

## **JURY SERVICE**

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.

Clergy are eligible for jury service on the same basis as others and can only seek excusal or deferral if they have good reason. Time off without loss of stipend will be granted.

Diocesan policy is that clergy should carry out their normal duties on the Sunday of the week in which their jury service starts. Thereafter they are excused from weekday parochial duties for the duration of the jury service (excepting any they may undertake on days or part days when not required in Court) but will be expected to undertake Sunday duties as usual. Clergy experiencing difficulty in arranging cover for eg funerals or weekday services during this period should contact the Archdeacon.

We are advised that, along with others for whom it would represent difficulty or hardship, clergy will normally be excused from cases that are anticipated to last for more than two weeks if they make known to the Court their need to carry out pastoral ministry and cover their parochial duties.

Jurors receive an allowance for attendance at Court and the 'employer' is entitled to recover this amount from their pay. Clergy called for jury service should note the following procedure.

On receipt of the jury service notice you should inform your incumbent/team vicar or rural dean, the diocesan office and the churchwardens of the period you expect to be absent. This will normally be up to two weeks (see above) but could be longer depending on the case on which you are selected to sit.

You should claim the attendance allowance by sending the loss of earnings form (sent in advance by the Court) to the Church Commissioners' Payroll Services for completion and return BEFORE the jury service starts.

When the period of service is completed you should send a copy of the HMCS Remittance Advice form advising the amount of attendance allowance you have received to the diocesan office. The office will then instruct Payroll Services to reduce your stipend by the amount of net pay saved, 'grossed up' for tax and national insurance contributions.