

Ecclesiastical Offices (Terms of Service) Regulations 2009

Statement of Particulars of Office for the Revd **xx**

as Incumbent/Team Rector of **xx**

This Statement is issued under Regulation 3(1) of the Ecclesiastical Offices (Terms of Service) Regulations 2009 ("the Regulations"). All references to the particular numbered Regulations are to the relevant provision or provisions of the Regulations and references to Sections of the Measure are to the relevant provision or provisions in the Ecclesiastical Offices (Terms of Service) Measure 2009. Copies of the Ecclesiastical Offices (Terms of Service) Measure and Regulations 2009 are available at www.common tenure.org or from your diocesan office.

1 Appointment and office

This statement is issued by Graham Hedger, the officer of the diocese nominated for this purpose under Regulation 3 by the Bishop of St Edmundsbury & Ipswich. It relates to your terms of service. Your appointment took effect on **DD. MM.20****.

2 Termination of appointment

You are required to give at least 3 months' notice before resigning your appointment. This period may be waived by agreement between you and the diocesan bishop.

[For Regulation 30 appointments only: Your office has been designated by the Bishop of St Edmundsbury & Ipswich under Regulation 30(1) as an office which is subject to potential pastoral reorganisation. The period specified by the Bishop for the purposes of Regulation 30(3) is **[x]**¹ years from the date of your appointment']

Your term of office may be terminated only in accordance with the circumstances set out in Section 3 of the Measure.

3 Stipend, grants and other benefits

Either (a) stipendiary posts

Either (1) Full time posts

¹ The period after which full compensation will become payable on loss of office must be no longer than 5 years.

The office you hold is a full-time stipendiary post. Under Regulation 11, you are entitled to a stipend of at least the National Minimum Stipend specified by the Central Stipends Authority.

Or (2) Part time posts

The office you hold is a part time post. [You are expected to spend the equivalent of [■] days per week in discharging the duties of this office]². Clergy in a part time post are entitled to the stipend that is specified in their Statement of Particulars as shown below.

The amount of your stipend is £----- per annum as at -----20**³, payable by BACS transfer on the last working day of the month. You will receive each month an itemised statement of stipend from Payroll Services, who will also notify you of any change in the amount of stipend payable. The body responsible for the payment of the stipend is the Diocesan Board of Finance. For details of grants made by the DBF, contact the diocesan office or see the diocesan website.

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

Or (b) Non stipendiary posts

This is a non-stipendiary post.

Either (1) full time posts

The office you hold is a full-time post.

Or (2) part time posts

The office you hold is a part time post. You are expected to spend the equivalent of [■] days per week in discharging the duties of this office].⁴

For details of grants made by the DBF, contact the diocesan office or see the diocesan website.

² Other ways of defining the part-time nature of the role (e.g. as a percentage of a full-time post) may be appropriate, depending on the circumstances.

³ The information recorded in the SoP should be that which was correct either on the date on which the SoP was issued or on a date up to seven days before.

⁴ Other ways of defining the part-time nature of the role (e.g. as a percentage of a full-time post) may be appropriate, depending on the circumstances.

4 Parochial and other fees

You are not entitled to receive parochial fees.

5 Expenses

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

6 Housing

Either (1)

You are required for the better performance of your duties to occupy [the parsonage house belonging to the benefice at] xx . Your rights and responsibilities in connection with your housing are set out in the Repair of Benefice Buildings Measure 1972 and other applicable legislation, which can be obtained at www.common tenure.org or from your diocesan office.

Or (2)

Under Canon C25, you have been given permission to reside at xx . The house is owned by xx

In this case, as the house occupied is not the one belonging to the benefice, the ownership of the house must be included in the SOP.

7 Ministerial development reviews

You are required by Regulation 18 to co-operate in any ministerial development review undertaken under that regulation at least once every two years. Further details can be found on the diocesan website

8 Continuing ministerial development

You are required by Regulation 19 to participate in arrangements approved by the diocesan bishop for your continuing ministerial education. Further details can be found on the diocesan website

9 Rest periods and annual leave and time off⁵

⁵ In appropriate cases, the SoP may contain additional provisions such as : (a) a requirement that the weekly rest period may not be taken on

You should follow the arrangements in your diocese for reporting leave and covering absence. For further information on leave in your diocese, see the diocesan website or contact the diocesan office.

Rest periods

You are entitled to an uninterrupted rest period of 24 hours in each period of seven days. The weekly rest period may not be taken on a Sunday, on any of the Principal Feasts of the Church of England as set out in the Canons and Common Worship or Ash Wednesday, Good Friday or Ascension Day. Nor may it be taken on the Patronal festival(s) or on any other day(s) specified herewith as being of significant importance to the benefice: *[none specified]*.

You should follow the arrangements in your diocese for reporting leave and covering absence.

This section needs to take into account provisions in the diocese and also the particular requirements of the parish.

For further information on leave in your diocese, contact your diocesan office/see the diocesan website.

Annual leave

In the remainder of the leave year, which begins on 1 January, in which you were appointed, you are entitled to **[n]** days' annual leave, and thereafter to **[36⁶]** days' annual leave in each leave year, in addition to the bank or public holidays (or time off in lieu) specified on the diocesan website (such as Christmas Day and Good Friday, or where New Year's Day falls on a Sunday).

Except by application to and written permission from the Bishop, the days of annual leave may not include more than six Sundays or any of the Principal Feasts of the Church of England or Ash Wednesday, Good Friday or Ascension Day. Nor may they include the Patronal festival(s) or any other day(s) specified above as being of significant importance to the benefice.

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- a Sunday;
 - any or all of the Principal Feasts of the Church of England as set out in the Canons and Common Worship
 - Ash Wednesday
 - Good Friday

and/or (b) a requirement that annual leave shall, or may not, be taken on particular days
and/or (c) a statement of the maximum number of Sundays on which annual leave may be taken

6 Under Regulation 22 (1), 36 days is the minimum annual leave entitlement for an office holder occupying a full-time post. Unless otherwise stated in the SoP, there is no additional entitlement to public holidays or days in lieu.

The amount of leave to which an office holder occupying a part time post is entitled must be stated in the SOP.

Alternatively, it may refer to a role description

Special leave

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

Maternity, paternity, parental and adoption leave and time off work to receive ante-natal care

You are entitled to maternity, paternity, parental and adoption leave (as applicable), under Regulation 23 and the Ecclesiastical Offices (Terms of Service) Directions 2010⁷. These provide that an office holder is entitled to maternity, paternity, parental and adoption leave for the same periods and subject to the same conditions as apply in the case of an employee under the Employment Rights Act 1996 and regulations made under that Act. This includes shared parental leave. These entitlements are subject to any relevant changes in the applicable legislation.

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

Time off work to care for dependants

You are entitled to request time off, or adjustments to the duties of the office, to care for dependants in accordance with the Ecclesiastical Offices (Terms of Service) Directions 2010. For further details, see the guidance issued by the Archbishops' Council in 2015 at

<http://www.churchofengland.org/media/1193426/family%20leave%20advice.pdf>

and contact your diocesan office/see the diocesan website..

Time spent on public duties

You are entitled to spend time on public duties, as specified in Regulations 24 and 26. You shall not suffer any reduction in stipend for time spent on public duties unless specified otherwise below.

10 Sickness

Your obligations and rights if you are unable to perform your duties because of sickness are set out in Regulations 27 and 28.

If you are stipendiary, you are required

- to inform the officer of the diocese designated for this purpose if you are unable to perform the duties of your office because of illness for any period of one day or more;
- to provide a medical certificate for absence of more than 7 days

⁷ These Directions have been amended by the Ecclesiastical Offices (Terms of Service) Amendment Directions 2015 with effect from 1 December 2015.

Whether you are stipendiary or not, you are required⁸to use all reasonable efforts to make arrangements for the duties of your office to be performed by another person during any absence because of illness – which may, where appropriate, consist of notifying a responsible person or authority of the absence⁹.

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11 Pension

Either (1) Stipendiary posts

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

There is no contracting-out certificate in force stating that the office is contracted-out employment for the purposes of Chapter 1 of Part III of the Pensions Schemes Act 1993

Or (2) Non stipendiary posts

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

12 Disciplinary procedures

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

13 Capability procedure

The Archbishops' Council has issued a Code of Practice under Regulation 31. Diocesan Bishops are required to have regard to this Code if they have grounds for concern about the performance of an office holder and institute an inquiry into his or her capability. A copy of this Code – and the supporting advice issued alongside it - can be obtained from the diocesan office or from www.commontenure.org.

14 Grievance procedure

The Archbishops' Council has issued a Code of Practice under Regulation 32 containing a procedure for enabling an office holder to seek redress for grievances. If you have a grievance, you may seek redress by using that procedure, which, together with the supporting advice issued alongside it, can be obtained from the diocesan office or from www.commontenure.org. If you have a grievance, you are encouraged to take it up

⁸ The purpose of this reporting requirement is primarily pastoral and practical to ensure that the office holder concerned and the parish are properly supported if the office holder is ill for any substantial period of time.

⁹ The SOP may record a specific person (for example, the area dean) who would constitute a responsible person

informally in the first instance, and, if appropriate, consider mediation. This will not affect your right to require formal consideration of your grievance under the procedure.

15 Respondent in employment tribunal proceedings

The body to be treated for the purpose of the Regulations as the respondent in any proceedings you might bring before an Employment Tribunal is the Diocesan Board of Finance of the Diocese of St Edmundsbury & Ipswich.

(signed) _____

Officer of the diocese nominated for this purpose under Regulation 3 by the Bishop of St Edmundsbury & Ipswich
on XX. XX 20XX

I acknowledge receipt of this Statement of Particulars

(signed)-----
Date

Model dated October 20152014