

The Diocese of Durham Clergy Handbook

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 THE CHURCH
OF ENGLAND
DIOCESE OF DURHAM

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Foreword by the Bishop

Dear Colleagues,

I'm very pleased to be able to commend the Diocese of Durham Clergy Handbook to you.

The Handbook offers really clear information and practical guidance on a range of matters that we all need to understand and be able to navigate as smoothly as possible to enable us to engage fully with the mission and ministry God has entrusted to us. These include legal and administrative aspects of Common Tenure (and Freehold), stipends and pensions, fees, sickness policies, holidays, parental and special leave, grants, housing matters and more.

It's very hard to flourish in ministry without being absolutely clear about what is expected of us and how we can expect to be supported to do that. The Handbook is a vital resource here, explaining both the commitments that the Diocese has to you as clergy and the things that you need to do, both to fulfil your responsibilities and to enable the Diocese to support you.

I know that having all this in one place will be really useful: please make use of this! The Archdeacons, HR team, Diocesan Secretary and others have worked hard to try to ensure the accuracy and helpfulness of this content. However, laws, protocols and guidance change over time, so this will always be a work in progress. So, we would welcome feedback on this content, and any suggestions, if readers think anything here can be made clearer or more useful.

This comes with thanks and prayers for all that you do in seeking to make the good news of Jesus Christ known through your ministry. May God bless you in this, and I hope the Handbook helps with the practicalities, so that you are released as much as possible to do the things God is calling you to do.

With my very best wishes,

The Rt Revd Rick Simpson
Bishop of Durham



1. Introduction

This handbook contains information which applies to those licensed under Common Tenure, both stipendiary and non-stipendiary. For those with freehold tenure, this handbook does not cover freehold rights in detail, but the policies and procedures within apply except where this would conflict with the rights conferred by freehold tenure.

The handbook is a document which will develop and change over time as new policies are introduced and further information of interest and help to clergy becomes available. Please, therefore, ensure that you are always working with the most up to date version of the Handbook, which is available on the Diocesan Website.

ABOUT THE DIOCESE

The Diocese of Durham covers a geographical area of 2,530 square kilometres in the North East of England and the churches within that space serve a population of nearly 1.5 million people.

Our worshipping communities are organised into three smaller regions called Archdeaconries, each with a regional name:

- Auckland
- Durham
- Sunderland



2. Terms of Reference

2.1. Common Tenure

Under the Ecclesiastical Offices (Terms of Service) Measure 2009, a new form of tenure for clergy office holders called **Common Tenure** came into effect on 1 February 2011. Clergy and other office holders will continue to be appointed as incumbents, assistant curates, priests in charge and team vicars, but will hold their office under common tenure. Under these new arrangements, a post may only be limited to a fixed term in certain specified circumstances e.g. for training posts or for those over 70.

Those clergy who currently hold the freehold of their parish may choose to continue to do so until they resign, retire, or move posts. Common tenure will confer additional rights to clergy. Clergy not holding a freehold office as of 1 February 2011 automatically transferred to common tenure with effect from 1 February 2011. Clergy on Common Tenure are office holders (which is legally different to being employed); Common Tenure, however, allows for the introduction of rights for office holders that are similar to the rights enshrined in employment law for employees.

These are summarised below:

- An entitlement to be provided with a written statement of particulars setting out the terms of the appointment.
- An entitlement to an uninterrupted rest period of not less than 24 hours in any period of seven days.
- An entitlement to annual leave.
- An entitlement to maternity, paternity, parental and adoption leave in accordance with statutory entitlements.
- An entitlement to request time off, or adjustments to the duties of the office, to care for dependants in accordance with directions given by the Archbishops' Council as central stipends authority.
- An entitlement to spend time on certain public duties other than the duties of the office, with the matter being determined by the bishop if there is any dispute;
- Access to a grievance procedure and supporting advice;
- Rights in respect of housing;
- A right of appeal to an employment tribunal if removed from office on grounds of capability. The Diocesan Board of Finance will be the 'responsible body' for this purpose.

The legislation requires all those under common tenure to:

- Cooperate and participate in ministerial development review (MDR) and initial ministerial education (IME) in the case of assistant curates in training;
- Participate in arrangements approved by the diocesan bishop for continuing ministerial development;
- Inform a person nominated by the bishop when unable to perform the duties of office through sickness;
- Undergo a medical examination where the bishop has reasonable grounds for concern about the office holder's physical or mental health.

Other provisions included in the legislation are:

- The only mechanism for making clergy officeholders 'redundant', as of now, is through pastoral reorganisation. The legislation extends the right to be consulted on any pastoral scheme to all officeholders under common tenure in receipt of a stipend or housing who would potentially be affected by the scheme;

- The legislation introduces a capability procedure when the performance gives reasons for concern.

2.2. Qualified Common Tenure

Under Regulation 29 of the Ecclesiastical Offices (Terms of Service) Measure 2009 some Common Tenure posts may be time limited. This is known as Qualified Common Tenure and occurs in situations where the post is:

- created to cover the absence of another office holder
- held by a member of clergy over the age of 70
- a training post (= a curacy)
- subject to sponsorship funding
- probationary
- under Bishop's Mission Order
- held with another office or employment
- held by someone subject to limited leave to remain in the UK
- designated as a Locally Supported Ministry Post*

*A post may only be designated as a Locally Supported Ministry Post if:

- It is held by an assistant curate who is not in sole or principal charge of the parish in which he or she serves;
- The PCC has entered into a legally binding agreement with the DBF to meet all the costs, including stipend, expenses, pension and housing;
- The office holder, bishop and PCC have all given their consent in writing.

Under Regulation 30 an office may be designated as subject to potential pastoral reorganisation and the Statement of Particulars must contain a declaration of this designation. Should the office cease to exist, compensation will be based on the loss of one year's service.

2.3. Clergy not Covered by Common Tenure

- Those with permission to officiate (PTO)
- Honorary Canons
- Clergy in employed roles

It is important to be clear that some diocesan employed posts can be held by either lay or ordained people. Where an ordained person is employed in such a role, they are not an office holder. The terms and conditions for these posts are contained in their contract of employment.

These include:

<i>Post</i>	<i>Employer</i>
Diocesan staff roles	DDBF
Bishop's Chaplain	Church of England Central Services
Hospital, University & School Chaplains	Institution or DDBF
Clergy Paid by the Parish	Parish

NB: *The above posts therefore have different terms and conditions from clergy who hold office under Common Tenure.*

2.4. Freehold

A member of clergy who opted not to move onto common tenure will continue to hold the freehold of their parish(es) on all their existing terms, providing they remain in that particular office.

A freehold office can cease to exist through one of the following:

- Retirement
- Ill Health
- Pastoral Reorganisation

2.5. Statement of Particulars (SoP)

The Statement of Particulars (SOP) is a factual statement of the basic terms and conditions of service that apply to the office holder of a particular office.

Under the Ecclesiastical (Terms of Service) Regulations 2009 the Bishop is required to nominate officer(s) to prepare the Statement of Particulars. The nominated officer for the Diocese is the Diocesan Secretary.

All clergy on Common Tenure will be issued a Statement of Particulars within one month of the date from which the office holder took up office or moved onto Common Tenure. The SOP is prepared by the HR department on behalf of the Diocesan Secretary, or by the relevant organisation in cases where the DDBF is not the body responsible for funding the office holder (ie. the Cathedral).

The information that must be provided in the Statement of Particulars is set out in the Ecclesiastical Offices (Terms of Service) Regulations 2009.

Key information provided in the SoP includes:

- Personal details and dates of appointment.
- The details of the entitlement to a stipend (including the amount or method of calculation), fees and reimbursement of expenses, as well as the right to a monthly stipend statement.
- When the stipend is payable.
- If the office post is full-time or part-time, and in the case of part-time posts and of posts where special provisions have been made for hours of work, any terms and conditions relating to hours of work.
- Terms and conditions relating to rest periods and holidays (including annual holiday entitlement, Sundays on which leave may be taken, and the public and special leave days on which leave may not be taken).
- Terms and conditions relating to sickness absence, long-term absence or injury, including provision for sick pay.
- Pension provision.
- Statutory rights (including maternity, paternity, parental and adoption leave and time off work to care for dependants).
- Links to the processes, guidelines, and policies which underpin the roles and obligations of clergy within the diocese.
- Terms and conditions relating to an office holder occupying a house for 'better performance of their duties' including property's address and owner.
- Length of notice the office holder is required to give and if applicable receive, if the appointment is terminated.
- For non-permanent appointments, the termination circumstances, or if for a fixed term, the end date.

A new SoP will be issued regardless of whether you have just moved to the Diocese or are moving to a new role within the Diocese.

Any further changes to your SoP will be notified to you within one month of them coming into effect either by issuing a revised SoP or a letter detailing the change(s).

An example of a change might be:

- If there was a statutory change that required, an amendment to sick leave entitlement;
- On a more individual basis, if you were provided with a house of residence for the better performance of your duties, it might be that you have agreed on a change; in where you reside, and this would initiate a change in your SoP to update the details.

Any queries relating to the statement should be discussed in the first instance with the appropriate Archdeacon, or with the Human Resources department.

2.6. Documents linked to your SoP

These include your role description (for Incumbents), your ministerial working agreement (for associate clergy) and learning agreement (for curates in training). These are documents that outline the key expectations, duties and outcomes for an individual role. If you have more than one role you will have a role description and SoP for each role unless they are linked by design, in which case it would be reasonable to have one SoP and one role description covering both roles.

Every Common Tenure post has a Role Description, which outlines the exact nature of the post. This includes both general elements which apply to all diocesan posts and the specific, unique description of the work and relationships pertaining to the post in question.

This document is an essential part of the appointment process, and a key reference point for the six-month review, Ministerial Development Reviews, and any other questions or issues that might arise about the performance of the minister in role.

During a vacancy the Role Description is reviewed and completely revised in the light of the Parish Profile.

In addition to the Role Description there are a number of other sources which define the role of the minister:

- the Ordinal
- Canon Law
- the Licence from the Bishop
- The Guidelines for the Professional Code of Conduct for Clergy (see: <https://www.churchofengland.org/resources/clergy-resources/guidelines-professional-conduct-clergy>)

3. Stipend & Benefits

3.1. Stipend

For all stipendiary clergy – the body responsible for the payment of your stipend is the Durham Diocesan Board of Finance (DDBF). It performs this responsibility through the Church Commissioners, who are not legally your employer but are responsible for paying a stipend to most clergy and licensed lay workers in parochial or diocesan appointments by monthly instalments paid into your bank account on the last working day of each month. They are also responsible for making deductions for income tax, national insurance, pension etc. and the cost is recharged to the DDBF.

There are national guidelines to ensure all stipends are broadly comparable. The National Minimum Stipend (NMS) and National Stipend Benchmark (NSB) are calculated annually by the Central Stipend Authority (CSA).

Clergy receive an annual stipend of not less than the national minimum stipend or a stipend that together with any other income related to the office is not less than the national minimum stipend.

Part time clergy are entitled to a stipend that is determined in accordance with the Diocesan Stipend Policy.

The National Minimum Stipend (NMS) is determined by the Archbishops' Council. The diocesan stipend is determined by Diocesan Synod as part of the annual budget.

Part time stipendiary clergy are entitled to a proportionate stipend that will be made clear when the role is advertised.

Augmentation of Stipends

It is the responsibility of the Diocesan Board of Finance to ensure that all incumbents' stipends are made up to the Diocesan Minimum Stipend for incumbents after taking into account their income from the following:

- a) Fees, if retained (both church fees and non-church fees)
- b) Easter Offering (if applicable)
- c) Income from chaplaincies and public and educational appointments (after allowing for agreed expenses properly incurred in earning this income)
- d) Income from local trusts

The computation of income for augmentation purposes does not include:

- a) Spare-time earning
- b) Spouse's earning
- c) Private Income
- d) Approved working expenses

3.2. People System

[People System](#) manages the payment of clergy stipends, holds your personal information and the information that is presented in the National Register of Clergy including:

- **Your personal details** – name, date of birth, Person Unique Number (PUN number) and demographic diversity information
- **Your contact information** – phone number, email and correspondence address and emergency contacts
- **Your current assignment information** – how you are currently engaged with the Church of England. This is the information that is presented in the National Clergy Register.
- **Your personal identification documents** – your birth or marriage certificate
- **Your pay document** – the People System is where you will access pay documentation including pay statements, P60 and P11D documents.

To log onto People System you will need your PUN, this is your Username for the system. (This replaced your unique ID number you may have used from the previous MyView system)

Further information relating to People System can be found on the main [Clergy payroll webpage](#) – including a [user guide](#) and [FAQs](#). If you have any questions about People System, please email: peoplesystemsupport@churchofengland.org.

3.3. Expenses

The Central Stipends Authority's annual recommendations for the level of stipends are made on the basis that parochial expenses are reimbursed in full. If, therefore, clergy do not claim all their expenses, or their expenses are not fully reimbursed, the value of the stipend will be reduced. PCCs should be committed to reimbursing clergy expenses in full.

The Statement of Particulars for those on common tenure sets out the entitlement to be reimbursed for expenses reasonably incurred in connection with carrying out the office. It also makes it clear that reimbursement is the responsibility of the PCC(s).

A booklet that gives guidelines to parochial clergy and PCC treasurers about the reimbursement of expenses is available from the Church of England website using the following link: [Clergy pay and expenses | The Church of England](#)

The diocese recommends that the prevailing rate from HM Revenues and Custom for mileage are applied, whilst recognising that each PCC is responsible for its own decision (following the recent change to mileage rates, these will be applied to expenses claimed from the DDBF from 1 August 2026). The rates for the current year including those for cycling, can be found using the following link:

Claim tax relief for your job expenses: Travel and overnight expenses (www.gov.uk) [Claim tax relief for your job expenses: Overview - GOV.UK](#)

3.4. HLC (Heating, Lighting & Cleaning) Scheme & Annual HLC Return

The HLC scheme is run in partnership with the HM revenue and Customs and is unique to the Church Commissioners' clergy payroll. It allows you to claim tax relief on heating, lighting, cleaning and garden upkeep (HLC) costs of your official property. It is a reclassification.

It is a reclassification of part of the stipend which is paid before tax and National Insurance is deducted - it isn't an additional payment. It is viewed as a taxable service benefit because you can claim for your costs for the whole property, not just the work-related portion. In order to qualify for the scheme, you need to:

- be a full-time office holder paid through the Church Commissioners' clergy payroll.
- occupy, rent-free, an official house provided by the Church of England or a charity (please note, for clergy couples living in the same vicarage, only the Clergy member the house is provided for may claim the HLC. Both clergy members cannot claim HLC for the same house.
- confirm an annual return each year.

If you are part-time or live in your own home, you are not eligible for the HLC Scheme, however you are still able to claim tax relief on any work-related heating, lighting, cleaning and garden upkeep expenses through the ministers of religion tax return under other expenses.

For further information on when and how you are paid your stipend, your employment status, making statutory deductions in respect of PAYE tax and National Insurance, please contact clergy payroll services directly at clergy.payments@churchofengland.org (tel: 0207 898 1643) or by visiting the [clergy payroll services pages](#) on the Church of England website.

Tax Office

The tax office which deals with the Church Commissioners' payroll is HM Revenue and Customs at:

H M Revenue & Customs
Public Department 1
6 Central Square
CARDIFF
CF10 1XS

Tel: 03000 534720

Specialist clergy taxation services are available as well as reference guides, for example: *Taxation of Ministers of Religion: A Rough Guide (August 2009)*, issued by the Churches' Legislation Advisory Service.

Our advice is always if in doubt please contact a suitably qualified accountant who has experience and knowledge in this area and who can advise you specifically around your particular circumstances.

3.5. Pensions

If you hold a stipendiary office, your service is pensionable within the terms of the Church of England funded Pension scheme. Please be aware that non-stipendiary clergy are not covered by the Clergy Pensions Scheme.

Pensions are linked to the National Minimum Stipend (NMS) for incumbents and are reviewed annually by the Church of England Pensions Board taking effect from 1 April.

As long as your online details are up to date you should be able to view and manage your Church of England pension by logging in at <https://pensions.churchofengland.org/login>

The pension paid on retirement depends on the total number of years you have served. Pension accrual has changed over the years, but the below table gives you a breakdown of the different accrual rates which may be applicable to you:

Effective Date	No of service years required for a Full Pension
1 st January 2011 onwards	41.5 Years
1 st January 2008 to 31 st December 2010	40 Years
Up to 1 st January 2008	37 Years

The Pension Board add up your pension in all three sections to get your total pension. Your tax-free lump sum is usually 3x your total pension.

The Normal Pension Age (NPA) increased from 65 to 68 from 1 January 2011. If you take your pension at a different time to the NPA, your pension may change as it is likely to be paid for a longer or shorter length of time.

If you have part-time service, the Pension Board will pro-rata your pensionable service for this period. This means you will earn slightly less pension for any of these periods.

When you wish to claim your clergy pension, you should contact the pensions board at the Church Commissioners on 020 7898 1802 or pensions@churchofengland.org, ideally three months prior to claiming, who will arrange for the necessary paperwork to be completed. For further information please visit [Welcome - Clergy pensions](#).

Under the Ecclesiastical Office (Age Limit) Measure 1975, clergy automatically vacate office on the day they attain the age of 70 (if they have not voluntarily retired earlier) unless you are a Dean or Suffragan Bishop, or on a contract of employment. You can continue after 70 on a temporary basis, with the agreement of your Bishop. You will still earn pension until you retire.

With effect from 1 January 1992, all new entrants to the clergy pensions' scheme had a minimum normal pension age of 65. In 2010, clergy pension arrangements were reviewed and from 1st January 2011 the retirement age will increase to 68.

For further details of changes to the Pension scheme see the Pensions Board webpage at: <http://www.churchofengland.org/clergy-office-holders/pensions-and-housing/pensions/ceps.aspx>

Early retirement is available to members of clergy in the following scenarios:

- when you are within 5 years of normal retirement age.
- medical incapability / permanent ill health

Pension rights in relation to Civil Partners are the same as for spouses.

3.5.1. Additional Voluntary Pensions Contributions

It is possible to buy an increased pension by making additional voluntary contributions for this purpose.

There is an approved supplementary pension scheme operating under the Church of England Pensions Measure. This scheme enables clergy to save regularly on a voluntary basis. They will obtain full income tax relief on the amounts saved at the highest rate of tax they paid on earned income, and savings will accumulate in a fund free of tax on income and capital gains.

The benefits built up by the savings will eventually emerge at retirement as tax-free cash sum or a pension, which will be in addition to all other benefits the priest is going to receive. As substantial tax reliefs are available, the contributions and benefits are subjected to certain limits set by HMRC.

The scheme is administered by the Pension Board who also act as Trustee. For details apply to:

The Secretary, The Church of England Pensions Board, 29 Great Smith Street, London, SW1P 3PS
Tel: (020) 7898 1800

Further details on the scheme can be obtained by accessing 'Clergy Pensions – the Facts' and 'Your Pension Questions Answered Online' using the link: [Clergy pensions | The Church of England](#)

3.5.2. Retirement Housing

The Church's Housing Assistance for the Retired ministry (CHARM) came into operation in 1983 and the Pensions Board is able to assist beneficiaries with retirement accommodation through the Shared Ownership Scheme, with rental properties or in Supported Housing Schemes (formerly known as Residential Homes).

For details see: [Retirement housing | The Church of England](#)

The Pensions Board administers over 1000 properties which are available from time to time for letting to retired clergy or their widows/widowers who cannot afford, even with help of the pensions Board's Equity Sharing Scheme, to buy a house of their own. Occupants are required to pay a Maintenance Contribution which is a restricted percentage of gross income. If occupants have exceptionally high costs or low income, smaller contributions may be allowed at the discretion of the Pensions Board.

Details of the Equity Sharing Mortgage scheme are obtainable from the Pensions Board. The Board can extend a loan on an equity-shared basis to all clergy normally from 62 years of age – thus helping to buy a house in advance of retirement. Lower age limits apply in certain cases: the Pensions Board will advise on individual circumstances.

3.5.3. Death in Service

If a member of the clergy dies in office, the Bishop and Archdeacon should be informed, and contact should be made with the Pensions Board or HR Department.

A widow(er)'s pension is two thirds of the clergy pension and is reviewed each year. The lump sum death-in-service payment is tax free. For further information on benefits on death, please refer to section 8 – Benefits on Death (Pages 16 and 17) of [The Church of England Pensions Scheme Booklet](#).

The widow/er of the incumbent will be given help to ensure that a house which is appropriate to their needs and resources can be found in a time sensitive manner. When registering a death, it is advisable to obtain at least three copies of the death certificate. These will be required for insurance purposes etc.

Financial Assistance for Stipendiary Clergy Families Following Death in Service

Financial planning and security for the future is an important consideration for clergy and their families when thinking about what will happen should someone dies in service. As in other families, it is important that appropriate levels of life insurance cover are taken out to provide for family members and to compensate for loss of income. Clergy are strongly encouraged to take out such a policy if they have not already done so.

However, the situation is made more complicated because clergy families usually live in houses provided by the Church and may not have another home of their own into which to move. The archdeacon will spend time with the clergy spouse discussing the financial resources which they have, and the specific needs of the spouse and the family. If it is not possible for them to provide their own housing, the diocese would normally help them to make an arrangement with the Church of England Pension Board (CEPB).

For further information on benefits on death, please visit [my-pension-if-i-die-april-2024.pdf](#) ([churchofengland.org](#))

3.6. Grants & Allowances

The DDBF supports several grants for clergy which are reviewed annually and published via the annual stipend memorandum. Please contact the HR Team or Payroll Team for the current copy of this document. Clergy should contact the diocesan office in advance to discuss what is required in order to apply for these grants. They should read this guidance ([Church Commissioners](#)) and retain any invoices, receipts etc for at least three years in case HMRC require them.

If the total of the removal and resettlement grants is in excess of £8,000 (not including any first appointment grant), they need to report this on their tax return. In such situations, the cost of the removal may be reviewed by the DDBF, and the amount in excess of £8,000 is paid at the discretion of the DDBF.

The following grants are available:

3.6.1. First Appointment Grant (Ordination)

A first appointment grant is available when taking up your first post of responsibility and the purpose of the grant is to support with the costs of robes, theological books and office and other equipment needed. This grant is the equivalent to 10% of the national minimum stipend.

Details of how to obtain your grant will be issued to you with an informal offer letter from the HR Department.

3.6.2. First Incumbency Grant

The Diocese pays a first incumbency grant to clergy equivalent to 10% of the incumbent's stipend. This is payable in addition to the Resettlement Grant on the following two occasions:

1. When taking up an appointment as assistant curate or licensed lay worker for the first time, **and**
2. When taking up an appointment as an incumbent or minister of incumbent status for the first time.

The first incumbency grant is intended as a contribution towards expenses incurred in purchasing books, furniture and equipment etc. required in order to perform the duties of an incumbent.

Details of how to obtain your grant will be issued to you with an informal offer letter from the HR Department.

3.6.3. Resettlement & Removal Grants

The Diocese pays a resettlement grant of 10% of the relevant stipend. This is payable in addition to the removal grant. The resettlement grant is to cover the cost of domestic goods intended to replace items used at the old residence which are not suitable for use in the new residence, for example carpets and curtains, equipment or furniture (such as a freestanding wardrobe which replaced a fitted one). The cost of any travel and subsistence in connection with the move is also included.

In addition to the resettlement grant, the DDBF will also support removal costs. The cost of the removal (often known as 'the van') covers the costs of packing and unpacking, physical removal between residences, insurance in transit, and taking down / re-attaching domestic fittings. To qualify you need to obtain 3 quotes from the approved DDBF removal companies and the lowest will be reimbursed.

Details of how to obtain your resettlement grant will be issued to you with an informal offer letter from the HR Department. The letter will also contain information to support you in obtaining quotes from approved removal firms.

3.6.4. Continuing Ministerial Development Grant

Subject to applying you may be eligible for a CMD grant. Guidelines on amounts available and the conditions governing grants can be found via the following link:

[CMD expectations and commitments - Diocese of Durham \(durhamdiocese.org\)](http://durhamdiocese.org)

3.6.5. Other Allowances & Grants

Area Deans:	Area Deans are eligible for an additional allowance. The allowance is equivalent to 5% of the incumbent's stipend per year.
Housing Allowance:	Any members of Clergy who are entitled to housing under common tenure but have the Bishop's permission to reside in a property other than managed by the DDBF are eligible for a housing allowance and reimbursement of their council tax.
Car Loan Scheme:	The Churches Mutual Credit Union (CMCU), offers car loans: all clergy and church employees are eligible to join and apply for a loan. Further information and details of the products available can be found on the CMCU website: www.cmcu.org.uk
Childcare Vouchers:	For more information relating to Government support with Child-care costs please visit the following website: Help with Childcare Costs The Church of England
Clergy Support Trust:	Depending on your income, you may be eligible for a grant from Clergy Support Trust. More information can be found here: Helping Anglican clergy and their families in times of need Clergy Support Trust
St Boniface Trust:	Small grants may be available to support clergy study: Home St Boniface Trust

4. Parochial Fees

People are required by law to pay statutory fees for some services provided by the church and by clergy, including marriages and funerals, these are known as Parochial fees. The Table of Fees which is normally updated on the 1st January each year, is prepared by Archbishops' Council and approved by General Synod.

The appropriate rates are available from the Church of England website: [Layout 1](#) or Diocese of Durham website: [Table of Parochial Fees 2026](#)

We ask that you make sure you are using the current rates.

Parochial fees are composed of two elements: these are 'fee payable towards the Diocesan Board of Finance' and 'fee payable to Parochial Church Council'. There are exceptional circumstances when fees are not charged (see below).

- **Fee payable towards the Diocesan Board of Finance**
This element of the fee is the legal property of the DBF and helps to finance the stipend, training, development and support of the clergy.
- **Fee payable to Parochial Church Council**
This element of the fee is kept by the PCC as part of its general (unrestricted) income.

4.1. Can fees be waived?

There are some special circumstances in which there are no fees; there is no fee for a baptism or for the funeral or burial of a still-born baby or a child under 18 years old.

National guidance is that fees may be waived at the discretion of the incumbent or priest in charge for example in cases of clear financial hardship.

Retired clergy, curates, readers etc. do not have the authority to decide that fees should not be charged and in cases of local uncertainty please consult your Archdeacon.

The incumbent may not waive fees generally – (s)he must be able to identify something about the particular case that would justify waiving the fee, and be prepared to produce a justification if asked, as part of an audit trail. We recommend that incumbents and churchwardens should make a written note of any waivers that have been made. The DDBF will expect confirmation that in those cases where the DDBF fee has been waived, a similar waiver has applied to the PCC fees. You should be aware that checks may be made by or on behalf of the Archdeacons to ensure that proper records are being kept of all funerals and the associated fees.

4.2. Who may receive payment for officiating at occasional offices?

The DDBF has decided that those eligible to receive fees for occasional offices are retired clergy with Permission to Officiate and Self-Supporting clergy not licensed to the parish where the ministry occurred.

It is a condition of the licence they hold, that Readers may not keep any portion of the DDBF's fee. They may receive out-of-pocket travel expenses, but not compensation for lost earnings.

4.3. Clergy who continue to have the right to retain fees

A very limited number of stipendiary clergy in the Diocese of Durham continue to have the right to retain fees. This does not apply to clergy on Common Tenure.

4.4. Financial Records

It is important to maintain sound audit trails and good financial control procedures over parochial fees, as with all receipts. The DBF recommends that the people paying the fee (e.g. marriage couple, undertaker) should be encouraged to pay the total sum including both fee elements by BACS or cheque to the PCC. If payments are received in cash, then the cash should be kept securely and banked as soon as possible into the PCC bank account. The PCC treasurer should then issue a cheque monthly for the total of the DBF's fees to the DBF, together with the appropriate Return of Fees form. Where a PCC receives the DBF portion of a fee and then pays it out to the DBF, the PCC is acting as the DBF's agent and these transactions do not form part of the income and expenditure of the PCC, though an audit trail must be maintained.

4.5. Fees for Funeral Services not held in church

If the minister taking the funeral is on the staff of a local church (vicar, curate, Reader etc) or the arrangements have been coordinated by a local church, then the Funeral Director is asked to make payment by cheque or BACS to the PCC of that church for the whole of the fees and any out-of-pocket expenses. The PCC should then send the part comprising the DBF fee on to the diocesan office.

However, if the service was conducted by a retired formerly stipendiary priest, the PCC should give the appropriate proportion of the DBF fee (80%) direct to the priest, and send the remainder of the DBF fee to the diocesan office.

4.6. Additional Charges for weddings and funerals

There are other charges that a PCC can make for 'extra' services, but they must be reasonable, genuine and optional. Optional extras include organist, vergers, heating bell ringers, etc. A PCC can suggest a cost for additional heating, which must be in line with the actual extra cost, but cannot impose this charge. An organist's or vergers' fee may be passed directly through the PCC account. Out of pocket expenses for the officiant (e.g. mileage) may also be charged. It is not permissible to make a charge for facilities that should reasonably be covered by the PCC fee (e.g. 'administration', 'use of the PA system'), or to inflate charges to wedding couples who are not actually resident in the parish: anyone who has the right to be married in your church must be treated in the same way as resident parishioners.

4.7. Collections at funerals

The PCC is responsible for agreeing the destination of any collection taken at a service in church, including a funeral. In practice, the PCC may have a general policy allowing collections for good causes at funerals and delegate the approval in each case to the incumbent. Some PCCs have a policy that collections in church should normally be divided equally between the church and the outside charity. Cash should not be taken out of church by undertakers or family, but instead it should be counted in the normal way and paid onward from the PCC account. Family members may be invited to be present whilst the collection is counted; this allows them to see any personal messages which have been included with the collection.

In summary, please be clear that any money donated in a church legally belongs to the PCC unless it has been agreed that a specific collection is for another named cause and this has been made clear to the congregation making donations. However, if it has been agreed and advertised that a collection is in whole or in part for another cause, this must be honoured. If possible, this should be done using a sealed box supplied by the Funeral Director, clearly labelled with the charity name. If collection plates are to be used these should be clearly labelled "For the work of the church".

Please note - It is essential that all the conditions for a collection are agreed between the church and the family before the service. It is also important that the congregation (as the donors) understand what cause(s) they are giving to, and the collection must go to the cause(s) in the terms stated, without any other deductions.

4.8. A final note

All fees should be requested to be by BACS/cheque (not cash); these should normally be payable to the PCC. Out of pocket and travel expenses, and allowable charges for church 'extras', are a separate matter from fees and should be treated as such. It is important that, by whatever means, clergy and lay officers have good enough records to be able to give an accurate and unambiguous figure for the number of weddings, funerals in church, crematorium funerals etc during any period. That means that the fees can easily be reconciled with the parish mission returns, as enquiries are made about significant discrepancies. Incumbents may find it helpful to keep a register of funerals, listing in each case the name of the deceased, date, location and officiant. That is in addition to the legally-required register of actual burials.

5. Housing

The majority of parochial stipendiary clergy are required, for the better performance of their duties, to live in accommodation provided. Please follow this link for the Diocesan Property Handbook: <https://www.durhamdiocese.org/support-for-your-role/clergy/housing/>

Details relating to the provision of housing and the duties and responsibilities of the housing provider and officer holder can be found at paragraphs 12-14 of the Ecclesiastical Offices (Terms of Service) Regulations.

5.1. Incumbents

Incumbents generally occupy the parsonage house owned by the benefice. This is subject to the rights and duties set out in the Repair of Benefice Buildings Measure 1972 and its code of practice.

The same principles are applied to incumbents who are living in other housing provided by the DDBF.

5.2. Other Clergy

Parochial stipendiary clergy who are not incumbents, are entitled under the Ecclesiastical Offices (Terms of Service) Measure to be provided with accommodation reasonably suitable for the purpose. It is occupied for the better performance of the duties of the office holder. It does not create a relationship of landlord and tenant between the housing provider and the office holder.

The Diocesan Board of Finance, which acts as the Diocesan Parsonages Board, is the Housing Provider.

5.3. Vacating the Premises

Clergy are required to vacate the house within one month of vacating office or within such longer period as may be allowed. Clergy should write to their Archdeacon to request to stay beyond one month. An additional period of up to two further months may be allowed depending upon the circumstances, and a licence to occupy may be required and beyond this period rent may be charged. Please see the Diocesan Property Handbook for details of clergy responsibilities on leaving a property <https://www.durhamdiocese.org/support-for-your-role/clergy/housing/>

6. Leave & Time off

6.1. Time Off

We encourage all our Clergy to take regular time off and holiday breaks for the benefit of their health. Time away from work and clerical responsibility is a vital factor in the wellbeing of those in ministry and their relationships with those close to them.

Time for rest and recreation is a biblical principle which should be at the heart of a ministry which models for others self-respect and a healthy way of working. In a working day, proper time should be set aside for family responsibilities and relaxation, with an overall aim of an average working week of up to 48 hours.

Clergy are, of course, expected to work flexibly because of the nature of the role, but should excessive hours become a norm and regularly planned, it is advisable that you discuss this with your Archdeacon and in ministerial reviews or spiritual directions sessions so that you can be advised and guided appropriately. The responsibility for ensuring leave and days off are taken lies with both the individual member of clergy and their parish.

Parishes and those who are responsible in the setting in which clergy minister (e.g. PCCs, churchwardens, training incumbents) have a duty to enable clergy to take enough free time and to protect them from intrusion. This may involve the provision of another person to cover public worship, office time and administration. PCCs and other responsible bodies should review this provision annually.

The Ecclesiastical Offices (Terms of Service) Measure 2009 through its supporting Regulations [2009] and Directions [2010], conferred several rights and entitlements to clergy on common tenure in terms of rest period and time off. In summary, these are:

- An uninterrupted rest period of 24 hours in each period of seven days;
- 36 working days annual leave for calendar year;
- Additional bank holidays or time off in lieu;
- Additional period of special leave granted by the Bishop in particular circumstances;
- Maternity, paternity, parental, adoption and shared parental leave;
- Request time off work, or adjustments to the duties of the office to care for dependants;
- Spend time on public duties.

Your Archdeacon is the key person to advise you on all aspects of time off.

6.2. Rest Period

Clergy on Common Tenure are entitled to a minimum rest period of 24 hours (a day off) within any 7 days. Although this is not an entitlement for clergy on freehold, it is the policy of the Diocese to encourage all clergy to take this rest period (day off).

Clergy are strongly encouraged, once a month, to take an additional day off (either before or after their usual day off, to give a two-day rest period).

Weekly rest **should not** be taken on the following days:

- Any Sunday
- Christmas Day
- Ash Wednesday
- Maundy Thursday
- Good Friday

It is recognised that clergy are often required to work evenings and long, unsociable hours. They are therefore encouraged to take reasonable breaks within the working day.

Non-stipendiary clergy on Common Tenure have the same entitlement to a rest period as other clergy, but the arrangements about the time they offer will be described in their Ministry Agreement.

6.3. Annual Leave

The leave year runs from 1st January to 31st December and begins on 1st January each year. Clergy appointed part way through a leave year may take a pro rata amount of annual leave calculated at 0.69 days per full week in place. It is advised that you keep a personal record of annual leave taken.

Full time stipendiary clergy are able to take up to **36 days** annual leave each year. It is advisable and helpful if stipendiary clergy give their Area Dean advance notification of all their holidays, ideally with 4 weeks' notice. Trainee stipendiary curates must agree leave with their incumbent.

For part time clergy, the leave allowance is calculated pro rata based on a six-day working week and is set out in the Statement of Particulars.

Stipendiary clergy may not take annual leave on the following days (except after consultation as set out below):

- More than 6 Sundays in a year
- Christmas Day
- Ash Wednesday
- Holy Week
- Easter Day
- Pentecost

If clergy wish to take leave on more than 6 Sundays, or on other days listed above, prior consultation is required:

- Incumbents (and Priests in Charge) should consult the Bishop or Archdeacon;
- Team Vicars should consult the Team Rector;
- Curates and Associate Ministers should consult the Incumbent.

In the event that annual leave has not been used in the leave year, a discussion with the relevant Archdeacon is encouraged to review how this is dealt with.

6.4. Public / Statutory Leave

Clergy are entitled to the following bank and public holidays in addition to the leave allowance above:

- New Year's Day Holiday
- Easter Monday
- May Bank Holiday
- Spring Bank Holiday
- August Bank Holiday
- Bank Holiday Monday if Christmas Day falls on Saturday or Sunday
- Boxing Day Holiday

Days off in lieu for Christmas Day (when it falls on a weekday) and Good Friday are included within the 36 days entitlement.

6.5. Study / Spiritual Leave – Sabbaticals / retreats

The opportunity to devote time to a period of study or a personal project, which includes rest completely free from parish duties, can be an enriching and affirming experience. It need not necessarily be for a long period, though a month would be the minimum for any real benefit. For some, it may only prove possible when a person is between jobs, but it should be a period genuinely away from the demands of day-to-day work.

As part of the CMD provision, the Diocese of Durham offers a limited number of sabbaticals for clergy each year. Candidates for sabbaticals will have served for 10 years and be nominated through the MDR scheme. Nominated candidates should meet with the Strategic Lead for Growing Leadership to prepare a 'Sabbatical Proposal Document'.

Full details of the sabbatical policy can be accessed on the diocesan website using the following link:

[CMD expectations and commitments - Diocese of Durham \(durhamdiocese.org\)](https://www.durhamdiocese.org/cmd-expectations-and-commitments)

If you wish to discuss any issues relating to clergy ministerial development, please contact the Strategic Lead for Growing Leadership.

The Diocese sponsors five **sabbaticals** each year. The details of these can be found on the sabbatical page but in broad outline, they are offered to clergy who have undertaken a period of 10 years' service and are recommended for a sabbatical within the MDR process. The Diocese provides both planning support and financial assistance. Please see section 8 for further details.

6.6. Public Duties

Office holders are entitled to reasonable time off for public duties. The Bishop should be consulted in order to determine what is reasonable. This does not include time off for activities that would normally be considered to be part of the office.

Public duties are defined as:

- (a) Any work done for a public authority including membership of a court or a tribunal, or for a charity within the meaning of the Charities Act 2006 or a registered friendly society.
- (b) Work done in connection with the activities of an independent trade union representing office holders of a description which includes the person in question.

In circumstances where there is compensation for loss of income or other payment when undertaking public duties, the office holder should claim from the appropriate body and notify the Diocese so an appropriate reduction can be made to the stipend.

6.6.1. Jury Service

On receipt of notice of jury service, clergy should inform the Bishop, the Archdeacon, the Diocesan Office and the churchwardens, informing them of the period of jury service.

Clergy are expected to claim the attendance allowance which will be paid on a net pay basis.

Clergy should send a loss of earnings form (provided by the Court) to the Church Commissioners' Clergy Payments Department for completion before jury service starts. Clergy Payments will then send the completed form back to enable the allowance to be paid.

When jury service is completed, clergy should inform the DDBF of the amount of attendance allowance received. The DDBF will then instruct Clergy Payments to reduce the stipend by the amount of the net pay saved, 'grossed up' for tax and National Insurance contributions.

6.7. Compassionate / Bereavement Leave

In the event of unforeseen family circumstances such as the death of a dependant, breakdown of childcare arrangements or illness of a dependant, you may be entitled to reasonable time away from duties, though as an office holder it is your responsibility to arrange adequate cover.

Although you are not entitled to payment for time off for family emergencies, you may request the absence be reckoned as part of your holiday entitlement.

Leave of absence for compassionate reasons can be granted, at the discretion of the Bishop, for not more than 3 days on full pay in any period of 12 months. In cases of special hardship further days may be allowed at the discretion of the Bishop.

6.8. Special Leave

An additional period of Special Leave can be granted by the Archdeacons. This will be entirely dependent on the situation and could be for a period of up to a week. More than one week of special leave will require the permission of a Bishop. The Special Leave would usually be paid.

Special leave is designed to support clergy members when emergencies arise that cannot be managed through the flexibilities that clergy have in their day-to-day role. This can be paid and unpaid leave. Examples of circumstances requiring Special Leave include: personal emergency leave, removal and resettlement and military leave. Clergy should contact the Archdeacon as soon as possible to discuss the requirement for Special Leave. The Archdeacon will keep HR informed so that any pattern of ongoing leave needs can be supported through any wider diocesan assistance that may be available.

While the Bishop will always seek to support clergy, a situation in which clergy are unable to fulfil the duties of their office for an extended period, for example, in order to care for a family member, cannot be managed by the granting of indefinite or extended Special Leave.

7. Ministerial Development Review

MDR is a guided discussion framed round the office holder's ministry. It should allow reflection on the last two years and the opportunity to plan for the future.

The Ministerial Development Review Interim Guidance booklet says:

'Ministerial development review is founded on the assumption that all office holders are responsible to God for the ministry entrusted to them and that they are accountable to the Church and to one another for the way in which it is exercised. Ministry is a gift and a trust for which each individual holds account. Accountability is about preparedness to grow and develop on the basis of experience and the learning gained from it. It is also about how the work is done and how individual ministry can make a real difference. It is about affirmation and encouragement as well as challenge'.

Under common tenure, the Bishop is required to provide a scheme for Ministerial Development Review and each Common Tenure office holder (apart from assistant curates in training) is required to co-operate and participate.

In providing a scheme, the Bishop has to have regard to Archbishops' Council Guidance. [Microsoft Word - MDR updated 120209.doc](#)

The Ministerial Development Review scheme involves all Common Tenure clergy (apart from assistant curates in training) meeting with a member of the Bishop's Leadership Team every two years.

Full details of the scheme can be accessed using the following link:

[Ministerial Development Review - Diocese of Durham \(durhamdiocese.org\)](#)

8. Continuing Ministerial Development

Continuing Ministerial Development, in accordance with Regulation 19 of the Ecclesiastical Terms of Service Measure and Regulations, is about equipping and developing the Church's ministers so that they may stimulate and enable the whole Church to participate more fully in the mission of God in the world. It involves fostering a culture of lifelong learning which applies to clergy and lay ministers.

8.1. Aims for Continuing Ministerial Development (CMD)

- To provide, resource and encourage professional development in ministry.
- To enable engagement with scripture and tradition and to develop the skills of critical theological reflection.
- To assist ministers to understand the society of today and how the gospel may be interpreted in relation to the key issues.

- To promote and sustain the flourishing of all licensed ministers.
- To assist ministers to be creative, confident and competent.

8.2. Expectations

- The Bishop expects clergy to set aside regular time for study and professional development in ministry.
- Clergy are expected to access CMD resources and opportunities in such a way as to promote their spiritual and emotional well-being, their theological enrichment and their effectiveness in ministry and mission.
- Full time stipendiary clergy are expected to participate in at least 5 days of CMD per year. Part-time clergy are expected to access CMD on a pro rata basis. This is in addition to an annual retreat.
- Although the CMD Officer provides many CMD opportunities, clergy are encouraged to use their initiative in finding opportunities that will meet their discerned needs and to use the grant system and other resources to facilitate this.

8.3. Current CMD Programme

The current CMD programme is regularly communicated via email.

9. Wellbeing

There are significant differences between being an office holder and being an employee, and this is one area where they come into play. The office holder has responsibility for the duties of the office until that office is vacated and must make reasonable efforts to see that those duties are carried out. During days off or periods of leave that may involve finding cover. However, the office holder also has considerable freedom to decide how those duties are to be carried out, and in the use of time.

The office holder therefore needs to find a balance between the duties of the office and his or her own well-being, and the Bishop and his staff will want to be supportive to all clergy in finding this balance.

Clergy are encouraged to develop and maintain a good work-life balance. Ordained ministry is demanding – physically, emotionally, mentally and spiritually. No priest can ever ‘switch off’ his or her vocation and calling to serve Christ. However, periods of rest, refreshment and time off are important and should be taken.

9.1. Wellbeing Support & Commitment

9.1.1. Covenant for Clergy Care and Wellbeing

The Covenant for Clergy Care and Wellbeing was made an Act of Synod at the February 2020 Group of Sessions of the General Synod. The Covenant is the expressed view of the mind of the Church of England on issues relating to clergy care and wellbeing.

A number of resources are available on the Church of England website, designed to help initiate and guide discussions around clergy care and to engage all parts of the church including Bishops, Parish level stakeholders as well as clergy themselves.

[Covenant for Clergy Care and Wellbeing | The Church of England](#)

9.1.2. Pastoral Care and Counselling

To seek help at times of personal crisis and stress is a sign of strength not weakness. Moreover, for some people, skilled and professional help at an early stage can be the factor that prevents a major breakdown with all the hurt and waste that can involve.

The Diocesan Counselling Service, can be accessed through the Advisor in Pastoral Care and

Counselling: Simon Rose | Mobile: 07746 846317 | Email: simon.rose@durham.anglican.org

The Counsellors are professionally qualified, Christian and confidential. The identity of those who use the service is confidential to the service.

This service is free to clergy and their families. [Counselling & Wellbeing - Diocese of Durham](#)

9.1.3. Spiritual Direction

People involved in ministry, lay or ordained, may find benefits in finding a spiritual director or soul friend. If you are interested in exploring this, please contact Michael O'Halloran at St Antony's Priory, who coordinates spiritual direction.

Michael O'Halloran | E-Mail: Michael.ohalloran@ssm.org

9.1.4. Pastoral Supervision and Wellbeing Strategy

The wellbeing of our clergy is important both in its own right – we are all called to life in all its fullness in Christ – but also, because clergy who are thriving are also clergy who are effective in the growth of the Kingdom of God.

Wellbeing is a collaborative task, with core responsibility resting on the individual minister to care for themselves as they care for their neighbours.

The Diocese offers full funded pastoral supervision. Please contact Simon Rose:

Simon Rose | Mobile: 07746 846317 | Email: simon.rose@durham.anglican.org

Further information can be found at [Counselling & Wellbeing - Diocese of Durham](#)

9.2. Other Guidance and Policies

Other guidance, information and policies are available on the diocesan website and elsewhere. This includes:

Support for Clergy Wellbeing can be found at: <https://www.stlukesforclergy.org.uk>

Financial Help for Clergy with Children of School Age, details of which can be found via the following link: <http://www.durham.anglican.org/resources/financial-help-for-clergy-with-children-of-school-age.aspx>

Support for Separated Clergy Spouses, details of which can be found via the following link:
<http://www.durham.anglican.org/resources/support-for-separated-clergy-spouses.aspx>

10. Sickness

10.1. Reporting an absence

There is an expectation that all sickness is reported to enable parishes to organise work differently and provide cover for the normal running of the services. At the same time, in the case of stipendiary clergy, this is so that we comply with the Statutory Sick Pay (SSP) scheme and its administration.

The obligations and rights for clergy, if they are unable to perform their duties because of sickness, are set out in Regulations 27 and 28 of The Ecclesiastical Offices (Terms of Service) Regulations 2009.

All stipendiary office holders under common tenure have a legal duty to report sickness absence of one day or more. Non-stipendiary office holders under common tenure are required to report sickness absence for 7 days or more. Office holders not under common tenure are still encouraged to follow the same procedure for reporting absence due to the reasons provided above.

All officeholders unable to perform their duties because of sickness are required:

- to inform their Church Wardens, Area Dean and the HR Team if are unable to perform the duties of your office because of sickness for any period of one day or more;
- to complete and return a self-certificate form (SC2) to the HR Department at Cuthbert House: Human.Resources@durham.anglican.org. The SC2 form can be found at:
 - [What happens if I am ill? | The Church of England](#)
 - [Ask your employer for Statutory Sick Pay - Ask your employer for Statutory Sick Pay - GOV.UK \(tax.service.gov.uk\)](#)
- to provide a medical certificate (Fit Note) for absences of more than 7 days to the HR Department at Cuthbert House: Human.Resources@durham.angllican.org.

The information will be passed to Payroll Services as managers of the Central Clergy payroll, who keep records of sickness absence to comply with statutory sick pay requirements, which cover all clergy paid through the Central Clergy payroll.

10.2. Cover arrangements during Sickness Absence

In times of illness, office holders must use all reasonable endeavours to make arrangements for the duties of the office to be covered by another person. In parochial posts where the individual is unable to do this the responsibility lies with the churchwardens, in consultation with the Area Dean where necessary. In cases of serious illness, please ensure the Archdeacon is informed as soon as possible.

10.3. Sickness Payment

All stipendiary clergy are entitled to payment of Statutory Sick Pay by virtue of the payment of national insurance contributions.

In order to comply with the statutory requirements for Statutory Sick Pay you must report your sickness absence to the HR Department at Cuthbert House. This must be done by telephone or email on the first day of your sickness absence. You must also inform the HR Department when you return to work.

For absences of more than seven days the office holder should obtain a fit note (medical certificate) from their GP and send this to the HR Department at Cuthbert House.

Under Regulation 27 of the Ecclesiastical Offices Terms of Services Regulations clergy who qualify for statutory sickness payments under part XI of the Social Security and Contributions and Benefits Act 1992(a) are entitled to receive in full any stipend which is payable in respect of their office for a period of six months.

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.

The payment of full stipend will include the entitlement to SSP. After 28 weeks of SSP the office holder is 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. There is no entitlement to SSP during a phased return to work.

If the sickness absence continues beyond the date when entitlement to SSP ceases (i.e. beyond 28 weeks), the stipend will reduce to 50% after 28 weeks and to nil after 52 weeks. There may be some scope for Bishop's discretion in exceptional circumstances and this will be reviewed on a case-by-case basis.

In cases where the payment continues, it shall be reviewed every three months in the light of the medical evidence available.

The Diocesan Bishop may direct under Regulation 28 of the Ecclesiastical Offices (Terms of Service) Regulations 2009, if he/she has reasonable grounds for concern, that the office holder undergoes a medical examination.

After a period of sick leave an occupational health referral may be considered as part of a return-to-work strategy. A return-to-work approach should be agreed with HR and the Archdeacon, who may consult with the Bishop.

11. Family Friendly Policies – please see Appendix 2

11.1. Entitlement to Maternity, Paternity, Shared Parental, Adoption and Parental Leave

As a clergy office holder, you have the same legal rights to parental leave and pay as an employee and are entitled to claim the four different types of statutory parental pay and leave available. Further information can be found on the [Church of England website](#).

The Diocese has a family friendly policy which has further information on maternity, paternity, shared parental, adoption and parental leave and time off to care for dependents.

11.2. Pregnancy and Maternity Leave

Maternity leave is the right for office holders and self-supporting ministers (SSMs) to take up to 52 weeks of leave in connection with their pregnancy and/or birth of their child. The first 26 weeks of maternity leave are known as Ordinary Maternity Leave (OML) and the second 26 weeks are known as Additional Maternity Leave (AML). AML starts immediately after OML.

Pregnant office holders also have the right to time off ministry for antenatal appointments. To be eligible for maternity leave you must:

- a. be either a stipendiary or self-supporting office holder;
and
- b. comply with the notification requirements set out in this policy.

The right to take statutory maternity leave is not dependent on the length of tenure as an office holder. So, in other words, you are eligible to take maternity leave from day one of exercising ministry within the Diocese of Durham, subject to you giving the correct notice.

11.2.1. Ante-Natal Care

Reasonable time off work for pregnant office holders to attend ante-natal care at appointments made on the advice of a registered medical practitioner, registered midwife or registered health worker. This will not impact stipend payments. If requested, a certificate of pregnancy and an appointment card must be provided.

11.2.2 Statutory Maternity Pay (SMP)

On stopping work and meeting all of the following conditions an office holder is entitled to receive SMP. She must:

- have continuously held office for at least 26 weeks at the end of the 15th week (the qualifying week) before the Expected Week of Childbirth (EWC).
- have average weekly earnings of not less than the figure set by the Government for the payment of National Insurance contributions
- still be pregnant at the 11th week before the EWC or have given birth by that time
- give at least 28 days' notice that she intends to stop work
- provide medical evidence of the EWC no more than 3 weeks after the birth, in the form of a certificate from a midwife or doctor confirming the date of her EWC
- have ceased work

For the first six weeks SMP is payable at 90% of normal weekly earnings and for the remaining 33 weeks at the statutory rate as set annually by the Government or 90% of normal weekly earnings, whichever is the lower.

11.2.3 Diocesan Maternity Pay

Subject to the eligibility below, clergywomen and licensed lay workers who express an intention to return to work will receive 39 weeks paid maternity leave on full stipend.

To qualify for Diocesan Maternity Pay it is necessary to:

- have one year's continuous service at the end of the 15th week before the EWC
- be in paid service at the time maternity leave begins
- stop work no earlier than the start of the 11th week before the EWC;
- give notice to the Diocesan office in writing of the intention to take maternity leave before the end of the 15th week before the EWC. The Commissioners' Clergy Payments Department should then confirm the date in writing, including the date when the clergywoman or licensed lay worker is expected to return to work. The clergywoman/licensed lay worker can change her mind about the dates but should give 8 weeks' notice of any changes, which should again be confirmed by the Commissioners' Clergy Payments Department in writing;
- give an undertaking of the intention to return to work for at least 9 months following the Maternity Leave;
- be pregnant at the 11th week before the EWC, or have had the baby.

Women whose babies are stillborn, or who miscarry after the 24th week of pregnancy, still qualify for the full scheme terms.

The payment of Diocesan Maternity Pay includes any entitlement to SMP.

11.3. Paternity Leave and Enhanced Paternity Pay (EPP)

The Diocese recognises and respects the rights of expectant and recent fathers/partners to take time away from their ministry in connection with the arrival of a new child. No one will be subjected to a detriment for exercising this or seeking to do so.

The entitlement is a maximum of 2 weeks within 56 days after the birth, subject to the same qualifying conditions that apply to Statutory Paternity Pay and Leave.

The Diocese of Durham operates an enhanced scheme where all stipendiary office holders (including curates in training) are entitled to paternity leave that is paid at full stipend irrespective of whether they qualify for Statutory Paternity Pay (SPP) or have held office in the diocese for any length of time if they:

- have given the correct notice as detailed above in the paternity policy (Giving notice of intended leave)

11.4. Adoption and Surrogate Leave and Statutory Adoption Pay (SAP)

A clergy member/licensed lay worker will be entitled to 26 weeks of ordinary adoption leave (OAL) followed immediately by 26 weeks of additional adoption leave (AAL). In total, any clergy/ licensed lay worker is entitled to 52 weeks of adoption leave regardless of their length of service.

To qualify for adoption leave the clergy/ licensed lay worker must:

- be newly matched with a child for adoption by an adoption agency;
- be the person with main care of the child; and
- where a couple adopt jointly, one member of a couple (the couple must choose which partner takes adoption leave) is entitled to adoption leave. The other one may consider their rights under paternity leave and pay subject to the conditions expressed above.

If more than one child is adopted at the same time, only one period of adoption leave is taken.

The earliest a clergy member/licensed lay worker can begin adoption leave is 14 days before the expected date of placement. They can choose to begin their leave on the date on which the child is placed with them for adoption or a predetermined date no more than 14 days before the date on which the child is expected to be placed for adoption.

Statutory Adoption Pay (ASP) is paid for up to 39 weeks at the same rate as Statutory Maternity Pay. There is no SAP payable for the final 13 weeks of additional adoption leave.

The diocese will also pay enhanced adoption pay for those clergy/licensed lay workers with more than one year's service. Those who qualify will receive their full stipend for the 39 weeks of their adoption leave. For the avoidance of doubt, the enhanced adoption payment will include the clergy's/licensed lay worker's entitlement to SAP.

In order to be eligible for the enhanced rate clergy/licensed lay workers 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.

11.5. Shared Parental Leave

Shared parental leave will enable eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed for adoption. Parents can decide to be off work at the same time and/or take it in turns to have periods of leave to look after the child. Shared parental leave replaces additional paternity leave.

To access the scheme, both parents must share the main responsibility for care of the child. Additionally they have to satisfy a number of criteria. The mother must be entitled to statutory maternity/adoption leave or statutory maternity/adoption pay or maternity allowance and must have curtailed this or given notice to curtail it.

Mothers and adopting parents who meet the conditions for entitlement to Shared Parental Leave remain entitled to 52 weeks of maternity leave.

After taking two weeks' compulsory leave, they are entitled to reduce their entitlement to maternity/adoption leave either by returning to work before their full entitlement of Statutory Maternity/adoption leave has been taken, or by giving notice to curtail their leave at a specified future date. They may then share the balance of any remaining leave, and pay, with the other parent.

The eligibility and notification requirements for Shared Parental Leave are quite complex. A sample shared parental leave and pay policy for employees is available from ACAS: [How shared parental leave works - Shared parental leave and pay - Acas](#). This may be used as a guidance when applying it to the case of a clergy person.

Clergy who exercise an entitlement to Shared Parental Leave and who meet the eligibility requirements of the statutory Shared Parental Pay (General) Regulations 2014 are entitled to statutory Shared Parental Pay.

11.6. Unpaid Parental Leave

Clergy and licensed lay workers are allowed to take Parental Leave, subject to the same conditions and eligibility criteria as applied by statute to employees.

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

If you are a parent of a child born or placed with you for adoption and have one year's service with the Diocese you are entitled to up to 18 weeks unpaid leave (of which up to 4 weeks may be taken in any one year) for each child for the purpose of caring for the child. This entitlement must be exercised before the child's 18th birthday.

or

If you are a parent of a child entitled to a disability living allowance and have one year's service with the Diocese you are entitled to up to 18 weeks unpaid leave (of which up to 4 weeks may be taken in any one year) for the purpose of caring for the child up to the child's 18th birthday.

Leave must normally be taken in blocks of one week or more, up to a maximum of four weeks in a year for each child. If less than a week were taken at a time, under the statutory scheme, this would count as a whole week. However, parents of disabled children can take leave in blocks or multiples of one day.

11.7. Time off for Dependents

An office holder may make a request to the Archdeacon to allow him or her to take time off work or make adjustments to the office to care for a dependant.

For the purpose of the right to time off, a dependant is defined as follows:

"A partner, child or parent of the employee, or someone who lives with the employee as part of their family e.g. elderly aunt or grandparent".

In cases of illness or injury, or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.

The request should be made in writing.

The Archdeacon must consider the request and may agree to any adjustments or time off as they consider reasonable. There is no obligation to agree to the request. The Archdeacon may impose conditions including an appropriate variation in stipend.

12. Guidelines for Professional Conduct for Clergy

The primary aims of these Guidelines are:

- to encourage the clergy – deacons, priests and bishops – to aspire to the highest possible standards of conduct throughout a lifetime of ministry;
- to identify certain basic minimum standards of behaviour;
- to seek to ensure the welfare and the protection of individuals and groups with whom the clergy work, and of the clergy and their families;
- to provide safe and effective boundaries for clerical ministry;
- to encourage personal and corporate ministerial development.

The full guidelines can be found here:

<https://www.churchofengland.org/resources/clergy-resources/guidelines-professional-conduct-clergy/guidelines>

If the guidelines are not followed, then disciplinary action might be taken as outlined in the Disciplinary Measures guidance.

13. Dignity at Work

The Diocese is committed to creating a harmonious working environment, which is free from harassment and bullying and in which everyone is treated with respect and dignity.

It is committed to ensuring that individuals do not feel apprehensive because of their religious belief (including theology or church tradition), political opinion, gender, marital status, sexual orientation, race, age, or disability, or through any inappropriate behaviour towards them.

Further information can be found at [How we relate to one another | The Church of England](#).

Harassment and bullying are regarded as unacceptable behaviour.

Definition of Harassment

Harassment, in general terms, is unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religious belief (including theology or churchmanship), nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The important thing is that the actions or comments are viewed as demeaning or unacceptable to the recipient.

Harassment may take many forms. It can range from extreme forms such as violence to less obvious actions such as persistently ignoring someone at work. The following, though not an exhaustive list, may constitute harassment:

- physical contact ranging from touching to serious assault
- verbal and written harassment through jokes, offensive language, gossip and slander, letters, emails, etc.
- isolation or non-cooperation at work, exclusion from social activities
- intrusion by pestering, spying, following etc.

Definition of Workplace Bullying

Workplace bullying is defined as repeated inappropriate, offensive behaviour, which is often an abuse of power or position. It can be direct or indirect, either verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. It should be noted that it is the impact of the behaviour which is relevant to the decision of whether it constitutes bullying and not the motive or intent behind it.

The following list of behaviours is not exhaustive but gives an indication of the sorts of actions that constitute bullying or harassment.

Examples of Bullying Behaviour

- Removing areas of responsibility without discussion or notice.
- Isolating someone or deliberately ignoring or excluding them from activities.
- Consistently attacking someone's professional or personal standing.
- Making someone appear incompetent.
- Persistently picking on someone in front of others.
- Deliberate sabotage of work or actions.
- Deliberately withholding information or providing incorrect information.
- Overloading with work / reducing deadlines without paying attention to any protest.
- Displays of offensive material.
- Use of e-mails to reprimand, insult or otherwise inform someone of their apparent failing, either to the individual or to third parties.
- Repeatedly shouting or swearing in public or in private.
- Spreading malicious rumours to third parties.
- Public humiliation by constant innuendo, belittling or 'putting down'.
- Personal insults and name-calling.
- Aggressive gestures, verbal threats and intimidation.
- Making false accusations.
- Aggressive bodily posture or physical contact.
- Talking / shouting directly into someone's face.
- Direct physical intimidation, violence or assault.
- Inappropriate text messages.
- Inappropriate use of social media targeting an individual

It is important to distinguish between bullying and behaviour that is reasonable in a particular context. For example, there may be occasions where shortcomings in performance are being addressed in a reasonable manner, but this is interpreted as bullying simply because the recipient is unused to being challenged or asked to account for their actions.

Procedure for dealing with Alleged Harassment or Bullying

An office holder who believes that he / she has been the subject of harassment or bullying, should, in the first instance, ask the person responsible to stop the behaviour, as it is unacceptable to him / her. Person to person reproof at an early stage will often be sufficient to stop the behaviour, which is causing the offence, without involving third parties.

Where both the perpetrator and the target is a clergy person or a licensed lay minister, complaints of bullying or harassment may, with the target's consent, be brought under the Grievance Procedure for Licensed Ministers. It has been developed by the church to deal with grievances of various kinds between ministers.

When the perpetrator is a clergy person, it may be more appropriate for the target, or an Archdeacon with the target's consent, to make a complaint under the Clergy Discipline Measure 2003.

When the perpetrator is a layperson, and the target is either ordained or lay, complaints of bullying or harassment may, with the target's consent, be dealt with in one of a number of ways according to the circumstances.

False accusation

False accusations are a serious matter. The behaviour of anyone who is found to have made an unfounded, deliberately malicious complaint or accusation will be regarded with the utmost seriousness and where possible formal action taken. In the case of a clergy person this may be a complaint under the Clergy Discipline Measure 2003. A member of either the clergy or the laity could be subject to an action for defamation if they have made false accusations against someone else.

14. Disciplinary Measures

All clergy office holders (freeholders included) are subject to the Clergy Discipline Measure 2003 (CDM) and (for offences relating to doctrine, ritual and ceremony) the Ecclesiastical Jurisdiction Measure 1963. The disciplinary rules and procedures applicable are contained in these measures and information and guidance can be found on the Church of England website at www.churchofengland.org. Details of this procedure can be accessed at [Clergy Discipline | The Church of England](#)

The disciplinary rules and procedures which apply to clergy on both freehold and common tenure are contained in the Ecclesiastical Jurisdiction Measure 1963 and the Clergy Discipline Measure 2003. It is expected the Clergy Conduct Measure (CCM) will be introduced in 2026 to replace the CDM.

14.1 Ecclesiastical Legal Aid

Clergy who are the subject of disciplinary proceedings under the Clergy Discipline Measure 2003 or who are party to certain other proceedings before Church courts and tribunals are eligible to apply for financial assistance towards their legal costs from the Legal Aid Fund established under the Church of England (Legal Aid) Measure 1994.

Grants from the Legal Aid Fund are discretionary and decisions are made by the Legal Aid Commission. The Commission will have regard to all the circumstances of the case and, in particular, is required to consider the following:

- The financial resources of the applicant and his or her spouse or civil partner; and

- Whether the applicant has a reasonable case for taking or defending the proceedings (as the case may be).

A copy of the application form for Legal Aid, including further details of the grant-making process, can be [downloaded here](#).

When completed, the form should be sent via **email**, dated and signed with a scanned / electronic / digital signature to, **the Secretary**, Stephen York at stephen.york@churchofengland.org.

There is no longer any requirement to provide a copy in the post.

15. Capability Procedure

As part of Common Tenure, a procedure for dealing with capability issues has been introduced for those who hold office in this way.

Office holders on common tenure may be subject to a Capability Procedure. The Code of Practice under Regulation 31 of the Ecclesiastical Offices (Terms of Service) Regulations 2009 can be found at www.churchofengland.org.

Details of this procedure can be accessed at [Clergy Terms and Conditions of Service | The Church of England](#)

16. Grievance Procedure

Common Tenure also introduces a new procedure for dealing with the grievances of the clergy.

An office holder with a grievance may seek redress under the Grievance Procedure, which is in accordance with the Code of Practice issued under Section 8 of the Ecclesiastical Offices (Terms of Service) Measure 2009. Details of this procedure can be accessed at www.churchofengland.org. However, you are encouraged to take the matter up informally in the first instance, and, if appropriate, consider mediation. This will not affect an office holder's right to require formal consideration of the grievance under the procedure.

[Microsoft Word - 10 3 26 Grievance Code of Practice.doc](#)

[Microsoft Word - 10 3 26 Grievance Supporting Advice.doc](#)

17. Resignation & Termination of Office

17.1. For Full Common Tenure

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

- Resignation: clergy are required to give written notice to the Bishop of not less than 3 months to resign their office but the Bishop may be willing to consider a reduced notice period in exceptional circumstances.

- Capability: the Bishop is required to give written notice of not less than 3 months to remove a member of clergy from office following a decision to do so under the capability procedure. [Clergy Terms and Conditions of Service | The Church of England](#)
- Discipline: a member of clergy can be removed from office following a penalty under the Clergy Discipline Measure 2003. [Clergy Discipline | The Church of England](#)
- Reaching retirement age: the office terminates when the office holder reaches the retirement age specified in relation to the office in the Ecclesiastical Offices (Age Limit) Measure 1975 (currently aged 70), or the expiration of any period in which the office holder is permitted to remain in office after retirement age. [ac-age-limit-measure-guidance-for-website-october-2017_0.pdf \(churchofengland.org\)](#)
- 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 suspension of presentation is lifted, the common tenure post ceases. There is a process where the priest in charge may be appointed as incumbent following due process.
- Death

17.2. For Qualified Common Tenure

In addition to the reasons given in section 16.1 above, Qualified Common Tenure may be terminated at the expiry of a fixed term.

- Under Common Tenure a person may be appointed to office for a fixed term or under terms which allow the office to be terminated on the occurrence of a specified event. The circumstances under which this Qualified Common Tenure can be used are set out in paragraph 2.2 of the handbook.
- Where a qualified common tenure post is terminable under specified circumstances or is fixed term, the circumstances or end date of the fixed term must be included in the statement of particulars.
- For Qualified Common Tenure appointments the compensation for loss of office is limited to a maximum of one year under schedule 4 of the Pastoral Measure.

17.3. For Appointments subject to Pastoral Reorganisation under Regulation 30

Where the mission and pastoral committee of the diocese has invited the views of interested parties before submitting proposals to the diocesan Bishop, the post may be designated under regulation 30 as an alternative to suspending presentation and appointing a priest in charge.

The post would be held subject to pastoral reorganisation and a priest in charge may be appointed on a limited-term basis – if this applies to you, please refer to your Statement of Particulars.

18. Health, Safety & Security

18.1. Health & Safety

- 18.1.1 Clergy have health and safety responsibilities, to themselves and their families, and within their churches and church buildings, and parochial responsibilities.
- 18.1.2 Much helpful information, advice and guidance can be found through this link to Ecclesiastical Insurance. This includes template policies and risk assessments. <https://www.ecclesiastical.com/churchmatters/churchguidance/churchhealthandsafety/index.aspx>
- 18.1.3 Working from home can bring its own health and safety hazards and clergy should be mindful of good practice regarding electricity, water, gas, computers, cabling and so on. Again, much information and good advice can be found on the Health and Safety Executive's website. This is especially helpful if the cleric themselves or PCCs are employing other people such as administrators as there will be health and safety liability for these employees. <http://www.hse.gov.uk/pubns/law.pdf>
- 18.1.4 Support for Insurance, Health & Safety in respect of your church can be found here: [Insurance, health and safety | The Church of England](#)

18.2. Personal Safety & Security

- 18.2.1 The Diocese is committed to doing all it can to help with advice and guidance in enabling clergy and authorised ministry to minister safely. You should take all possible steps to ensure the personal safety of yourselves and your families in relation to your house, church office and vestries.
- 18.2.2 In the event of any incident involving verbal abuse, threats or actual violence to you or a member of your household, you should contact the police and your Area Dean or Archdeacon immediately; they will provide immediate practical and pastoral assistance.
- 18.2.3 Basic Precautions include:
- *Ensuring that porches and entrances are well-lit;*
 - *Not inviting unknown visitors beyond the office or study in a house;*
 - *Not leaving unknown visitors unattended in an office or house;*
 - *Not seeing children or a vulnerable adult alone;*
 - *Ensuring that other people know when you are seeing people in the house, or seeing people at an external venue, and that someone has a contact number for emergencies or an address.*
- 18.2.4 You can find other useful information via the following links:
- The Guidelines for the Professional Conduct of the Clergy [The Guidelines | The Church of England](#)
 - Working alone in a church - A guide from Ecclesiastical Insurance [Working alone | Church guidance | Ecclesiastical](#)
 - [Suzy Lamplugh Trust](#) - the UK's pioneering personal safety charity and leading stalking authority.

19. Safeguarding

The Diocese of Durham takes the safeguarding of children, young people and adults very seriously. Safeguarding is the action the Church takes to promote a safer culture.

This means we will promote the welfare of children, young people and adults. We work to prevent abuse from occurring, seek to protect those that are at risk of being abused and respond well to those that have been abused.

We will take care to identify where a person may present a risk to others and offer support to them whilst taking steps to mitigate such risks.

All clergy office holders are subject to satisfactory completion of a confidential Disclosure and Barring Service (DBS) check. DBS checks have to be renewed every five years, and licence holders must co-operate fully with such clearance checks. All clergy are expected to be aware of and follow the Safeguarding procedures in their benefice and the Diocese and attend Safeguarding training.

All clergy having any licence to minister in the diocese, including Permission to Officiate (PTO) are required to refresh their Safeguarding training at least every three years. A record is kept of attendees at Diocesan Safeguarding training sessions, and this will be kept under review by the Archdeacons.

Further information about Safeguarding policies and advice can be found on the Diocesan website: [Safeguarding - Diocese of Durham](#)

Appendix 1 - Useful Contacts

Please visit the Diocese of Durham website for updated contact information: [Diocese of Durham](https://www.durham.anglican.org/)

Registered Office: Cuthbert House, Stonebridge, Durham, DH1 3RY

Telephone: 01388 604515

E-mail: diocesan.office@durham.anglican.org

Diocese of Durham's office:

Accounts / Finance	accounts@durham.anglican.org
Church Buildings	diocesan.office@durham.anglican.org
Human Resources	human.resources@durham.anglican.org
Property	housing.surveyor@durham.anglican.org
Safeguarding (admin)	safeguarding.admin@durham.anglican.org
Safeguarding (training)	safeguarding.training@durham.anglican.org

The Archdeacon of Auckland

The Archdeacon of Auckland is responsible for the southern and western parts of the Diocese of Durham that form the Auckland Archdeaconry.

The current Archdeacon of Auckland is <<currently vacant>> .

Email: Archdeacon.of.Auckland@durham.anglican.org | Tel: << TBC >>

Personal Assistant: Dawn Robinson

Email: dawn.robinson@durham.anglican.org | Tel: (01325) 480 444

The Archdeacon of Durham

The Archdeacon of Durham is responsible for the parts of the Diocese of Durham that form the Durham Archdeaconry. This role is also responsible for the Diocesan Mission, Discipleship and Ministry team.

The current Archdeacon of Durham is The Venerable Libby Wilkinson.

Email: archdeacon.of.durham@durham.anglican.org | Tel: (01388) 604 515

Personal Assistant: Kate Martin

Email: kate.martin@durham.anglican.org | Tel: (0191) 374 6017

The Archdeacon of Sunderland

The Archdeacon of Sunderland is responsible for the parts of the Diocese of Durham that form the Sunderland Archdeaconry.

The current Archdeacon of Sunderland is the Venerable Katherine Bagnall.

Email: archdeacon.of.sunderland@durham.anglican.org | Tel: (0191) 536 2300

Personal Assistant: Linda Richardson

Email: linda.richardson@durham.anglican.org | Tel: (0191) 536 2300

Bishop of Durham's office:

Bishop's Chaplain: The Revd Dr Chris Knights

Email: bishop.chaplain@durham.anglican.org Tel: 07486 425069

Contact regarding: Pastoral matters relating to clergy, liturgical arrangements for services the Bishop is involved in, Confirmation services and Overseas Permission to Officiate. Chris is also the person to contact in the first instance with enquiries about the Ministry of Deliverance. He is also the Diocesan Ecumenical Adviser.

Office Manager and Personal Assistant: Mrs Jo Dowsett

Email: jo.dowsett@durham.anglican.org | Tel: (01388) 602 576

Contact regarding: Bishop's diary and correspondence

Assistant Secretary: Mrs Rachael Cleasby

Email: rachael.cleasby@durham.anglican.org | Tel: (01388) 602 576

Contact regarding: Lay Ministry authorisation renewals, General enquiries

Admin Assistant: Mrs Jane Lintern

Email: jane.lintern@durham.anglican.org Tel: (01388) 602 576

Contact regarding: Permission to Officiate applications and renewals

Family Friendly Policies and Procedures

Reviewed: February 2025

Next Review Date: February 2028

Introduction

The Durham Diocesan Board of Finance (DDBF) recognises the importance of enabling clergy to balance their work and personal life. The aim of these policies is to support beneficed and licensed clergy through important times in their lives such as during pregnancy, childbirth, adoption, surrogacy, and during the early to young adult years of a child's life.

The Board recognises that clergy may have questions or concerns relating to these policies. As a default, the Archdeacon for the relevant episcopal area should be the starting point. They will seek to provide guidance and engage others as needed.

To support clergy, DDBF provides the following family friendly arrangements:

- Maternity Leave and Pay
- Paternity Leave and Pay
- Adoption and Surrogacy Leave and Pay
- Shared Parental Leave and Pay
- Parental Bereavement Leave
- Parental Leave

Scope

These policies and procedures are intended to guide all clergy holding office under Ecclesiastical Office Terms of Service (EOTOS) and ordinands.

Self-Supporting Ministers (SSMs) have the same entitlement to maternity (and other) leave as other benefice and licensed clergy but are not eligible to receive maternity (and other pay) as they do not receive a stipend.

Support

All of the guidance below indicates that clergy should contact their Archdeacon in the first instance. We recognise that there are number of different relationships depending on context and so the Archdeacon will agree with the clergy office holder who else will be told and who will provide support. This may be the Archdeacon themselves or Area Dean/Training Incumbent/ HR Team.

The HR Team will provide support throughout but will not be responsible for undertaking the actions set out below except where clearly agreed.

Maternity

It is important that the clergy officer holder advises their Archdeacon and then the HR Team as soon as possible once they know that they are pregnant. This should be done no later than the 15th week before the Expected Week of Confinement (EWC).

The DDBF aims to provide a healthy working environment for all clergy in the Diocese and wants to ensure that all clergy and children are cared for. When clergy inform the Diocese of Durham they are pregnant, this then gives the opportunity to discuss any concerns they may have about how this relates to their performance of duties.

Clergy office holders who are pregnant should provide the HR Team with their maternity certificate (MAT B1 Form) as soon as possible. Once they have completed their Notification of Maternity Leave Form and provided the HR Team with the MAT B1, a member of the HR Team will write to the office holder with the details of their eligibility to maternity leave and maternity pay.

Upon notification of pregnancy, the HR Team will ask for a Maternity Risk Assessment to be completed. The purpose of the Risk Assessment is to assess the risk to the clergy office holder whilst pregnant. The Risk Assessment should be completed by the clergy person with another suitable individual. Where practical, that should be a senior clergy person, but it is appreciated that this will very much depend on the situation and circumstances that the pregnant clergy person is working in. The Risk Assessment and a list of suggestions as to whom may be appropriate to consult with is detailed in Appendix A. It should also be used if the individual has recently returned to work after giving birth, and if applicable, if they are still breast-feeding when they return to work. The Risk Assessment should be completed within 28 days of being requested by the HR Team and a copy shared with them and the Archdeacon. Ordinarily the RA should be completed in partnership with the Church Wardens or other members of the PCC. The Training Incumbent should take responsibility where the office holder is a curate. The HR Team are able to provide support and advice as needed.

Upon returning to office, the office holder may need to take a more flexible approach during the period of adjustment which combines becoming a parent and returning to duties as an office holder and the Archdeacon or Area Dean may need to advise the PCC about how to enable this.

If the clergy officer holder has any concerns about their health at work during their pregnancy, they should contact their Archdeacon.

During ordinary maternity leave and additional maternity leave, the terms and conditions of the office holder's Statement of Particulars (SoP), will continue except for changes to pay after 39 weeks (please refer to the section on Maternity Pay). Clergy receiving maternity or other pay will continue to accrue pension as usual. If they pay voluntary contributions, these also continue but can be reduced or stopped if desired. If clergy take unpaid leave, this is not pensionable.

Curacies

Arrangements for maternity, adoption and parental leave will be dealt with on a case-by-case basis. During maternity, adoption and parental leave the curacy is paused and so the length of a curacy will normally be extended by the period of leave in order to ensure training requirements are met. This will be discussed and agreed with the curate and with the Diocesan Director of Vocations and Strategic Lead for Growing Leadership.

Housing

Clergy will remain in the house provided for 'better performance of duties'. Where SSMs are provided with a house they have a right to stay in the house during any period of leave, as they remain in office during their maternity (and other) leave.

Antenatal Care

Once the clergy officer holder has advised that they are pregnant, they are entitled to reasonable time off work with pay to attend ante-natal appointments made on the advice of a registered medical practitioner, registered midwife, or registered health visitor. Antenatal appointments include antenatal or parenting classes that have been recommended by their GP or midwife.

To be entitled to take this time off, clergy need to produce a certificate from their GP, midwife or health visitor stating that they are pregnant along with the appointment card and send this to the HR Team.

Sickness

Statutory and clergy sick pay will apply as normal during pregnancy up to the time that maternity leave commences. However, if the clergy office holder is absent from work due to a pregnancy-related illness in the four weeks prior to their Expected Week of Childbirth (EWC), maternity leave will be triggered automatically. Absence from work due to miscarriage, termination or still birth earlier than the 25th week of pregnancy will be covered by standard sickness policies and procedures and they will be entitled to statutory or diocesan sick pay as appropriate.

If they suffer a miscarriage or stillbirth that occurs from the 25th week onward, or should their baby not survive following its birth, they are entitled to receive maternity leave and pay in the usual way.

Maternity Leave

Clergy office holders have the right to take up to 52 weeks of maternity leave in connection with their pregnancy and/or birth of their child. The clergy officer holder may choose when they want to start their maternity leave subject to the following:

- Maternity leave cannot start before the 11th week before the EWC.
- The latest maternity leave can start is the day after childbirth.
- The maternity leave period will be automatically triggered if the clergy person is absent from work due to a pregnancy-related illness after the beginning of the fourth week before the EWC. The maternity leave period will be automatically triggered if the baby is born early in which case the maternity leave will start the day after the baby is born.
- Clergy holidays accrue throughout maternity leave and annual leave can be used to support a phased return back into life in their parish.

Diocesan Maternity Pay

The DDBF pays stipendiary clergy enhanced maternity or adoption pay during maternity and adoption leave for 39 weeks, which is above the Archbishops Council's recommendation of 26 weeks. This is known as Diocesan Maternity Pay (DMP). Diocesan Adoption Pay (DAP) is also paid in line with this. DMP includes Statutory Maternity pay (SMP), a government-determined benefit for individuals who are on maternity leave that is paid by the Diocese.

To qualify for DMP, the clergy office holder must:

- have one year's continuous service at the end of the 15th week before the EWC
- be in paid service at the time maternity leave begins
- stop work no earlier than the start of the 11th week before the EWC;
- give notice to the Diocesan office in writing of the intention to take maternity leave before the end of the 15th week before the EWC. The Commissioners' Clergy Payments Department should then confirm the date in writing, including the date when the clergywoman or licensed lay worker is expected to return to work. The clergywoman/licensed lay worker can change her mind about the dates but should

give 8 weeks' notice of any changes, which should again be confirmed by the Commissioners' Clergy Payments Department in writing;

- give an undertaking of the intention to return to work for at least 9 months following the Maternity Leave;
- be pregnant at the 11th week before the EWC, or have had the baby.

Women whose babies are stillborn, or who miscarry after the 24th week of pregnancy, still qualify for the full scheme terms.

The payment of Diocesan Maternity Pay includes any entitlement to SMP.

Statutory Maternity Pay

An individual who is not eligible to receive CMP may still be eligible to receive SMP.

The earliest clergy can receive SMP is from the beginning of the 11th week before the week in which the baby is due – but only if they stop work then to take maternity leave. SMP is only payable if they are unable to perform their duties. It is not normally payable for part weeks. SMP will commence on the day they have specified to start their maternity leave, provided they start leave on this day. However, it may start on other days of the week if triggered by the birth of their baby, or by absence from work for a pregnancy-related reason in the four weeks before the EWC.

SMP is payable whether or not the individual intends to return to work after their maternity leave.

The clergy person is legally eligible to receive SMP if:

- They have been beneficed or licensed to a stipendiary post in the diocese continuously for at least 26 weeks by the end of the 15th week before EWC;
- They have average weekly earnings in the 8 weeks up to and including the 15th week of the lower limit for National Insurance Contributions; and
- They give correct notice and proof of pregnancy.

If they are not eligible to receive SMP, they must claim Maternity Allowance. If there is any difference in the amount you receive compared to SMP, the diocese will top-up their stipend. If the individual isn't entitled to receive SMP, they will usually be entitled to receive Maternity Allowance (MA) which is payable directly by the government. If a clergy person is not able to claim SMP or MA, they can contact a member of the HR Team who will review appropriate support on a case-by-case basis.

Cover

We want clergy to be able to take leave from work knowing that their parish (or other context) will be well served in their absence, and that they have clear boundaries in place ready for their leave. As with other types of leave, incumbents and priests-in-charge are expected to find cover. Clause 2 (2) of the Ecclesiastical Offices (Terms of Service) Directions confers a requirement on them.

'In consultation with a responsible person or authority' to 'use all reasonable endeavours to make arrangements for the duties of the office to be performed by another person or persons during your period of leave.'

However, the Diocese does not want clergy to feel the burden of finding cover is solely reliant on them, so this process will start with a discussion with the Area Dean and the Archdeacon about how best to ensure that cover is provided whilst they are on leave. For curates or associates in team

ministry the first conversation should be with the incumbent, although the Area Dean and Archdeacon are available to support as needed.

They will then work with them to make arrangements in advance to cover services during their Maternity /Adoption/Surrogacy Leave where possible and take responsibility for seeking solutions during the period they are on Maternity/Adoption/Surrogacy leave. This will include supporting the Churchwardens to find cover and seeking additional support from across the Diocese where needed.

Contact during Maternity Leave

Consideration needs to be given in advance as to what arrangements will be made with the parish and Diocese to keep in touch during the period of leave. The Area Dean/Archdeacon/ HR Team / IME2 and 1st Incumbency Enabler (where applicable for curates) may need to be in touch for reasons such as discussing plans for returning to work, any training arrangements that may ease the clergy's return to work, or to update on any developments at work during their absence.

The office holder should seek to establish clear boundaries with the parish. Clergy are encouraged, for their own wellbeing, to provide clarity to parishioners about boundaries that they have set. It may be helpful for the Churchwardens to be the initial point of contact during the period leave. For any advice and support, office holders should contact their Area Dean or Archdeacon.

Returning to Work

A date for return to work should be agreed between the office holder and Area Dean, Archdeacon, training incumbent, HR Team.

If the individual falls ill at the end of their maternity leave period and is unable to return to work on the date agreed, the individual should follow the normal sickness absence reporting arrangements and contact their Area Dean/Archdeacon/ HR Team or Diocesan Director of Vocations and Strategic Lead for Growing Leadership (where applicable for curates) as soon as practicable.

Clergy may be able to request a temporary variation in how they carry out the duties of their office if they do not wish to return immediately to full-time ministry. If this is agreed with the Archdeacon and Bishop their stipend will be amended accordingly.

Clergy holidays accrue throughout maternity leave and annual leave can be used to support a phased return back into life in their parish without impacting their stipend.

Adoption and Surrogacy

If a clergy person adopts a child or has a Parental Order to have a child through surrogacy, this policy will apply to them and details the leave and pay they may be entitled to.

If the clergy person is eligible, they will be entitled to 26 weeks' Ordinary Adoption Leave (OAL) and a further 26 weeks' Additional Adoption Leave (AAL) running from the end of OAL, allowing for a total of 52 weeks' adoption/surrogacy leave.

The partner of the individual who adopts/has a child through surrogacy, or the second member of a couple adopting jointly, may be eligible for paternity leave/pay.

Adoption and Surrogacy Appointments

Adoption Appointments

The primary adopter is entitled to paid time off to attend up to five adoption appointments. The second adopter is entitled to paid time off to attend up to two adoption appointments. The clergy officer holder may be asked by the Area Dean/Archdeacon/ HR Team to produce an appointment card or document showing the appointment has been made.

Surrogacy Appointments

Both surrogate parents are entitled to time off to attend up to two ante-natal appointments with the woman carrying the child. The clergy office holder may be asked by Area Dean/Archdeacon/ HR Team to produce:

- A certificate from a registered medical practitioner, midwife or health visitor stating that the surrogate mother is pregnant; and/or
- An appointment card or document showing the appointment has been made.

Eligibility

To qualify for adoption and surrogacy leave the clergy officer holder must:

- Be the primary adopter or first surrogate parent;
- Be newly matched with a child:
 - For adoption – from an approved adoption agency who should provide them with a Statutory Adoption Leave and Pay Matching Certificate; or
 - For surrogacy – have applied for a Parent Appeal Order or be in receipt of a Parental Order Acknowledgement.

Notification

Clergy should inform their Area Dean/Archdeacon and the HR Team of their intention to take adoption or surrogacy leave within seven days of:

- For adoption – being notified by the adoption agency that the clergy officer holder has been matched with a child; or
- For surrogacy – sending the application form or receiving confirmation of a Parental Order.

When the date is known of the expected birth date or placement date, the arrangements should be confirmed with the Area Dean/Archdeacon/ HR Team and the IME2 and 1st Incumbency Enabler (where applicable for curates). The date may be changed with regards to the desired date of adoption or surrogacy leave to start, but a minimum of 28 days' written notice of the change must be given.

Certain evidence must be provided to be entitled to Adoption/Surrogacy Leave and Pay:

- For adoption – a copy of the matching certificate from the adoption agency; or
- For surrogacy – a copy of the Parental Order applications and confirmation.

Adoption Pay and Leave

Leave

Adoption leave commences either on the date that the child is placed with the clergy office holder or a date within 14 days before the expected date of placement. If the child's placement ends during the adoption/surrogacy leave, the clergy office holder may continue to take adoption and surrogacy leave for up to eight weeks after the end of the placement (unless the entitlement to leave would have ended earlier in the normal course of events). Clergy should give their Area Dean/Archdeacon/HR Team or IME2 and 1st Incumbency Enabler (where applicable for curates) and at least 28 days' notice of their return to office via email.

Pay

If clergy are eligible for adoption/surrogacy leave, they will also be entitled to adoption/surrogacy pay during the period of leave (this will be inclusive of any statutory payment or reductions where appropriate). The Diocese pays stipendiary clergy enhanced adoption pay during maternity and adoption leave for 39 weeks, which is above the Archbishops Council's recommendation of 26 weeks. This is known as Clergy Adoption Pay (CAP).

In line with the guidance from the Archbishop's Council, clergy are eligible to adoption/surrogacy pay if they have been matched with a child and are the primary adopter.

To qualify for Clergy Adoption Pay (CAP), stipendiary clergy must:

- Have been beneficed or licensed to a stipendiary post at the time the adoption/surrogacy leave begins;
- Notify their Area Dean, Archdeacon, training incumbent and HR Team in writing by the 15th week before the placement date before their absence is due to begin and provide the appropriate evidence (as above) to the HR Team;
- Be the primary adopter and have notified within the timescales outlined above; and
- State that they intend to return to their office after the adoption of their child, giving an undertaking to do so and complete at least one month's service on return;

Contact during Adoption/Surrogacy Leave

See section above "Contact during Maternity Leave"

Returning to Office

If the clergy office holder intends to return to office on the date they have stated before their adoption/surrogacy leave commenced or immediately after the end of their full 52 weeks' adoption/surrogacy leave, there is no need to give any notice of the intended return.

If the intention is to return to office earlier than the expected return date, it is advised that 8 weeks' notice of the intended return date is given to the Area Dean/Archdeacon/HR Team or IME2 and 1st Incumbency Enabler (where applicable for curates).

If clergy fall ill at the end of their adoption/surrogacy leave period and are unable to return to office on the date agreed, they should follow the normal sickness absence reporting arrangements and contact their Area Dean/Archdeacon/HR Team as soon as practicable.

If adoption leave has started, but the parents are then notified that the placement will no longer take place, if the child returns to the adoption agency after placement, or if the child dies after placement, the entitlement to adoption leave (and if applicable, adoption pay), will continue for a further 8 weeks from the end of the week in which the disruption occurred, unless leave and/or pay would have ended earlier in any event.

If there are any questions regarding the period of adoption/surrogacy leave, please contact a member of the HR Team.

Paternity Pay and Leave

This policy is designed to ensure that all clergy officer holders are treated fairly and consistently in line with any relevant legislation. This policy covers paternity leave for childbirth and in relation to adoption or surrogacy. Clergy are entitled to take two weeks paternity leave and will receive their full stipend for the duration.

Antenatal Care

Where clergy are eligible to take paternity leave (please see below), they will also be eligible to take time off work to attend up to two antenatal appointments – they will need to inform their Area Dean/Archdeacon/ HR Team as soon as possible that they are expecting a child.

Eligibility

To be eligible for paternity leave, the following criteria must be satisfied:

- Be the biological father of the child, or the spouse, partner or civil partner of the child's mother: or
- Be the secondary adopter or secondary surrogate parent; and
- Be taking the leave to care for the child and/or support the child's mother, the primary adopter or first surrogate parent;
- In line with the Archbishop's Council guidance, clergy are eligible regardless of the length of service; and
- Have given written notice of their intention to take Ordinary Paternity Leave.

Notification

Clergy will need to give notice in writing to their Area Dean/Archdeacon/ HR Team and provide the Diocese with a copy of the MAT B1) of the intention to take paternity leave as follows:

- For birth – give notice at least 15 weeks before the EWC;
- For adoption or surrogacy – give notice within 7 days of:
 - Adoption – being notified by the adoption agency that you have been matched with a child;
 - Surrogacy – sending their application for, or receiving, a Parental order.

When notifying the Diocese, clergy should state the EWC or the expected placement date and the length and dates of paternity that they wish to take. Once the child has been born or placed with the office holder, they will need to inform their Area Dean/Archdeacon/ HR Team as soon as possible.

Paternity Leave and Pay

During paternity leave, clergy will be entitled to take up to two weeks' leave. These can either be taken as a full block, or taken as two single blocks of a week. The leave can start on any day of the week on or following the child's birth but must be completed within 52 weeks of the child's birth or date of adoption. 28 days' notice must be given to the Diocese in order to change the start date for leave.

If the clergy wish to take paternity leave they must complete the following form and send copies to the HR Team.

- Becoming a birth parent - <https://www.gov.uk/government/publications/ordinary-statutory-paternity-pay-and-leave-becoming-a-birth-parent-sc3>
- Becoming an adoptive or parental order parent - <https://www.gov.uk/government/publications/ordinary-statutory-paternity-pay-and-leave-becoming-an-adoptive-parent-sc4>
- Adopting a child from abroad - <https://www.gov.uk/government/publications/ordinary-statutory-paternity-pay-and-leave-adopting-a-child-from-abroad-sc5>

Statutory Paternity Pay (SPP) is a government-determined benefit for those who are on paternity leave paid by the organisation. If the clergy officer holder is eligible, SPP will be paid to them as part of the Diocesan Paternity Pay (DPP) for a period of up to two weeks – the organisation will top up the SPP to the equivalent of their normal full pay.

The CPP/SPP pay will commence on the day specified to start paternity leave, provided the start of the leave is on this day. However, it may start on a different day if triggered by the birth of the child.

If there are any questions regarding paternity leave/pay, clergy should contact a member of the HR Team.

Shared Parental Leave

Shared parental leave enables eligible mothers, fathers and partners to choose how to share time off work after their child is born or placed for adoption. Parents can decide to be off work at the same time and/or take it in turns to have periods of leave to look after the child.

If a clergy officer holder chooses to take shared parental leave, they must give notice to end maternity leave and pay early in order to opt into the shared parental leave and pay arrangements instead. The individual should contact the HR Team to ensure that eligibility and the notification period is met before making firm plans.

To access the scheme, both parents must share the main responsibility for care of the child. Additionally, they have to satisfy a number of criteria. The mother must be entitled to statutory maternity/adoption leave or statutory maternity/adoption pay or maternity allowance and must have curtailed this or given notice to curtail it.

The member of clergy's partner must also meet the test of employment and earnings.

The individuals can share up to 50 weeks of leave and up to 37 weeks of statutory pay between them. The amount of statutory pay and leave is calculated by establishing the amount of maternity,

adoption leave and pay that has been taken prior to the mother or adopter curtailing their leave. The remainder is then available to take as shared leave and pay at the statutory rate.

The individuals need to share the statutory pay and leave in the first year after the child is born or placed with the family.

The individuals can use Shared Parental Pay (SPL) to take leave in blocks separated by periods of work, or take it all in one go, or to be off work together or to stagger the leave and pay. Eight weeks' notice is required when changing arrangements.

Plans for shared parental leave should also be notified to the Area Dean/Archdeacon/ HR Team. For curates the IME2 and 1st Incumbency Enabler should also be notified.

For more information on Shared Parental Leave and how it can work, please visit: <https://www.gov.uk/shared-parental-leave-and-pay>

Contact during Shared Parental Leave

See section above "Contact during Maternity Leave".

Cover during Shared Parental Leave

The diocese will, as far as possible, aim to provide similar support for cover during Shared Parental Leave as for those on maternity leave. Please contact your Area Dean/Archdeacon/ HR Team / IME2 and 1st Incumbency Enabler (where applicable for curates).

Ordinary Parental Leave

All clergy office holders are eligible to eighteen weeks of unpaid "ordinary" parental leave, to look after a child they have, who is under the age of eighteen. Up to four weeks may be taken in each year.

The entitlement is eighteen weeks per child, and not per role. For example, if the clergy person has used ten weeks in a previous role, then they will have eight weeks left in their current role.

To be eligible, the clergy person must have parental responsibility for the child.

Ordinary parental leave is taken in whole weeks e.g., taking one day of parental leave will take one week of the eighteen-week entitlement. The exception to this is if your child is disabled. Ordinary parental leave may be taken for a variety of reasons, from spending more time with children, to attending a school event, or visiting grandparents. Parental leave is given for each child e.g., clergy with two children can take up to 36 weeks of Parental Leave. The right to take parental leave is not dependent on tenure as an office holder. If the time requested is deemed unsuitable by the Archdeacon or Bishop, the leave may be postponed for up to six months.

Giving notice

You should contact your Area Dean/Archdeacon/ HR Team / IME2 and 1st Incumbency Enabler (where applicable for curates) if you intend to take ordinary parental leave and offer as much notice as is practicable, usually a minimum of 21 days.

Rights during leave

During a period of leave, all terms and conditions outlined in individual Statement of Particulars, (except stipend payments and associated pension contributions), will continue. For example, housing, use of parish laptops, annual leave accrual.

Parental Bereavement Leave

Working parents who lose a child under the age of 18 are entitled to two weeks' statutory leave by law – this also includes where a child is stillborn after 24 weeks of pregnancy. We recognise that two weeks is a very short period of time if you have lost a child, and your Area Dean/Archdeacon will seek to offer pastoral support.

Guidance for requesting time off or adjustments

Please refer to the Church of England website [here](#). This guidance includes the right to request time off to care for a dependant and special leave.

Appendix A

Clergy New and Expectant Mother Risk Assessment

Guidance

The purpose of the risk assessment is to support the pregnant member of clergy throughout their pregnancy, and their return to work. It is recognised that the working environment is very different in each parish/church, and that all pregnancies are different and this should be considered when undertaking the risk assessment. There may be other hazards not listed below that should be added.

The clergy person should complete the risk assessment with another suitable person. Where practical that should be a senior clergy person, but it is appreciated that this will very much depend on the situation and circumstances that the pregnant clergy person is working in. The following list is a suggestion of whom it may be appropriate to consult with:

- Senior Team Member (if working in a team)
- Area Dean
- Other Member of clergy in locality
- Churchwarden
- Training Incumbent

Where none of those are available, please make contact with your Area Dean/Archdeacon. The HR Team are available to answer any questions and provide guidance where needed.

The risk assessment should be treated as a working document, and should be reviewed at regular intervals below, or where there is a change in the health of the expectant mother, or other circumstances.

- Initial Assessment – Upon notification of pregnancy
- 1st Review – Second trimester (3-6 months or earlier if required)
- 2nd Review – Third trimester (6-9 months or earlier if required)

The content of the risk assessment should be sent to and discussed with:

Immediate colleagues, and churchwardens

A copy should be sent to:

- Area Dean/Archdeacon
- HR Team

Physical Hazards	Risk (H/M/L)	Identified Risk	Control Measure Guidance	Adjustments Made/Comments
Extremes of cold and heat	L	Heat and cold tolerance reduces with pregnancy	- Rest facilities and access to refreshments should be available - Avoid prolonged exposure to excessive heat - Avoid dehydration	<i>Be aware that wearing full robes may not be practical throughout the pregnancy</i>
Lone Working	L	Pregnant women may be more likely to need urgent medical attention	If individual undertakes lone working, work activity, work location and medical condition should be reviewed and control measures implemented	<i>Ensure you are able to make contact at all times i.e. mobile phone, or if no signal, be aware of how you can summon help</i>
Psychological Wellbeing	H	Excessive physical or mental pressure may lead to stress which may affect the pregnancy by resulting in raised blood pressure and interfere with breastfeeding	- Discuss working patterns; pregnant clergy should be allowed greater control over their working day - Consideration should be given to workload and work demands - Avoid excessive working hours - Encourage good time management	<i>Ensure appropriate people in parish aware of adjustments needed, ensuring confidentiality is adhered to</i>
Noise	L	Prolonged exposure to loud noise can lead to increased blood pressure and stress	- The Control of Noise at Work Regulations 2005 should be applied to all workers exposed to loud noise where there is a risk to hearing - Noise is likely to be too loud if you are unable to hold a conversation 1m apart without shouting	<i>Avoid very loud worship!</i>

Physical Hazards	Risk (H/M/L)	Identified Risk	Control Measure Guidance	Adjustments Made/Comments
Evening Working	L	Attending meetings in the evening in the parish	Ensure excessive working hours are minimised and if attendance is required think about starting the day later on.	
Travelling	L	Excessive travelling can be tiring	Ensure diary is well managed and that travelling is minimised where possible	
Chemicals	L	Certain chemicals are potentially harmful to pregnancy or may affect breastfeeding	- Review COSHH assessments - Avoid exposure to chemicals with the following risk phrases: R40, R45, R46, R47, R61, R63, R64	<i>Cleaning chemicals in church building</i>
Biological Agents	H	Exposure to certain bacteria and viruses e.g. Rubella and Cytomegaly can present an increased risk to pregnant workers and their unborn child	- Review exposure and advise of increase in risk - Check if individual is a first aider and is aware of good practice for first aiders - Avoid contact with chicken pox between weeks 13-20 of pregnancy - Ensure good working practices - Ensure good hygiene and infection control - Contact GP if there are any concerns - Where exposure is likely as a direct result of their work, restrictions should be imposed to prevent exposure	<i>Toddler groups may present such risks</i>

Other related factors				
Physical Hazards	Risk (H/M/L)	Identified Risk	Control Measure Guidance	Adjustments Made/Comments
Nausea/Sickness	H	Early work Exposure to nauseating smells	- Consider flexible working hours - Avoid situations that exacerbate the nausea	<i>Take "remedies" i.e. ginger biscuits!!</i>
Backache/muscular aches	M	Standing/sitting/posture Manual handling	See above	
Frequent toilet visits	L	Difficulty in leaving job/site Are toilet facilities available in each church?	Ensure adequate welfare provision	<i>If travelling around a parish, consider sourcing facilities not available to general public (i.e. are other parish members happy for you to "call in")</i>
<i>Breastfeeding</i>	<i>L</i>	<i>Difficulties associated with expressing breast milk</i> <i>Needs of child – i.e. settling at bedtime -</i>	<i>Consider provision of suitable private room for expressing milk</i>	

Summary of significant risks:	Control measures to be implemented:

Does the office holder have any particular concerns relating to the working environment and/or pregnancy or breastfeeding?	

Office holder(signed):		Date:
Signature of person risk assessment undertaken with (signed):		Date:
Name and role of person:		

Recommended review times:

Date of next review:	Date of next review:	Date of next review:	Date of next review:

- Initial Assessment – Upon notification of pregnancy
- 1st Review – Second trimester (3-6 months or earlier if required)
- 2nd Review – Third trimester (6-9 months or earlier if required)
- 3rd Review – Prior to return to work
- 4th Review – Following return to work