

FINANCIAL MATTERS

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

Stipends

The stipends of the clergy of the diocese are decided each year by the Bishop, in consultation with the Diocesan Board of Finance. They are set at a level which is deemed to be 'adequate' so that clergy and their families may live in modest comfort. They do not take account of marital status or other personal and financial circumstances. It is the policy of the diocese to pay at least within the recommended range of the Regional Stipend Benchmark set by the Central Stipends Authority.

In the early part of the year a letter is sent to all clergy and licensed lay workers giving information about the levels of stipends and other related matters for the forthcoming financial year beginning on 1 April. Clergy now complete the annual 'PSA / PUN (or PUB)' return on line. As well as providing the basis for the Heating, Lighting and Cleaning (HLC) Allowance claim, this form requires details of income received in the previous year including income from chaplaincies and other sources. All these are taken into account so that all clergy of similar status in the diocese receive the same overall amount.

The following arrangements are provided for each year within the budget prepared by the Diocesan Board of Finance and agreed by the Diocesan Synod.

Diocesan Standard Stipend

The standard stipend for full time ministers of incumbent status is set out on the Financial Summary at the end of this section. This figure includes all income received from occasional offices, hospital or other chaplaincies, teaching posts etc. and any income from local trusts and charitable funds. Clergy are reminded that when taking up any appointment in addition to parochial duties they must notify the diocesan office, and any income received therefrom must be declared on the annual return of Income and Heating, Lighting, Cleaning & Garden Upkeep (PSA form) to be deducted from the Church Commissioners' stipend payment.

Assistant Clergy

The stipend level is on the Financial Summary.

Parochial Expenses

Information on expenses and their reimbursement is contained in the booklet "*The Parochial Expenses of the Clergy - A Guide to their Reimbursement*" issued by the Central Stipends Authority. A copy of the latest edition may be viewed and downloaded from the Church of England website clergy and office holders/the Parochial working Expenses of the Clergy.

<http://www.churchofengland.org/clergy-office-holders/remuneration-and-conditions-of-service-committee/the-parochial-expenses-of-the-clergy.aspx>

Rural Dean Allowance

No additional allowances are now paid to newly appointed rural deans. Existing rural deans who have been in receipt of an additional allowance will continue to receive it unless they voluntarily opt not to.

Assigned Fees

From 1st January 2013 fees are no longer payable as part of an incumbent's stipend (except in a few pre-existing cases). Instead part of the fee for occasional offices is legally payable to the DBF.

Payment of Fees

All fees should be paid to the DBF on a quarterly basis using the forms provided. These can be downloaded from the diocesan website

<http://www.cofesuffolk.org/index.cfm?page=governance.content&cmid=107>

Detailed guidance about Parochial Fees is contained in E10 of the Diocesan Handbook.

Resettlement and First Appointment Grants

In addition to the cost of the removal, stipendiary clergy moving into the diocese are paid a resettlement grant. Those taking up a curacy or a first incumbency are additionally paid a first appointment grant. The level of these grants is set out in the Financial Summary.

Discretionary Grants for Self Supporting Ministers

A discretionary grant may be available for newly appointed ministers not in receipt of a stipend who experience difficulty meeting certain costs of office such as robes etc. Each case will be considered on its merits upon the archdeacon receiving a request from the incumbent of the benefice in which the SSM will minister.

Discretionary Grants

Some dioceses have extensive charitable sources which can provide financial help for clergy and their dependents. Unfortunately this diocese has limited resources. The diocesan bishop has a small trust fund into which some other charities including the Marie Berie Charity (which helps clergy with holidays) pay small sums which can be used to assist clergy and their families in need. In the first instance contact the Bishop.

Additionally clergy may be able to receive assistance from a number of nationally based organisations such as the Henry Smith Charity, the Corporation of the Sons of the Clergy, the Friends of the Clergy Corporation and many others with a particular focus such as the Women's Continuing Ministerial Education Trust etc. An extensive list of organisational contact details including website and email addresses can be obtained from the HR Manager at the diocesan office.

In this diocese the Suffolk Clergy Charity is a major resource for the retired clergy and their families (but is not able to support serving clergy). For further details or a grant application form contact the Clerk to the Suffolk Clergy Charity at the diocesan office.

Car Loans

The Churches Mutual Credit Union offer car loans. Details about the Credit Union can be found here www.cmcu.org.uk

**SUMMARY OF FINANCIAL INFORMATION FOR CLERGY
WITH EFFECT FROM 1ST APRIL 2015**

Diocesan Standard Stipend

The standard stipend for full time ministers of incumbent status is £24,425.

Assistant Clergy

The stipend for full time assistant clergy is £23,275.

Rural Dean Allowance

No additional allowances are now paid to newly appointed rural deans.

Resettlement and First Appointment Grants

In addition to the cost of the removal, stipendiary clergy moving into the diocese are paid a resettlement grant, this is £2,325. Those taking up a curacy or a first incumbency are additionally paid a first appointment grant, also £2,325.

Approved HMRC mileage rate

	first 10,000 miles	over 10, miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

The approved rate for DBF employees and committees can be found at <http://www.cofesuffolk.org/index.cfm?page=governance.content&cmid=107>

CME Allowances

Licensed Clergy, Readers and Acknowledged ministers £675 per triennium
Clergy and Readers with Permission to Officiate and Elders £150 per triennium

Fees for occasional Sunday duty

Where retired stipendiary clergy take services on a Sunday, the current rate is £20 per service (maximum £40 in any one day). See [Fees and Occasional Offices \[insert link\]](#) for further information.

2015