

INTRODUCTION

Information for Clergy who hold their *Office* with Common Tenure (and in some cases Freehold) terms

To whom should the information in this document apply

For the purposes of the documents that carry the heading of - **Information for Clergy who hold their *Office* with Common Tenure (and in most cases Freehold) terms**, clergy are defined as those who hold the **Office** of Incumbent (Rector, Vicar, Team Rector), Priest in Charge, Team Vicar and Assistant Curate (in training or not in training). In these documents these people are referred to as clergy and as office holders.

These clergy hold their office under Common Tenure or Freehold terms.

This information applies to clergy whether they receive a stipend or not. In the interests of clarity, this information will apply to clergy who:

- are in receipt of a stipend (part or full) or,
- receive no remuneration or benefit for their services (in which case they are termed Self-Supporting Ministers and will be referred to as SSM in this document) or,
- receive no stipend but are in receipt of 'house for duty' terms (house or housing allowance).

A specific note has been added to information that is only relevant to clergy who hold Common Tenure. Where there is no details to the contrary, the information applies to clergy who hold their office under Freehold or Common Tenure terms.

It is recognised that self-supporting members of clergy may feel that Common Tenure and the information in this document is not relevant to them as they are, in effect, 'volunteers' and should not be subject to rules and regulations. The reality is that the culture of volunteering is changing very rapidly across the board and is of necessity becoming much more regulated. If one applied to volunteer in a charity shop these days, one would have to agree to be bound by terms and conditions about training and health and safety and disciplinary procedures. The Church cannot afford to be different in this respect. We need to be able to ensure that SSMs as well as stipendiary clergy are properly trained, especially in vital matters such as safeguarding, and that there is a means of addressing issues about their capability. And it is only fair to them that they should have the opportunity for ministerial development review and access to a grievance procedure in the same way as other clergy on Common Tenure.

Being licensed to a benefice carries with it ex-officio membership of the PCC and implies that the SSM is an integral part of the ministry team in a particular place in a way that a cleric with a general licence or PTO is not. It is therefore appropriate that the rights and responsibilities of the role should be set out as clearly as possible in an Statement of Particulars and a Ministry

Specification. The information in this document is therefore as relevant to a SSM as it is to a member of clergy who receives a stipend.

Please contact the Head of Human Resources if anyone reading any of the documents headed - **Information for Clergy who hold their *Office with Common Tenure* (and in some cases Freehold) terms**, are in any doubt about whether the content refers to them.

Document owner: Head of Human Resources

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