DIOCESE of WINCHESTER

Statement of Particulars for

Regulation 29 Ecclesiastical Offices (Terms of Service) Regulations 2009

Statement of Particulars of Office for the Revd xxx as Vicar of Christchurch Priory.

This Statement of Particulars is issued under Regulation 3(1) of the Ecclesiastical Offices (Terms of Service) Regulations 2009 (the "**Regulations**") and is referred to in this document as the "**Statement**". All references to the particular numbered Regulations are to the relevant provision or provisions of the Regulations. References to sections of the Measure are to the relevant provision or provisions in the Ecclesiastical Offices (Terms of Service) Measure 2009 (the "**Measure**"). Copies of the Measure and Regulations are available on the Church of England website[1].

For further details, contact the Human Resources team at your diocesan office. Telephone 01962 737352 or email paul.gelman@winchesterdiocese.org.

1. Appointment

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

Your appointment took/will take effect on date

2. Termination of appointment

You are required to give the diocesan bishop not less than 3 months' written notice should you decide to resign your office. This period may be waived by agreement between you and the diocesan bishop.

Otherwise, your term of office may be terminated only in accordance with the circumstances set out in section 3 of the Measure.

[1] https://www.churchofengland.org/

3. Stipend

The office you hold is a full-time stipendiary post.

Under Regulation 11, you are entitled to a stipend which is not less than the National Minimum Stipend specified by the Central Stipends Authority; or

The amount of your stipend as at the date of this Statement, is £34,950 per annum payable by BACS transfer on the last working day of the month.

You will be able to access electronically, each month, an itemised statement of stipend from Payroll Services. This will also detail any change in the amount of stipend payable.

The body responsible for the payment of your stipend is the Diocesan Board of Finance.

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.

For details of any grants made by the DBF, contact the diocesan office.

4. Parochial 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

You are required for the better performance of your duties to occupy the parsonage house belonging to the benefice at Christchurch Vicarage, 13a Church Street BH23 1BW.

The Repair of Benefice Buildings Measure 1972 applies in relation to the maintenance of the parsonage house by the Parsonages Board.

For further details contact 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 at least once every two years.

For further details contact your diocesan office.

8. Continuing ministerial education and development

You are required by Regulation 19 to participate in arrangements approved by the diocesan bishop for your continuing ministerial education.

For further details contact your diocesan office.

9. Rest periods

You are entitled to an uninterrupted rest period of not less than 24 hours in any period of seven days, but the statement of particulars of office issued under regulation 3 above may specify that any rest period may not be taken on or include a Sunday or any or all of the principal Feasts of the Church of England or Ash Wednesday or Good Friday.

For further details contact your diocesan office.

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10. 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.

11. Special leave

In addition to your annual leave, the bishop may, at their discretion, allow you an additional period of special leave in particular circumstances.

12. Maternity, paternity, parental, adoption, shared parental and bereavement leave

You are entitled to maternity, paternity, parental, adoption leave, shared parental and bereavement leave (as applicable), under Regulation 23, for the same periods and subject to the same conditions as apply in the case of an employee under the Employment Rights Act 1996.

For further details, and for how to apply for any of these types of leave, please contact the Human Resources team at your diocesan office. Telephone 01962 737352 or email paul.gelman@winchesterdiocese.org.

For further information on Family Friendly Policies www.churchofengland.org/resources/clergy-resources/national-clergy-hr/family-friendly-policies.
For further information on the legal entitlements of clergy office holders who become parents https://www.churchofengland.org/sites/default/files/2020-03/4.%20guidance%20on%20legal%20entitlements.pdf

13. 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 under Regulation 23. For information, and for how to apply time off to care for a dependent, please contact the Human Resources team at your diocesan office. Telephone 01962 737352 or email paul.gelman@winchesterdiocese.org.

For further information on your legal right under Regulation 23
Requesting time off or adjustments to care for a dependant April 2019.pdf (churchofengland.org)

14. Time off work to receive ante-natal care

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

As soon as is reasonably practicable after a pregnancy is confirmed you must notify the officer of the diocese named at the start of this Statement.

15. Time spent on public duties

You may spend time on public duties other than your duties of office, in accordance with the requirements in Regulation 24.

Your stipend shall not be reduced as a result of time spent on public duties.

16. Sickness

If you are unable to perform the duties of your office because of sickness, you must comply with the requirements set out in Regulations 27 and 28.

You are required to make all reasonable efforts to make arrangements for the duties of your office to be performed by another person during any absence due to illness which may, where appropriate, consist of notifying a responsible person or authority of the absence.

You are required:

a. 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; and
b. if you are unable to perform your duties of office because of illness for a continuous period of more than 7 days, to provide a medical certificate to your Suffragan Bishop's Personal Assistant.

17. Pension

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

18. 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.

19. 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 is available on the Church of England website.

20. 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, is available on the Church of England website.

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.

21. 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.

22. 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.

For further details contact The Diocesan Office. Privacy Notices are available on the diocesan website.

SIGNED_____

Print name: Rhiannon King

The Rt Revd Rhiannon King, 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_____

Print name:

Date: