



DIOCESE of  
**WINCHESTER**

## **Statement of Particulars Ecclesiastical Offices (Terms of Service) Regulations 2009**

Statement of Particulars of Office for the Revd [ ] as incumbent/team Rector of Highcliffe Benefice.

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 both the Ecclesiastical Offices (Terms of Service) Measure and Regulations 2009 are available at [www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service](http://www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service) or from your diocesan office.

For further details, contact the Human Resources team at your diocesan office. Telephone 01962 737353 or e-mail [susan.beckett@winchester.anglican.org](mailto:susan.beckett@winchester.anglican.org).

### **1 Appointment and office**

This statement is issued by The Rt Revd Debbie Sellin, Suffragan Bishop of Southampton, the officer of the diocese nominated for this purpose under Regulation 3 by the Bishop of Winchester.

It relates to your terms of service.

Your appointment took effect on [ ].

### **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.

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

### **3 Stipend, grants and other benefits**

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.

The amount of your stipend is £26,857 per annum as at 2019/20 as approved by the Diocesan Synod, 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 any grants made by the DBF, contact your diocesan office.

For further details of how your stipend is calculated, contact your diocesan office.

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

### **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 from the Church of England website.

## **6 Housing**

You are required for the better performance of your duties to occupy the benefice house belonging to the benefice at The Vicarage, 33 Nea Road, Highcliffe, BH23 4NB.

Your designated housing provider is the Diocesan Board of Finance.

Your rights and responsibilities in connection with your housing are set out in the Repair of Benefice Buildings Measure 1972 and other legislation, which can be obtained at [www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service](http://www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service) or from your diocesan office.

## **7 Ministerial development reviews**

You are required by Regulation 18 to co-operate in any ministerial development review undertaken under that regulation. Note: Ministerial development reviews are known as Pastoral Consultations.

Further details, contact your diocesan office.

## **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, contact your diocesan office.

## **9 Rest periods and annual leave and time off**

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

For further information on leave and rest periods in your diocese, contact your diocesan office.

### **Rest periods**

You are entitled to an uninterrupted rest period of 24 hours in each period of seven days. Your rest period should not be taken on a Sunday, unless the Sunday comes within Annual Leave (see below), or on a major festival of the Church unless permission has been obtained from your Suffragan Bishop.

For further details contact your diocesan office.

### **Annual leave**

You are entitled to 36 days' annual leave (days that would normally be considered working days) including a minimum of four Sundays and up to a maximum of six Sundays in each leave year. For annual leave purposes the year runs from 01 January to 31 December each year.

In addition, you are entitled to bank holidays (or time off in lieu) generally taken as leave in your diocese.

For further details, contact your diocesan office.

### **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 2010. 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 <https://www.churchofengland.org/sites/default/files/2017-11/Parental%20Pay%20and%20Leave%20Advice%20December%202015.pdf> and contact your diocesan office.

### **Time off for 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.

For further details, contact your diocesan office.

### **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 your Suffragan Bishop's Personal Assistant 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.

Whether you are stipendiary or not, you are required:

- to 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 absence.

For further details, contact your diocesan office.

## **11 Pension**

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

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

## **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.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service](http://www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service)

## **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.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service](http://www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service).

If you have a grievance, you are encouraged to take it up 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 Winchester.

### **16 Data Protection**

The Bishop needs to keep information about you for purposes connected with your appointment and pastoral support, including your recruitment, ministerial development and dependants. The Bishop may also keep information on your health for purposes of compliance with health and safety regulations; to consider how health affects your ability to carry out your duties; if you are disabled, whether you require any reasonable provisions to be made to assist you; and in relation to sick pay and any other related benefits.

Any information the Bishop holds will be for his use, the Suffragan Bishops and Archdeacons only. It is retained securely at his office, which is registered with the Information Commissioner.

By receiving this Statement, you give your consent to such information being retained and used as required, as set out above.

(signed) \_\_\_\_\_

The Rt Revd Debbie Sellin, Suffragan Bishop of Southampton, the officer of the diocese nominated for this purpose under Regulation 3 by the Bishop of Winchester.

Date [ ].

I acknowledge receipt of this Statement of Particulars

(signed) \_\_\_\_\_

Date

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