in the conduct of public ministry.

Statements of Particulars (see section 2) describes the rights and obligations of clergy holding a particular post.

The Benefice Profile often states the needs of the post, and the development of 'Role Descriptions' (which are optional under CTS) may well be offered when taking up a new appointment

Documents and Links:

[Guidelines for the Professional Conduct of the Clergy](#)

[The Canons of the Church of England](#)

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Section 2a – Statements of Particulars (SoP)

Introduction

The Clergy Terms of Service regulations require there to be Statements of Particulars for all office holders on common tenure.

This includes Priests in Charge, Residentiary Canons holding 'leasehold' office and Team Vicars who now receive Statements of Particulars. Those in 'dual role' posts, e.g. Vocations Officer who are also a parish priest will receive Statements even though they have a contract of employment with the DBF; the statement will apply to the parochial side of their work. Holders of 'House for Duty' posts, clergy holding 'General Licenses', such as Public Preachers are also included. Assistant Curates, who are subject to 'Conditional Common Tenure' because their posts are time limited, i.e. 3-4 years, will also receive a SoP.

The Statement of Particulars describes obligations and rights and covers the right to receive a stipend, the right to a house, to holidays and time off, such as one 24 hour period a week and the entitlement in addition to an annual retreat; the right to maternity/paternity leave, and the associated provisions in the case of adoption. The Statement must refer to 'Discipline, Grievance and Capability procedures.

Should any changes occur, e.g. the implementation of pastoral reorganisation, then there needs to be issued a 'Statement of Change' within one month of the change taking effect. This can be by letter but it must state that it constitutes a change to the SoP

Documents and Links:

[Model Statement of Particulars – example for Incumbent](#)

Contacts:

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Section 2b – Termination of appointment & Qualified Common Tenure

Introduction

Full Common Tenure:-

The term of the office may only be terminated on the following grounds:

- Resignation
- Capability
- Discipline
- Death
- Reaching retirement age
- The office ceases to exist because of a pastoral scheme or order
- The office is designated as held in conjunction with another office or employment which ceases to exist
- Where the office holder is a priest in charge and the vacancy ends.

Qualified Common Tenure:-

QCT may be terminated at the expiry of a fixed term.

Section 3a – Stipend

Introduction

The Terms of Service Regulations provide that an office holder occupying a full-time stipendiary post is entitled to an annual stipend (including income from any other sources related to the office) of not less than the National Minimum Stipend as determined by the Archbishops' Council.

In the case of a part-time post the stipend will be specified in the Statement of Particulars.

The policy in this diocese is generally to follow the Regional Stipend Benchmark, a variation on the National Stipend Benchmark agreed by the Archbishops' Council reflecting variations in cost-of-living in different parts of the country. The actual amount is approved by the Diocesan Synod at the time it considers the overall diocesan budget (usually October each year).

Apart from the first £250 of income from additional appointments such as hospital, educational and teaching appointments, the total stipend payable to incumbents is the same, but may be made up of different elements:

- In the past up to £1000 has been paid by the Church Commissioners to incumbents and priests-in-charge as a guaranteed annuity to reflect former net endowment income of the benefice. This ceased in January 2006 unless an individual specifically exercised their right to such a payment.
- From 1 January 2013, apart from those clergy who notified the Bishop before 1 January 2012 that they wished to retain their fees, fees for occasional offices, church, churchyard and cemetery fees are legally due to the Board of Finance. For further details of arrangements relating to fees see Section 4.

Documents and Links:

For current levels of stipend see: [2020 stipends letter](#)

[Arrangements relating to parochial fees](#) (St Albans Diocese)

[Information on a range of topics including annual returns, tax, payroll giving provided by the Clergy payroll team](#)

Contacts:

Mrs Mita Afari 01727 818142

mafari@stalbans.anglican.org

[Clergy Payroll Team](#)

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Section 3b - Pensions

Introduction

The service of stipendiary clergy is pensionable within the Clergy Pensions Scheme. Non-stipendiary clergy and ordained local ministers are not covered by the Clergy Pensions Scheme.

The Board provides annual benefit statements to members of the Church of England Pensions Schemes (CEPS) that give;

- the prospective benefits payable at normal retirement date; and,
- the benefits payable on death before retirement.

The Board issues a booklet with the statement that gives detailed information about the benefits provided by CEPS, downloadable from their website

Changes to Clergy AVCs:

Changes to the additional voluntary contributions arrangements for the Clergy scheme take effect from 1 April 2011. Information about the changes can be found on the Clergy AVCs page on the Church of England Pensions Board Website.

Documents and Links:

[Church of England Pensions Board website](#)

Contacts:

[Church of England Pensions Department](#)

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Section 4 – Parochial fees

Introduction

The arrangements relating to parochial fees changed from 1 January 2013. Full details are available at the links below.

Documents and Links

[Church of England Fees website](#) including Tables of parochial fees, FAQs, etc

[St Albans Diocesan website](#) including Record of Fees, Guide and Explanation of Payment of fees in the Diocese, etc

Contacts:

Mrs Afari 01727 818142 mafari@stalbans.anglican.org

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Section 5 - Expenses

Introduction

A booklet that gives guidelines to parochial clergy and PCC Treasurers about the reimbursement of expenses is available from the Church of England website – see link below.

The DBF recommends that the HMRC rates for mileage be used.

Documents and Links:

[The parochial expenses of the clergy - A guide](#)

[Mileage rates \(issued by Diocese of St Albans\)](#)

Contacts:

For more information regarding the booklet or the guidance note, please email

tboon@stalbans.anglican.org

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Section 6 – Housing

Introduction

The Terms of Service Regulations provide for the Statement of Particulars issued to office holders to include details of the address and ownership of the property which they are required to occupy for the better performance of their duties. This will normally be the benefice house for incumbents and priests-in-charge, a DBF house for team vicars and, in most cases, a PCC-owned house for assistant curates. However, amending Canon 29 (approved by the General Synod in February 2010) makes provision for a Bishop, where he considers it appropriate in all the circumstances to permit an incumbent to live in a house other than a parsonage house whether this is in the benefice or outside it.

For incumbents who have opted not to move to common tenure their rights and responsibilities in connection with the benefice housing are set out in the Repair of Benefices Buildings Measure 1972 and its code of practice. For those on common tenure their rights and responsibilities are similar and are set out in the Terms of Service Regulations no.s 12- 14. The housing provider's duties are also set out in these particular Regulations. A summary is contained in the Parsonage Handbook.

The DBF's Property Committee is the designated housing provider for the purposes of the Ecclesiastical Offices (Terms of Service) Measure 2009. The Committee's main purpose is to ensure that appropriate accommodation, in the right location, is provided for the clergy and their families to enable them to serve their parishes. To further this purpose it oversees the budgets to ensure that the houses are properly and economically repaired and improved to preserve the housing stock and to maintain clergy morale. If necessary, and possible, replacement houses are provided, subject to the views of the incumbent or priest in charge.

The Estates Department at the Diocesan office works to the Property Committee and oversees all matters relating to housing. The external surveyors are Rumball Sedgwick and they carry out quinquennial inspections and organise major work. All enquiries, though, should be directed to the Estates Department in the first instance.

Matters dealt with by the Estates Department include:-

1. Paying removal costs of clergy entering the diocese
2. Paying resettlement and first appointment grants
3. Paying council tax and water rates for those of incumbent status and council tax for assistant curates
4. Insuring the buildings but not the contents.
5. Organising repairs or instructing Rumball Sedgwick to do so.

Documents and links:

[Housing Handbook](#) previously called the Parsonages Handbook

Contacts:

Iain Blythe iblythe@stalbans.anglican.org

Janet Hurley jhurley@stalbans.anglican.org

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November 2015

Section 7a – Grants

Introduction

Removal, resettlement and first appointment grants are fully explained in the annual letter to clergy, lay ministers and treasurers (see below).

The Council for Discipleship and Ministry have recently made some changes to the Grants and Allowances Policy. The changes came into effect from January 2015 and the Grant Guidelines 2015 leaflet explains those changes. _

The Training and Learning Grant for clergy does not cover travel to events, nor, generally, will it cover Retreats. These should be paid by your parish as part of your expenses, and is explained further in the Church of England Guidelines below.

Documents and Links:

[CME Grants webpage](#)

[Grants Guidelines 2015](#)

[CofE Clergy Expenses booklet](#)

[Letter to all stipendiary clergy, accredited lay ministers and PCC Treasurers which sets out the levels of the resettlement and first appointment grants \(January 2020\).](#)

Contacts:

Removal, resettlement and first appointment grants:

Mrs Janet Hurley 01727 818128 jhurley@stalbans.anglican.org

CME grants:

Mrs Linda Watson 01727 818151 lwatson@stalbans.anglican.org

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Section 7b - Car loans

Introduction

The Church Commissioners no longer operate a car loan scheme for clergy.

However, the Churches Mutual Credit Union does offer car loans and their details can be found on the link below. Many providers offer loans, details of which can be found online. We are unable to offer investment advice or recommend any particular product or provider.

Documents and Links:

[Churches Mutual Credit Union](#)

Contacts:

Churches Mutual Credit Union

01452 500463

Mr Glyn Barker 01727 818133
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gbarker@stalbans.anglican.org

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Section 8 – Sickness

Sickness Payments:

1. All stipendiary clergy are entitled to payment of statutory sick pay by virtue of the payment of national insurance contributions.
2. Anyone in receipt of a stipend who is unable to perform the duties of his or her office because of illness for one working day or longer must report the absence to the archdeacon of the archdeaconry in which the person concerned holds office, who will then inform the Church Commissioners.

Each Archdeacon has a separate email address to be used solely for the purpose of reporting sickness absence:

- bedfordsickness@stalbans.anglican.org
 - hertfordsickness@stalbans.anglican.org
 - stalbanssickness@stalbans.anglican.org
3. All stipendiary clergy are entitled to payment of statutory sick pay by virtue of the payment of national insurance contributions.
 4. Anyone in receipt of a stipend who is unable to perform the duties of his or her office because of illness for one working day or longer must report the absence to the archdeacon of the archdeaconry in which the person concerned holds office, who will then inform the Church Commissioners.
 5. Clergy are entitled to receive in full any stipend which is payable in respect of their office if they are entitled to receive statutory sickness payments under part XI of the Social Security and Contributions and Benefits Act 1992(a)
 6. Statutory sick pay (SSP) is payable for 28 weeks in respect of any one period of incapacity for work. One period of incapacity can be linked to another if they are separated by no more than 56 days. The linked periods constitute a single period for the purpose of calculating the maximum entitlement.
 7. The payment of full stipend will include the entitlement to SSP.
 8. For cases arising after 1st April 2015, if the sickness absence continues beyond the date when entitlement to SSP ceases, the stipend will be reduced to 50%.
 9. The continuing payment of stipend shall be reviewed every three months in the light of the medical evidence available.
 10. After 28 weeks of SSP, the office holder may be entitled to claim Employment and Support Allowance (ESA) directly from the government. Office holders will be notified by the Church Commissioners, Clergy Payments Dept when SSP ceases and will be given information on how to claim ESA. The stipend will be reduced by the amount of ESA received.
 11. There is no entitlement to SSP during a phased return to work.
 12. Where there is no prospect of the individual returning to work in the near future and all reasonable efforts have been made to resolve the situation, a decision may be taken by the Diocesan Bishop to cease payment of the stipend.

Medical Referrals:

The Bishop may, if he has reasonable grounds for concern about the physical or mental health of an office holder, direct that the office holder shall undergo a medical examination by a medical practitioner selected by agreement between the Bishop and the office holder or, in default of agreement, by medical practitioners consisting of a practitioner chosen by each party.

Documents and Links:

St Luke's Hospital for Clergy has now closed but services are provided for Clergy through [St Luke's Healthcare for the Clergy](#).

The Church of England website has information and advice on [Clergy Health and Wellbeing](#).

An independent [Clergy Counselling Service](#) is offered by the Diocese.

[For help with medical expenses or counselling costs](#)

Contacts:

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The Archdeacon of Hertford, the Ven Janet Mackenzie
01992 581629 archdhert@stalbands.anglican.org

The Archdeacon of St Albans, the Ven Jane Mainwaring
01727 818121 archdstalbands@stalbands.anglican.org

Counselling Service:

Suzanne Clackson (Bedford)
01234 356996 suzanne.clackson@ntlworld.com

Dianne Harris (Rickmansworth)
01923 282490 dianneharris@live.co.uk

Mary Perren (Welwyn Garden City)
01707 327289 mary.perren1@virginmedia.com

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Section 9 – Rest periods, leave and time off

Rest Periods:

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

Unless specific permission has been granted by the Bishop, your weekly rest period may not be taken on a Sunday or on any of the principal feast days of the Church of England as set out in Canon B6(2) nor on Ash Wednesday, Good Friday or the parish's patronal festival.

Annual Leave:

The minimum entitlement to annual leave is 36 days (pro rata for part-time posts) in each leave year or as stated in your Statement of Particulars.

You are entitled in addition to the following bank holidays: New Year's Day, Easter Monday, May bank holiday, Spring bank holiday and August bank holiday. You are also entitled to days off in lieu of the Good Friday, Christmas Day and Boxing Day bank holidays.

Unless specific permission has been granted by the Bishop, your days of annual leave may not be taken on more than six Sundays a year, on any of the principal feast days of the Church of England as set out in Canon B6(2), or Ash Wednesday, Good Friday or the parish's patronal festival.

Special Leave:

The Bishop may grant you an additional period of special leave in particular circumstances.

Maternity, Paternity, Adoption and Shared Parental leave and time off work or adjustments to the duties of the office to care for dependents:

1 MATERNITY RIGHTS

Ante Natal Care

In line with the Ecclesiastical Offices (Terms of Service) Directions 2010, clergy who

- a) are pregnant, and
- b) have, on the advice of a registered medical practitioner, registered midwife or registered health visitor, made an appointment to attend at any place for the purpose of receiving ante-natal care,

are entitled to take time off during her working hours in order to enable her to keep the appointment.

Antenatal care includes medical examinations. It may also include other appointments, for example, relaxation classes and parent-craft classes.

Health and Safety - Risk Assessment

Clergy should be aware and take responsibility to protect themselves and their babies from any potential risks.

It is acknowledged that most clergy exercise their ministry in their own environment. It is, however, advisable that expectant mothers make the incumbent and Archdeacon aware

of the pregnancy as early as possible so that if there is any need to address a potential health and safety risk, the appropriate action is taken.

Further guidance can be obtained from the [HSE – A guide for New and Expectant Mothers](#) who work.

Maternity Leave

You are entitled to take up to 52 weeks maternity leave, the first 26 weeks being referred to as Ordinary Maternity Leave and the second 26 weeks as Additional Maternity Leave. It is compulsory that two weeks of maternity leave is taken immediately after the birth of the child.

Holidays

Holiday entitlement will be accrued throughout your maternity leave at your normal rate.

If you return to work after maternity leave, your holiday entitlement will continue to accrue as normal.

Annual leave can be taken either before maternity leave starts, at the end of the maternity leave or within the annual leave year once you have returned to work.

Holiday accrued in the year your maternity leave ends should be requested as usual.

Notification

No later than the 15th week before your Expected Week of Confinement (EWC) you must provide the following information to the Estates Department Administrative Assistant, Janet Hurley, jhurley@stalbans.anglican.org

- the fact that you are pregnant and a form MAT B1
- the expected week of childbirth (the EWC)
- a medical certificate confirming the pregnancy and EWC
- written notification of the date you intend to start your leave.

Any change to the date given must be provided at least 28 days before the new date.

If you wish to return before the end of your maternity leave you must give at least eight weeks' notice of your intention.

Statutory Maternity Pay

If you are in post during the 15th week (the Qualifying Week) before the expected week of childbirth (EWC) and have been continuously in post for 26 weeks, you will be entitled to receive Statutory Maternity Pay (SMP), provided your earnings are more than the lower earnings limit for the payment of National Insurance contributions.

SMP will be paid for up to 39 weeks, commencing at the start of maternity leave which can start any time after the 11th week before the EWC. The first six weeks will be paid at the higher rate, which is 90% of your weekly earnings (calculated at an average of the eight weeks preceding the Qualifying Week). The remaining 33 weeks will be paid at the lower rate of SMP in line with the statutory rates, or 90% of your average earnings, whichever is the lower.

To be eligible for SMP you must still be pregnant at the 11th week before the EWC or have given birth by that time, you must give at least 28 days written notice to the Board that you intend to stop work and provide medical evidence of the EWC such as a copy of your Maternity Certificate when available.

If you have less than 26 weeks' service at the Qualifying Week (QW) you will be issued with form SMP1, which you should submit to your local Social Security Office who will pay Maternity Allowance.

You may attend work for up to 10 days during maternity leave for the purposes of keeping in touch, subject to the agreement of the Board.

Enhanced maternity pay is offered where clergy have been:

- in at least one year continuous paid service at the beginning of the 14th week before the 'expected week of childbirth (EWC)'
- average weekly earnings are above the National Insurance threshold.
- they have given at least 28 days' notice (or as much as is reasonably practicable) of the date they intend maternity pay to start
- they are still pregnant 11 weeks before the expected week of childbirth, or has already given birth

How will it be paid?

Enhanced maternity pay:

- will be paid as full stipend for 39 weeks from the commencement of maternity leave, for the period of continuous absence before and after confinement;
- can start any time from the 11th week before the baby is due;
- must start from the date the baby is born if it has not already done so;
- is a weekly payment, but the week can start from any day of the week, from the day after the last day worked before starting maternity leave. This will allow maternity pay to align with the start of the maternity leave in all cases. Maternity pay is payable for whole weeks.
- is taxable and attracts National Insurance deductions;
- is partly reclaimed by the Clergy Payments Department from the Government at the rate of 92% of the clergy equivalent of the lower rate of SMP.

There is no SMP or enhanced maternity pay, payable for the final 13 weeks of additional maternity leave.

Return to Work

Unlike an employee, an office holder does not have the right to be found an equivalent post when they return from maternity leave. This is due to the fact that they have not left their office whilst on maternity leave and therefore return to work in their existing post as of right unless they resign or are removed from it. However, clergy who resign either before, during or after maternity leave, but later change their mind, have no absolute right to return, although every effort will be made to find a suitable post.

If the member of clergy does not wish to return to work after maternity leave they must give the Bishop notice of termination as detailed in their Statement of Particulars.

Keeping in Touch

The member of clergy may work up to 10 days, consecutive or not, during the paid maternity leave period (i.e. the first 39 weeks) (except during the two week period of compulsory maternity leave) without losing maternity pay and without bringing their leave to an end. This may include attending training events. The purpose of this provision is to help ease the eventual return to work. The individual should contact their Archdeacon if this is something that they are interested in doing.

2 PATERNITY LEAVE AND PAY

Statutory Paternity Leave (SPL) and Pay (SPP)

Entitlement

Clergy are entitled to choose to take either one week or two consecutive weeks' paternity leave (not odd days), subject to the following conditions:

- You must have 26 weeks continuous employment by the end of the 15th week before the expected week of childbirth (EWC).
- You must be, or expected to be, responsible for the upbringing of the child.
- You must be the child's biological father, or married to, or the partner of the child's mother.
- The leave must be taken for the purpose of caring for the child or supporting the mother.
- The leave, of either one week or two weeks, can start on any day of the week on or following the child's birth, but must be completed within a period of 56 days beginning with either the child's birth or the first day of the EWC, whichever is the later.

Notice and Evidence Requirements

You must give notice to the Estates Department Administrative Assistant, Janet Hurley, jhurley@stalbans.anglican.org of your intention to take paternity leave in or before the 15th week before the EWC. **Note:** If, after providing this notice, you have a change of mind as to the commencement date or the amount of leave to be taken, further notice of at least 28 days must be provided (or, in cases where this is not reasonably practicable, as soon as is reasonably practicable).

You must provide a self-certificate stating the EWC, the date upon which paternity leave is anticipated to begin and whether one or two weeks leave is to be taken.

As part of the above certificate you must sign a declaration that the conditions of entitlement to statutory paternity leave and statutory paternity pay are fulfilled.

Statutory Paternity Pay (SPP)

If you are entitled to SPL you will also qualify for SPP provided that your normal weekly earnings are not below the lower earnings limit applying to NI contributions, and, you give at least 28 days' written notice of the date liability to pay SPP is expected to begin.

SPP will be at the rate determined by the Department of Social Security or 90% of your weekly earnings (calculated at an average of the eight weeks preceding the Qualifying Week), whichever is the lower.

3 STATUTORY ADOPTION LEAVE AND STATUTORY ADOPTION PAY

Adoptive leave and pay allows one member of an adoptive couple to take paid time off work when their new child starts to live with them. Paternity leave and pay may be available for the other member of the couple.

You are entitled to 26 weeks' Ordinary Adoption Leave and a further 26 weeks' Additional Adoption leave. Within the context of joint adoptions one parent must opt for Adoption Leave and the other is entitled to Statutory Paternity Leave as outlined above.

You should inform the Estates Department Administrative Assistant of your intention to take adoption leave no more than 7 days after being notified by the adoption agency and provide the following:

- Written confirmation when the child is to be placed
- When you want the adoption leave to start
- The matching certificate as evidence

Ordinary Adoption Leave commences either on the date on which the child is placed with the adopter or a date within 14 days before the expected date of placement. Additional Adoption Leave starts from the date Ordinary Adoption Leave ends.

Statutory Adoption Pay will be paid for up to 39 weeks at the rate of 90% of average weekly earnings or the maximum rate determined by the Government – whichever is the lower. The Diocese will also pay enhanced adoption pay for clergy with more than one year's service. Those who qualify will receive their full stipend for the 39 weeks of their adoption leave. This includes the entitlement to SAP.

In order to be eligible for the enhanced rate clergy must:

- Have been matched with a child to be placed with them by a UK adoption agency.
- Have notified the agency that they agree that the child should be placed with them and on a date of placement.
- Have served continuously for the Diocese for a year into the week in which they are notified of having been matched with a child.
- Give the Bishop at least 28 days' notice before the date they want it to begin; and
- Have average weekly earnings at or above the lower earning limit for National Insurance over the eight weeks ending with the date on which they are notified of the match.
- Have ceased work.

Either partner may receive Statutory Adoption Pay, but not both. The other partner may receive Statutory Paternity Pay subject to the conditions stated.

Where two or more children are being placed for adoption the entitlement to SAP remains the same as if there was one child.

Your rights during adoption leave and on return to work are similar to those for maternity leave and pay, including 'keeping in touch' days. If you are intending to adopt, you are advised to discuss your situation, your rights/entitlements and the conditions with the Archdeacon.

4 SHARED PARENTAL LEAVE AND PAY

You may be entitled to Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) subject to eligibility. You can start SPL if you or your partner end their maternity or adoption leave or pay early. The remaining leave will be available as SPL. The remaining pay may be available as ShPP.

SPL and ShPP must be taken between the baby's birth and first birthday (or within 1 year of adoption).

To qualify for SPL, the child's mother (or adoptive parent) must be eligible for either maternity leave or pay, Maternity Allowance or adoption leave and pay. They must also:

- have been in post for at least 26 weeks by the end of the 15th week before the due date (or date they are matched with their adopted child).
- still be in post while they take SPL.

- give the Board the correct notice including a declaration that their partner meets the employment and income requirements which allow them to obtain SPL.

If you are eligible and you or your partner end maternity or adoption leave and pay (or Maternity Allowance) early, you can:

- take the rest of the 52 weeks of leave (up to a maximum of 50 weeks) as Shared Parental Leave (SPL) - A mother must take a minimum of 2 weeks' maternity leave following the birth, or 4 if she works in a factory.
- take the rest of the 39 weeks of pay (up to a maximum of 37 weeks) as Statutory Shared Parental Pay (ShPP).

ShPP is paid at the current statutory weekly rate or 90% of your average weekly earnings, whichever is lower.

For Shared Parental Leave (SPL) to start, the mother or adopter must do one of the following:

- end their maternity or adoption leave by returning to work.
- give 'binding notice' (a decision that can't normally be changed) of the date when they will end their maternity or adoption leave.
- end maternity pay or Maternity Allowance (if they are not entitled to maternity leave, e.g. they are an agency worker or self-employed).

The mother must give the Estates Department Administrative Assistant notice (at least 8 weeks) to end her maternity pay or Jobcentre Plus, to end her Maternity Allowance. Adopters must give notice to end adoption pay.

SPL can commence for the partner while the mother or adopter is still on maternity or adoption leave if she has given binding notice to end her leave (or pay if she is not entitled to leave).

You must give the Estates Department Administrative Assistant written notice of your entitlement to SPL and ShPP, including:

- your partner's name.
- maternity leave start and end dates.
- the total amount of SPL and ShPP available and how much you and your partner intend to take.
- that you are sharing childcare responsibility with your partner.

The written notice must also include a signed declaration from your partner stating:

- their name, address and National Insurance number.
- that they satisfy the qualifying requirements for you to take SPL and ShPP.
- that they agree to you taking SPL and ShPP.

After receiving this notice, within 14 days you may be asked to provide within a further 14 days:

- a copy of the child's birth certificate.
- the name and address of your partner's employer.

You must give at least 8 weeks' notice of any leave you wish to take. If the child is born more than 8 weeks early, this notice period can be shorter.

The mother or adopter may be able to change their decision to end maternity or adoption leave early if both:

- the planned end date hasn't passed.
- they haven't already returned to work.

One of the following must also apply:

- it is discovered during the 8-week notice period that neither partner is eligible for either SPL or ShPP.
- their partner has died.
- It is less than 6 weeks after the birth (and the mother gave notice before the birth).

You can work up to 20 days (in addition to the 10 KIT days) during SPL without bringing it to an end. These are called 'Shared Parental Leave in Touch' (or SPLIT) days and are optional - both the Archdeacon and you must agree to them.

You can take SPL in up to 3 separate blocks. You can also share the leave with your partner if they are also eligible. Parents can choose how much of the SPL each of you will take. If both parents are taking SPL then you can take your leave at the same time as your partner or at different times.

You must give the Archdeacon at least 8 weeks' notice before a block of leave begins. You may request to split blocks of leave into shorter periods of at least a week, however this is subject to agreement by the Archdeacon.

5 PARENTAL LEAVE

The Entitlement

If you have a baby or adopt a child and you have completed one year's continuous qualifying service by the time you want to take the leave, you are entitled to Parental Leave.

The objective of Parental Leave is to enable employees with parental responsibility time off to spend time with and to look after a child or to make arrangements for the child's welfare.

Parental Leave, which is unpaid, is for a maximum of 18 weeks for each child and can be taken by both mothers and fathers. Leave taken with a previous employer counts towards the maximum entitlement.

When Leave may be taken

You must normally take leave in blocks of one week or more, up to a maximum of four weeks in a year for each child. However, parents of disabled children may take leave in blocks or multiples of one day.

You may choose to take Parental Leave at any time up until the child's 18th birthday.

Making Application for Leave

You must give 21 days' notice of your request for Parental Leave. Such an application should be addressed to your Archdeacon.

If you wish to take Parental Leave immediately after the birth or adoption of the child, you must give 21 days' notice before the beginning of the expected week of childbirth. In the case of adoption, you must give 21 days' notice of the expected week of placement, wherever possible.

Postponement of Leave

Except in the circumstances set out in the paragraph immediately above any leave you request may be postponed by the Bishop for up to six months from the date requested where it is considered that your absence would unduly disrupt the business. Examples of such situations are:

- Seasonal peak work requirements
- Where a significant proportion of the workforce applies for Parental leave at the same time
- Where the absence of a key employee at a particular time would unduly harm the business.

If, because of postponement, the period of Parental Leave falls after the child's 18th birthday then you would be entitled to take leave after that date.

Evidence of Entitlement

You may be required to provide evidence that you are the parent of a child or have parental responsibility for the child. Examples of what might be suitable evidence are:

- Information contained on the child's birth certificate
- Papers confirming a child's adoption or the date of placement in adoption cases.
- The award of disability living allowance in the case of a disabled child.

Time off for public duties:

You are entitled to spend time on public duties, as specified in Regulations 24 and 26.

Documents and Links:

[Church of England Parental Leave webpage](#) – this contains sections on Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP), Statutory Paternity Pay (SPP) and Shared Parental Pay (SHPP)

Contacts:

The Diocesan Secretary, Miss Susan Pope
01727 818130 spope@stalbans.anglican.org

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February 2018

Section 10 – Mission and Ministry Development Review (MMDR)

Introduction

The purpose of a Mission and Ministry Development Review (MMDR) is to give clergy an opportunity to reflect on their ministries, so that they can flourish as disciples and grow in faithfulness and fruitfulness. A consultant-led review takes place every two years and alternates with a biennial visit from a bishop or archdeacon.

MMDR gives an opportunity to look back and reflect on what has happened over the last year or two of ministry and, informed by that, to look forward to plan, anticipate and develop a clearer vision for what lies ahead. In looking back there is an opportunity to acknowledge all there is to be thankful for and anything that is a matter for lament, and in looking forward to anticipate the changing demands of the role, identify future objectives and areas for potential development.

Clergy will be invited to take part in MMDR by the Clergy Appointments and Review Secretary, Maria Taylor, who will also email the necessary forms and documents.

MMDR documents and forms are also available below and via the Diocesan website, except for a list of Review Consultants, which Maria will send on request.

Documents and links:

[About the Scheme – Information for Clergy](#)

[MMDR C Consultant Preferences Form](#)

[MMDR G Guidelines for Ministers](#)

[MMDR N Local Context Reviewer Nomination Form](#)

[MMDR P Local Context Review Form](#)

[MMDR R Minister's Record of Review](#)

[MMDR S Scope and Purpose of the Interim Review](#)

[MMDR T Interim Review Outcome Form](#)

[Diocesan website: Mission and Ministry Development Reviews](#)

[Ministerial Development Review guidance from the Church of England](#)

Contacts:

Director of Ministry and Ministerial Development Officer, The Revd Canon Dr Tim Bull
01727 818152 dom@stalbans.anglican.org

Clergy Appointments and Review Secretary, Mrs Maria Taylor
01727 818163 mdrsec@stalbans.anglican.org

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December 2018

Section 11 - Continuing Ministerial Development (CMD)

Introduction

Under the Terms of Service Regulations the Bishop is responsible for ensuring there is provision of suitable CMD and office holders are responsible for participating in such CMD.

Whilst there will be considerable variation according to the situation and needs of each individual one model of learning suggests that:

- 70% of ministerial learning will be self-directed
- 20% will happen in a diocesan context
- 10% will happen in extra-diocesan events or groups

Further information about trainings, workshops and conferences for clergy and Readers is available from the CMD section of the Developing People and Parishes webpage on the Diocesan website, including resources to support those in the IME 4-5 programme (was CME 1-4).

Documents and Links:

[Diocesan website: Continuing Ministerial Development](#)

Contacts:

Officer for Initial Ministerial Education, The Reverend James Webster (from Dec. 2016)
01727 818149 cmeo@stalbans.anglican.org

Director of Ministry and Ministerial Development Officer, The Revd Canon Dr Tim Bull
01727 818152 dom@stalbans.anglican.org

Administrator, Mrs Linda Watson
01727 818151 lwatson@stalbans.anglican.org

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November 2016

Section 12 - Discipline

Introduction

The Clergy Discipline Measure 2003 came fully into force on 1st January 2006, and provides a structure for dealing with formal complaints of misconduct against members of the clergy, other than in relation to matters involving doctrine, ritual or ceremonial. All those admitted to holy orders are covered by the Measure, whether or not they are in active ministry.

The disciplinary process begins when a formal written complaint of misconduct is made to the bishop on one of four grounds:

- Acting in breach of ecclesiastical law
- Failing to do something required by ecclesiastical law
- Neglect or inefficiency in performing the duties of office
- Conduct unbecoming

There must be written evidence to support the complaint, the complainant must have a proper interest, and the allegations must be of sufficient substance to justify proceedings under the Measure. The bishop may dismiss the complaint or consider it further in the light of a written statement by the person about whom the complaint has been made. The bishop can then take one of five courses of action:

- Take no further action
- Record the complaint on file conditionally
- Attempt to bring about reconciliation
- Impose a penalty by consent
- Require the complaint to be formally investigated

In the last case, the complaint is investigated by the Designated Officer, a barrister in the Church of England Legal office and a report produced for the President of Tribunals who will decide whether the matter is to be referred to a disciplinary tribunal.

Documents and Links:

[Clergy Discipline Measure and the Disciplinary Process](#)

[Code of Practice](#)

[Diagram of Process](#)

[Ecclesiastical Legal Aid](#) (including link to application form)

[St Albans Registry](#)

Contacts:

Diocesan Deputy Registrars: Jon Baldwin and Owen Carew-Jones

Registry Clerk: Anne-Marie Organ

Address: St Albans Diocesan Registry, Winckworth Sherwood LLP, Minerva House,
5 Montague Close, London SE1 9BB

Telephone: 0207 593 5015

Email: stalbansregistry@wslaw.co.uk

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March 2016

Section 13 - Capability Procedure

Introduction

The Terms of Service Regulations provide that, where there are grounds for concern, a bishop may instigate an inquiry into the capability of an office holder to perform their duties of office. Before an inquiry begins, the office holder must be informed in writing of the matters which will be taken into account, the procedure to be followed and by whom, the action which may be taken and the rights of appeal against the decision to take action. There must also be the opportunity for a meeting between the office holder and the person carrying out the procedure, and any panel appointed to adjudicate on issues relating to capability.

Any inquiry must follow the Code of Practice issued under the Measure.

Documents and Links:

[Capability Procedure – Code of Practice](#)

[Capability Procedure – Supporting advice](#)

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November 2015

Section 14 – Grievance Procedure

Introduction

Common Tenure has introduced a new procedure for dealing with grievances.

Documents and Links:

[Grievance procedure - Code of Practice](#)

[Grievance procedure – Supporting advice](#)

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November 2015

Section 15 – Other policies and guidance

Introduction

References to other guidance, information and policies available on the Diocesan website <http://www.stalbans.anglican.org/diocese/policies/> and elsewhere will be added from time to time.

Documents and Links:

[Anti-Bribery Policy](#)

[Child Protection Policy](#)

[Complaints Policy](#)

[Conflict of Interests Policy](#)

[Environmental Policy](#)

[Equal Opportunities Policy](#)

[Health & Safety Policy](#)

[Ministry after 70 Policy](#)

[Preventing Bullying and Harassment Policy](#)

[Privacy Policy](#)

[Race Equality Policy](#)

[Social Media Guidelines](#)

[Whistleblowing Policy](#)

[Recruitment \(ex-offenders\) Policy](#)

Contacts:

The Diocesan Secretary, Miss Susan Pope
01727 818130 spope@stalbans.anglican.org

Safeguarding Adviser, Mr Jeremy Hirst
01727 818107 07867 350886 safeguarding@stalbans.anglican.org

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Section 16 – Financial support for clergy and their families

Introduction

The Bishops and Archdeacons have some discretionary funds at their disposal in cases of hardship or particular pastoral need. In addition a number of charities offer grants and funds for various purposes. The list below is not exhaustive but gives details of some of the main trusts which may offer assistance.

The Clergy Support Trust

This organisation is an amalgamation of the Friends of the Clergy Corporation and the Corporation of the Sons of the Clergy. Grants may be available for:

Bereavement expenses	Cars for the disabled
Child Maintenance	Clothing
Counselling	Debts
Education	Financial management courses
Heating expenses	Holidays
House repairs and decorations	Medical expenses
Nursing home fees	Ordinands
Removals and resettlement	Sabbaticals

Documents and Links:

[The Clergy Support Trust Website](#)

Contacts:

For application form send details to: help@clergysupport.org.uk or use the contact form on their website.

Society for the Relief of Poor Clergy

Assistance is provided for evangelical clergy, accredited layworkers or their widows and widowers for:

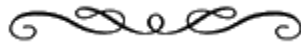
- Bereavement
- Illness
- Removals
- Repairs to property
- Other special circumstances

Documents and Links:

[Website including link to guidance notes and application form](#)

Contacts:

SRPC, c/o CPAS, Athena Drive, Tachbrook Park, Warwick CV34 6NG



The Mabledon Charity

The Mabledon Charity provides grants to assist with the costs of study/sabbatical leave for UK-based personnel employed by Anglican mission agencies and societies, who would not be eligible for grants from diocesan funds. Applicants must have been employed by the agency/society for at least three years and be able to demonstrate the benefit of the proposed study both personally and to their employer. The maximum grant is normally £500.

Documents and Links:

[The Mabledon Charity website](#)

Contacts:

c/o CPAS, Athena Drive, Tachbrook Park, Warwick CV34 6NG

CPAS Ministers in training fund

Grants are available for those training for authorised ministry fulfilling three conditions:

- They are evangelical Christians
- They have been recommended for training following a Bishop's Advisory Panel and contemplating parochial or ordained pioneer ministry
- They are in genuine need of financial support

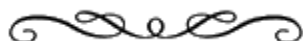
Documents and Links:

[Guidance notes](#)

[Grants website – CPAS](#) (including links to application and budget form)

Contacts:

c/o CPAS, Athena Drive, Tachbrook Park, Warwick CV34 6NG



The Henry Smith Charity

Assistance is available for 'needy' clergy. Applications must be submitted through the Diocesan Bishop.

Documents and Links:

[The Henry Smith Charity website](#)

Contacts:

The Bishop of St Albans, The Rt Revd Dr Alan Smith
01727 853305 bishop@stalbans.anglican.org

The English Clergy Association

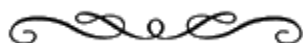
Holiday Grants are made, "in many cases of a sufficient size to make a significantly helpful contribution to clergy (and their family's) enjoyment of human life."

Documents and Links:

[The English Clergy Association website](#)

Contacts:

Holiday Grant applications are made to the Almoner: The Revd G. Richard W. Hall, MA, LLB, The Rectory, 12, Beech Road, Salford, Bristol BS31 3BE
richardhall@blueyonder.co.uk



Frances Ashton Charity

Grants are available for almost any purpose for clergy and their widow(er)s

Contacts:

[Frances Ashton Charity Website](#)

Frances Ashton Charity, Beech House, Woolston, North Cadbury, Somerset, BA22 7BJ
07775 717606 francesashton@hotmail.co.uk

The Jane Cart Trust

Grants are made to provide support to Church of England Clergy, widows/ers and the maiden daughters of clergy (the latter when aged over 45) and where that member of the clergy currently or in the past lives/lived or works/worked in the Diocese of St.Albans

Documents and Links:

[The Jane Cart Trust website](#) (link currently being updated)

Contacts:

For further details please contact the Bishop of Bedford
bishopbedford@stalbans.anglican.org

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Section 17 – Ad Clerum Index

These can all be found on the [Diocesan website](#)

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- 1.2 Moving on
- 1.3 Pastoral care of the Church's ministers
- 1.4 Complaints procedure
- 1.5 Clergy holidays
- 1.6 Deanery Chapter
- 1.7 Deployment of SSMs after Ordination
- 1.8 Youth worker/ministries
- 1.9 Clergy (Ordination) Measure 1990
- 1.91 Spiritual direction

2. PASTORAL ISSUES

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3. PUBLIC WORSHIP

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- 3a.3 Preparation at school of candidates for confirmation
- 3a.4 Change of name at confirmation

3b Marriage

- 3b.2 Remarriage in church of divorced persons with a partner still living
- 3b.3 Conduct of marriages by those in Deacon's Orders
- 3b.4 Services of prayer & dedication after civil marriage
- 3b.7 Gender Recognition Act

3c Communion

- 3c.1 Lay administration of the elements of Holy Communion
- 3c.2 Infectious illness and the chalice
- 3c.3 Admission to Holy Communion of members of other Churches
- 3c.4 Public worship with Communion by Extension

3e General

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- 3e.1b Authorisation of Local Ministry Development Teams (LMDTs)
- 3e.2 Assistant ministers in the vacancy of a benefice
- 3e.3 Assistant ministers in the vacancy of a team or group ministry
- 3e.4 Authorisation of ministry in the Church of England

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