Portsmouth Diocese Clergy Handbook

Clergy working arrangements: information guide

Introduction

This Information Guide is intended to give advice and guidance on working arrangements for all clergy holding the Bishop's licence. For those appointed as office-holders on Common Tenure (as defined in the Ecclesiastical Offices (Terms of Service) Regulations 2009) it also expands upon the obligations and rights conferred by the legislation.

The material 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.

Appointment and office

1. For all clergy, details regarding rights and responsibilities of office may be found in The Ordinal, the license/ deed of appointment, the role description and the Guidelines for the Professional Conduct of the Clergy.

2. In addition, it should be noted that all clergy, regardless of their form of tenure, are subject to the provisions contained within the Canons, the Clergy Discipline Measure, the current law related to patronage and the appointments procedure and anti-discrimination legislation (apart from the specific exemptions granted).

Common tenure appointments

1. From January 2011 the Terms of Service legislation conferred a new form of tenure on clergy, called Common Tenure. This automatically covered team vicars, priests in charge, assistant curates, fixed term appointments, house for duty clergy, self-supporting

ministers, canonically licensed lay workers in receipt of stipend and/or housing and all new appointments made after the legislation came into effect.

2. Those clergy on common tenure have the right to a Statement of Particulars which sets out the matters relating to the general day to day aspects of their appointment and indicates all rights and responsibilities related to their appointment.

3. It is the aim of the legislation to provide greater security and equality of rights. Fixed term contracts will only be given, therefore, in the following circumstances:

   If the appointment is:

   - designated as covering another office holder's absence from work.
   - held by an office holder over 70.
   - designated as an initial training post.
   - designated as an interim post.
   - designated as subject to sponsorship funding.
   - designated as a probationary office.
   - created by a Bishop's Mission Order under the Dioceses Pastoral and Mission Measure, 2007.
   - designated as a post which is held in connection or conjunction with another office or employment.
   - where the office holder does not have the right of abode, or unlimited leave to enter or remain, in the United Kingdom.
   - where the office holder occupies a post which is designated as a Locally Supported Ministry Post (for example, where a parish has agreed with the diocese that it will take on responsibility for funding an additional curate's post).

4. Clergy with freehold can continue to hold it on all its existing terms, if they wish to do so, until they move to another post.

5. Those clergy designated as employees (of the Diocesan Board of Finance or possibly the Bishop in his corporate capacity) are not covered by common tenure and as such will be issued with contracts of employment.

Termination

For all clergy, unless resigning, their term of office may be terminated only by the Bishop in accordance with the following circumstances:

(a) on the death of the office holder.

(b) on attaining the retirement age specified in relation to that office in section 1 of the Ecclesiastical Offices (Age Limit) Measure 1975 (1975 No. 2).

https://www.legislation.gov.uk/ukcm/1975/2/contents or on the expiration of any period in which the office holder is permitted to continue in office after the retirement age under section 2 or 3 of that Measure.
(c) where the office holder is removed from office following a finding of guilt for an offence under Part VI of the Ecclesiastical Jurisdiction Measure 1963 (1963 No. 1) https://www.legislation.gov.uk/ukcm/1963/1/contents or under any provision of the Clergy Discipline Measure 2003 (2003 No. 3) https://www.legislation.gov.uk/ukcm/2003/3/contents;
(d) where the term is fixed or is otherwise limited, on the expiry of the term or the occurrence of the event in question, as the case may be.
(e) where a license has been granted by a diocesan bishop to a person to exercise an office which is held by the office holder in connection with employment under a contract of employment the Bishop may revoke the license if that contract is terminated and the term of office of the office holder shall, thereupon, be terminated.
(f) where the office ceases to exist in consequence of a pastoral scheme or order made under the Pastoral Measure 1983 (1983 No. 1) http://www.legislation.gov.uk/ukcm/1983/1/contents or reorganisation scheme made under Part II of the Dioceses, Pastoral and Mission Measure 2007 (2007 No. 1) http://www.legislation.gov.uk/ukcm/2007/1/contents
In this case compensation of loss of stipend will be payable to those affected (for those on fixed term appointments this will be for a maximum of one year).

Common tenure appointments

As set out at Section 3 of the Ecclesiastical Offices (Terms of Service) Measure 2009 https://www.legislation.gov.uk/ukcm/2009/1/contents the Bishop may also terminate office:

(g) where the Bishop revokes the license of the office holder under the capability procedures.

Stipend, grants and other benefits

1. The National Minimum Stipend (NMS) is calculated and set by the Central Stipend Authority (CSA). All clergy under Common Tenure are legally entitled to receive at least the NMS. The diocese sets other stipend rates, guided by National and Regional Stipends benchmarks also provided by the CSA. The stipend for part-time stipendiary clergy will be based on the relevant time apportionment of the full diocesan stipend.

2. All stipendiary clergy are required to complete an annual income and expenditure return (forms PSA/PUN or PSA/PUB) each year, for use by the diocese and Payroll services.

Additional income arising from the ordinary course of the Office should be declared on your PUN form and will form part of the augmentation (i.e. will be deducted from the amount financed by the Portsmouth Diocesan Board of Finance – DBF). If you have any doubt about what constitutes additional income please consult the Diocesan Office.

3. The Diocesan Office uses the information on these forms to calculate the following year's level of payment and to give instructions to Payroll services. It is helpful if the form can be returned via the Diocesan Office as soon as possible after each 1st April. Further information may be found at National Ministry HR Resources | The Church of England

4. There is no reduction of stipend for clergy in receipt of state retirement pension.

5. For the purposes of National Insurance only, clergy are treated as being of employed status. Employee contributions are deducted from stipend payments each month alongside 'pay as you earn' tax deductions. Employer's contributions are paid by the diocese.

Grants

1. Grants on First Appointment, Removal, and Resettlement

Group A	Archdeacons
	Incumbents
	Priests-in-Charge
	Team Vicars and Team Rectors
	Non Parochial Clergy of Incumbent Status
Group B	Assistant Curates
	Deacons and Licensed Lay Workers

Removals

The diocese will meet the reasonable costs of clergy removals (having 1st received 3 quotes regarding the removal, including fragile packing service only, and an email confirmation being sent of which firm to use) for all in groups A and B above provided that the person's existing appointment/home is in another English diocese. In the case of ordination or first licensing of curates or licensed lay workers, they must have taken up the appointment immediately following the completion of their training. Full details can be found in the clergy moves policy.

First Appointment Grant

The diocese will pay a grant to those taking up an appointment for the first time after being ordained or licensed. The object of the grant is to help towards the cost of setting up a home for the first time and to compensate for the cost of robes, theological books

and other equipment that will be needed. The grant payable is that recommended by the Archbishop's Council each year and is normally equal to 10% of the National Minimum Stipend.
A further grant of the same amount will be payable on transfer from a Group B post to a Group A post. The grant is intended to help towards the cost of setting up home in a larger house.

Resettlement Grant

The diocese will pay a resettlement grant to those changing appointment, of a fixed maximum sum, toward incidental expenses including alteration to, or purchasing of, furnishings. This grant is also normally set at the rate of 10% of National Minimum Stipend.

2. A number of national charities exist to assist clergy and their dependents at times of particular need. Please see the diocesan website for a full list of those able to offer financial support or loans to clergy and their families.

3. The Archdeacon or the Diocesan Secretary will be able to provide information on other options. It is always advisable to inform the Archdeacon before making any grant application to cover indebtedness.

4. The DBF administers several small trust funds for assisting clergy, retired clergy and widows/widowers in need. The Archdeacon or Diocesan Secretary should be informed of any cases of need.

5. The DBF also administers two trust funds from which it pays annual grants to assist towards children's education. To be eligible applicants must be full-time and stipendiary and have at least two children between the ages of 9-18 years still at school, when the first annual grant is made. These grants are not restricted to children receiving private education. CH Application forms are available from the Diocesan Office and should be returned each year by 1 September. The grants are normally paid in October of each year; the amount depends upon the number of applications and the annual income of the Trusts.

Benefits

1. The Church Commissioners no longer provide car loans for clergy. The Church of England, alongside other denominations, set up CMCU as a replacement. It is a not-for-profit, member-owned savings and loans co-operative whose products include car loans and loans for restructuring debt. Churches Mutual Credit Union - We believe connections matter

Parochial Fees

1. The policy for Parochial Fees and Payments to Officiating Ministers can be found in the on the Diocesan Website at these links:

   https://www.portsmouth.anglican.org/treasurers/

   This section of the website will also contain the most recent table of nationally set Parochial Fees.

Expenses

1. Parishes are responsible for the reimbursement of the proper parochial expenses incurred on their behalf by their parochial clergy and other licensed and accredited staff. These sums do not form part of the stipend calculation, but the level of stipend presupposes full reimbursement of these expenses.

2. It is essential that at the very start of taking up an appointment clergy should discuss working expenses with the PCC by means of a consultation with the Churchwardens.

3. Where diocesan housing is not available within the parish boundary for curates, the diocese will reimburse the cost of travel from the curate's home to the parish boundary at the approved rate.

4. It is suggested that agreement should be reached at such a meeting between the Churchwardens and the Minister (and the Incumbent too where an Assistant is involved), on those expenses to be paid directly by the PCC and those to be reimbursed. Procedures for monthly reimbursement and the claim form to be used should also be discussed.

5. The booklet entitled 'The Parochial Expenses of the Clergy – a guide to their reimbursement'' is issued by the Central Stipends Authority and can be found at Clergy pay and expenses | The Church of England

   The matters covered include: postage and stationery; telephone; secretarial assistance; office equipment; maintenance of robes; hospitality; travel - car and public transport; books; use of study - help with replacement furnishings, in-service training, retreats and CMD costs.

6. Up to date rates for fees and travelling expenses can be found on the Diocesan website at: https://www.portsmouth.anglican.org/treasurers

7. The Archdeacons are available to give advice or to help in matters of interpretation.

8. Some parochial clergy bear at their own wish a proportion of parochial working expenses, and in fact allowance is made for this on the Church Commissioners' Income Return. Despite this, it is recommended that rather than forego some reimbursement, clergy should charge their expenses in full and then make a contribution to parochial funds so as to ensure that the parish is aware of the full extent of its liability. Furthermore, it will ensure that misunderstandings as to the correct level of expenses do not occur on change of the minister.

9. For tax purposes full and accurate records should be kept of all working expenses received.

Pension

1. Full details of the pension scheme and retirement housing provisions are available from:

   The Church of England Pensions Board
   29 Great Smith Street
   London
   SW1P 3PS
   Tel 02078981800

More information about pensions and housing in retirement can be found here CofE PensionsOnline - Home

Housing

The parsonage house is usually owned by the benefice, but this is subject to the rights and duties set out in the Repair of Benefice Buildings Measure 1972 and its code of practice. Other clergy have a right to be provided with accommodation according to the terms set out in Regulations 12-14 of the Ecclesiastical Offices (Terms of Service) Regulations 2009, where the relevant housing provider owns the house. Where the house is owned by someone other than the relevant housing provider, the terms under which the house is occupied will be a matter for agreement as set out in the Statement of Particulars. Where a property is provided, the office holder is required to occupy it, for the better performance of the duties of that office.

These duties may be summarised as follows:

Duties of the relevant housing provider (as administered by the Diocesan Property Sub Committee 'the Committee'):

- to repair the structure and exterior of the buildings of the property, including windows, doors, drains, gutters and external pipes.
- to repair all relevant walls, fences, gates, drives and drains of the property.
- to repair and keep in proper working order installations related to; the supply of water, gas and electricity; sanitation; space heating or heating water.
- to arrange for a qualified surveyor to inspect the property at least every five years and submit a report describing its state and condition.
- to send the office holder a copy of this report and after consultation carry out within a reasonable time frame any appropriate repairs.
- to pay the council tax
- to insure the property against all risks related to buildings (this does not include contents insurance).
- to carry out such works of improvement, alteration or replacement as it considers necessary.

Duties of the office holder

- to permit the officers acting for 'the committee' to enter the property after giving reasonable notice; in order to inspect or carry out repairs or for another reasonable purpose consistent with its powers and obligations.
- to exercise all duties equivalent to those of a tenant.
- to keep the property and contents provided clean and free from deterioration.
- to keep any garden or other grounds belonging to the property in a good state of upkeep.
- to notify 'the committee' of any repairs required as soon as possible.
- to pay the whole or part of any repairs for which they are responsible.
- to use the property as a private residence for his or her household only and for any other purpose only as agreed by 'the committee' or officers acting on its behalf.
- not to make any repairs, alterations or additions to the property without the consent of 'the committee' or officers acting on its behalf.
- where the property is held on a lease, to observe any binding term, condition, or covenant.
- to vacate the property within three weeks of either ceasing to hold office or changing office and to leave the property clean, tidy and clear of all personal possessions.

Duties of the Parish

'The committee' expects each parish to undertake the following duties, through its PCC;

- to assist with the decoration of the property.
- to help the office holder with general small maintenance.
- to support the office holder in keeping the property in good order.

- to oversee any contracts for alarm systems and fire prevention.
- to pay water rates.

1. Any disputes or objections regarding housing may be dealt with by the grievance procedure. Incumbents have the right of absolute veto over the sale of the parsonage house. Priests in charge on common tenure occupying parsonages or glebe team vicarages have a right of representation, with certain others, to the Diocesan Board of Finance, with ultimate appeal to the Church Commissioners, in the event of a proposed sale.

   For further detail regarding all these rights and responsibilities within the Portsmouth diocese please refer to "The Property Handbook'.
   https://www.portsmouth.anglican.org/property/

2. Those Office holders provided with a house of residence, for the better performance of their duties will continue to hold this right during the full period of their maternity leave.

Personal and Professional Development

Ministerial Development Review (MDR)

Purpose

Ministerial Development Review provides an opportunity for all clergy under Common Tenure to reflect on their vocation and ministry. In the Diocese of Portsmouth, the MDR process is designed with the wellbeing of clergy at its heart.

The *Ministerial Development Review Guidance (approved by Archbishops' Council, January 2010)* describes the purpose of MDR as follows:

- 'MDR facilitates a guided discussion framed around an office holder's ministry. The purpose of the review is to look back and reflect on what has happened over the last year or two of ministry and, informed by that, to look forward to plan, anticipate and develop a clearer vision for what lies ahead. In looking back there is an opportunity to acknowledge all there is to be thankful for and anything that is a matter for lament, and in looking forward to anticipating the changing demands of the role, identify future objectives and areas for potential development.
- MDR is founded in the assumption that all office holders are responsible to God for the ministry entrusted to them and that they are accountable to the Church and to one another for the way in which it is exercised. Ministry is a gift and a trust for which each individual holds account. Accountability includes a preparedness to grow and develop on the basis of experience and the learning gained from it. It is about affirmation and encouragement as well as challenge.'

1. Requirement to participate

- All clergy holding their office under Common Tenure will be required to participate in MDR.
- All other clergy, including those with freehold, are offered the opportunity to undertake regularly a Ministerial Development Review.

2. Framework

How our MDR process works

In our diocese, the MDR process is carried out on a two-year cycle. The MDR is carried out in Year 1 by an Archdeacon, and in Year 2 by a Lay Reviewer. In addition, Bishop Jonathan aims to have a meeting with every member of the clergy under Common Tenure, every three years. So, everyone eligible for MDR will be reviewed annually and will see the Bishop at least once every three years in addition to this.

The process begins with the filling in of a Preparation Form. What you put in this form will provide the basis for the conversation with your reviewer. In addition, in Year 1, you will be asked to send Colleague Review forms to at least five people, including your Area Dean (or equivalent), at least one person from your parish (or other setting if appropriate), and at least one from the wider community. You will have a chance to reflect on this feedback on your Preparation Form and in your MDR. You will see that the Preparation Forms for Years 1 and 2 are slightly different; you might find that this leads to different types of conversation in each year.

The MDR then takes place, with either the Archdeacon or the Lay Reviewer. Following the MDR, you will be asked to fill in a record form, outlining in brief notes the actions arising from your review and anything else that it would be helpful to record.

The Reviewer will also write a short paragraph. This will include a reference to two questions, which are of particular importance to the bishop of Portsmouth: clergy welfare and safeguarding.

More information and copies of the relevant forms can be found at Ministerial Development Review - Diocese of Portsmouth

Continuing Ministerial Development (CMD)

1. Background

- Regular, focused and well-resourced in-service training is essential for the continuing personal and professional development of the Church's ministers.
- The Clergy Terms of Service Regulations require that bishops ensure, as far as possible, that every office holder is afforded opportunities to participate in such education or training as is appropriate to their ministerial development.
- The Regulations also require office holders to participate in arrangements that are made for their continuing education.

2. Principles

- Current recommendations (2009) from the Archbishop's Council Ministry Division about CMD include:
- An emphasis on specific provision for those at transitional points in ministry.
- Ensuring that learning opportunities are linked to the outcomes of ministerial development reviews.
- Relating training provision for clergy's current and future development to the diocese's strategic mission priorities.
- An appropriate balance between mandatory and discretionary training events. CMD is available to all clergy and Readers with a licence or permission to officiate.

3. Range of opportunities

The range of CMD opportunities may include:

- Bishop's Study Days.
- Diocesan conferences.
- Courses and training events arranged by the diocese including monthly Church Leadership Webinars.
- Attendance at training events arranged by external agencies.
- Extended study leave.
- Courses leading to Higher Education qualifications.
- Individually customised training programmes related to MDR outcomes.
- Coaching and mentoring programmes.
- Shadowing and secondments

Clergy completing their initial training, following ordination, (IME2) are required to participate in a development programme specifically targeted for their needs, to supplement the training support provided by their training incumbents.

4. Process

For those in initial training (IME2):

Information about the annual training programme will be provided by the diocese, to trainees and their Incumbents. Advice will be given about the creation of portfolio records of training, to assist with the process of quality assurance and assessment prior to the completion of Title Curacies.

For clergy in continuing ministerial development:
A record of developmental needs identified during MDR will be forwarded to the Head of Mission & Discipleship, to initiate discussion about how to access appropriate sources of training.

5. Time off for a retreat

All clergy are encouraged to take a retreat once a year, for up to five days between Sundays. Eligible clergy will be offered time for a Sabbatical or EMDL (Extended Ministerial Development Leave) and need to discuss this with their Archdeacon usually at an MDR.

Leave

All clergy are encouraged to take regular holiday breaks for the benefit of their health.

1. It should, therefore, be normal custom for clergy to have a day off each week, and to take six weeks' holiday each calendar year plus the usual Bank and Public holidays, subject to the following restrictions: All this adjusted pro-rata for part-time clergy.
   - 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; on Ash Wednesday, or; on Good Friday.
   - The days taken as annual leave may not normally include more than six Sundays any of the Principal Feasts of the Church of England, Ash Wednesday or Good Friday.
   - Days may be taken in lieu of the Bank Holiday entitlement in respect of Christmas Day and Good Friday.
2. It should be noted that if starting or leaving part way through a calendar year the amount of leave days will be reduced accordingly. The Diocesan Office can advise as necessary.
3. The Bishop will welcome consultation with any minister who is unable to take a holiday on financial grounds. Grants may be available from the Clergy Support Trust Helping Anglican clergy and their families in times of need | Clergy Support Trust
4. It is helpful that Area Deans are notified in advance when annual leave is being taken so that records may be kept showing that the diocese is meeting its duty of care and suitable arrangements can be made for cover.
5. It is advised you keep a personal record of annual leave taken for your own well-being.

Special leave

The Bishop or Archdeacons may exceptionally grant an additional period of special leave, in particular circumstances. Special leave exists to support clergy when unforeseen emergencies arise – particularly those related to children or dependents. A dependent may be someone who can reasonably be said to rely on the office holder for assistance.

Maternity, Paternity, Parental and adoption leave

You are entitled to maternity, paternity, parental and adoption leave (as applicable), under Regulation 23 and the Ecclesiastical Offices (Terms of Service) Amendment Directions 2015. 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.

Clergy have the right to 39 weeks' full stipend with an option for 13 weeks unpaid extended maternity leave.

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 office, to care for dependants in accordance with the Ecclesiastical Offices (Terms of Service) Directions 2010.

Time off for public duties

1. Clergy are entitled to spend some time on public duties, but this must be discussed in advance with the Archdeacon or the Bishop.

2. Public duties include work done for a public authority, a court, a tribunal, charity or trade union.

The detailed conditions for such time off are specified in clause 23 of the Regulations. These may be summarised as:

- The amount of time spent must be reasonable in all circumstances, taking into account the time required for the duty and how much time has already been spent on this (or other) public duties.

- The impact of the public duties on the office holder's day to day duties must be reasonable in all circumstances.
- Agreement for performance of such public duties must be granted by the Bishop.
- Consideration should be taken of any remuneration that is received in connection with the duties of the office to determine whether a reduction in stipend is reasonable.

Two consecutive rest days

Once monthly clergy should take two consecutive days free of ministerial duty. Cover for services and pastoral care must be agreed with churchwardens and clergy colleagues. Effectively this will be an extra day off per month but does not change the agreed terms of service under Common Tenure and does not alter the annual leave provision.

Sickness

1. All clergy, unable to perform their duties because of sickness, should follow the guidelines detailed in their Statement of Particulars.

2. If entitled to SSP, you will be paid your full stipend less any statutory sick pay for 28 weeks (pro rata for part-time clergy) subject to a maximum of 56 weeks sickness payment in a period of 4 years or less, as long as the following requirements are met:

    - For sickness absence of up to **seven days**, a self-certificate must be obtained, completed and submitted to the Diocesan Office (a copy of the Diocesan self-certificate form can be obtained from the Diocesan Office and may also be downloaded from the Diocesan website)
    - If the sickness absence lasts **more than seven days** a medical certificate signed by a GP or other medical practitioner must be submitted to the Diocesan Office.

3. If the medical certificate indicates that you could return to work on an altered hours/modified duties basis (phased return), the Archdeacon will discuss this with you. It is important that your return to work is carefully thought through. Occasionally it may be necessary to seek professional advice to ensure that, as far as possible, your return to work is supported and will not contribute to a relapse or delay the recovery process.

4. Payment of stipend after entitlement to Statutory Sick Pay has expired is conditional on the agreement of the Bishop (or his representative) and on guidance from the Archbishops' Council.

5. The rights and responsibilities related to sickness absence are set out at Regulation 27 and 28 and, in addition to the details above, include the following points:

    - All reasonable endeavours should be made to ensure that the duties of the office are performed by another person during a period of absence.
    - If the time off is protracted, the Bishop or Archdeacon may make other arrangements for the discharge of these duties.
    - If the Bishop has reasonable grounds for concern about the office holder's physical or mental health, he may direct that the office holder undergo a medical examination by a mutually agreed medical practitioner and he may, in serious cases, need to instigate the capability procedure.

Pastoral care

The Diocese of Portsmouth seeks to support all our clergy so that they can thrive and flourish in ministry. In this we recognise the demands and challenges of priesthood in our modern society.

There are many sources of help and support both within and outside the diocesan structures. The first step is always to recognise the issue and be prepared to ask for help. For active clergy the first point of contact should always be your Archdeacon.

The wellbeing of all clergy is a shared responsibility of the clergy themselves, the diocese and the local church. Working together we can create a culture of realistic expectations and the support necessary to meet the challenges of church leadership. Issues relating to clergy wellbeing can be discussed with the Lead for Revive.

Individual Support

- Employee and Clergy Assistance Programme – All clergy can make use of the diocesan account with Health Assured to access this range wellbeing resources. All advice is free, independent and confidential. For more details click here.

Alongside this the range of clergy support that we seek to provide includes:

- Counselling – there are several routes to gain access to counselling services. Emergency access to mental health support can be gained through the Wisdom Health Assured app. More details can be found here.
- Spiritual Direction – we recommend that all clergy have the spiritual support of a soul friend or guide who will meet with them regularly for spiritual direction. Click here for details.

- Pastoral Supervision – We are introducing the practice of pastoral supervision in individual sessions. This is part of a funded trial with St Luke's for Clergy Wellbeing. Details of how to make use of this provision are found here
- Coaching – coaching is available for all clergy and particularly for new incumbents and those at transition stages of ministry. This is available through external and internal coaches. This can be arranged through you MDR or the Lead for Revive.
- Mentoring – we are developing a group of experienced local clergy who can offer mentoring to those who have specific issues in parish ministry to address or change processes to complete.

The diocesan website now has an extensive section for Clergy Wellbeing and you will find information and sources of practical support at
https://www.portsmouth.anglican.org/clergy/practical-wellbeing-support/

Sources of support for clergy are also listed on the national website:
Supporting clergy health and wellbeing | The Church of England

Resolving difficulties

Grievance Procedure

1. Office holders have the right to seek redress if they have concerns that cannot be resolved during the normal course of their duties.

2. The objective of the grievance procedure (as detailed in the Code of Practice issued by the Archbishop's Council Clergy Terms and Conditions of Service | The Church of England is to deal with such complaints promptly, fairly, and consistently, with a focus on mediation and conciliation wherever possible.

   Supporting advice can be found on
   Microsoft Word - 10 3 26 Grievance Supporting Advice.doc

3. The underlying principles of the procedure are as follows:
   - All grievances will be taken seriously and responded to fairly and quickly.
   - Grievances will be dealt with informally wherever possible.
   - All matters will be kept confidential.
   - The focus will be on issues not personalities.
   - Account will be taken of the legitimate interests of all concerned.
   - Office holders will have the right of representation by a colleague or trade union representative at any meeting.

- Grievances may be pursued without fear of sanction.

4. This grievance procedure is available to all Office holders under Common Tenure but is also extended to all clergy in the diocese. It is intended to provide a means of addressing grievances related to the office held.

5. In the case of alleged bullying, the diocesan "Bullying and Harassment Policy" sets out the steps which should be taken when making a formal complaint under the grievance procedure. Bullying and Harassment policy - clergy handbook 05072018.pdf

6. The key stages of the procedure are as follows:
   - Informal stage – wherever possible attempts should be made to address the person or body responsible for the matter directly and attempt to resolve the grievance informally.
   - Formal stage – if the grievance has not been resolved informally or within a reasonable time period, the office holder may choose to proceed to the formal stage which is comprised of:

   Stage one – the grievance needs to be set out in writing, describing what attempts have been made to resolve the matter informally and what is the desired remedy.
   Stage two – the person handling the grievance will investigate the matter and then hold a meeting to discuss the issues. This will be followed by a letter detailing the decisions made regarding appropriate resolution.
   Stage three – if the matter has not been resolved satisfactorily then the office holder may appeal in writing. They will then be invited to attend a meeting to discuss the issues. The decision of the appeal body will be given in writing. There is no further right of appeal.

Capability Procedure

1. The main objective of the capability procedure is to help office holders, whose performance falls below an acceptable minimum standard, to improve in a fair and just way. The capability procedure can only lead to dismissal after all other avenues have been explored.

2. The procedure contains many built in safeguards including:

   - The right to be informed in advance, and in writing, of the nature of the performance issue, the procedure to be followed, and the possible actions that may be taken,
   - The involvement of a panel, not an individual, at every formal stage,
   - The requirement to take human resources advice,
   - The right to be supported by a friend or trade union representative during the formal stages of the process,

- The right to respond to all points raised,
- The right of appeal.

3. The capability procedure will not be used in trivial or unsubstantiated cases, and can only be invoked by the Bishop, Archdeacon or someone specifically designated on their behalf, after a thorough investigation of the facts, and an interview with the clergy concerned.

4. The procedure will normally consist of the following stages but can be discontinued at any point if the required improvements are made:
   - Informal warning
   - Formal procedure stage one – formal written warning
   - Formal procedure stage two – final formal written warning
   - Formal procedure stage three – removal from current office

5. In exceptional cases stage one of the formal procedure may be bypassed but should this be the case, the requirements of natural justice will always prevail, and appropriate pastoral support and care will always be provided.

Portsmouth diocese will adhere to the Code of Practice issued by The Archbishops' Council at all times. Copies of this code and the supporting advice issued alongside it can be obtained from:
capability-procedure-code-of-practice-supporting-advice.pdf

Disciplinary procedures

1. The Clergy Discipline Measure 2003 (that came into effect in 2006) provides a structure for dealing efficiently and fairly with formal complaints of misconduct against any member of the clergy.

2. All admitted to holy orders in the Church of England are covered by the Measure, whether or not in licensed ministry.

3. A disciplinary process can only be started by a formal written complaint of misconduct, which is made to the Bishop.

4. There are four grounds on which misconduct may be alleged, namely: acting in breach of ecclesiastical law; failing to do something which should have been done under ecclesiastical law; neglecting to perform or being inefficient in performing the duties of office; or engaging in conduct that is unbecoming or inappropriate to the office and work of the clergy.

5. The complainant must produce written evidence in support of the complaint and verify the complaint by a statement of truth.

6. The complaint and evidence in support are referred by the Bishop to the diocesan registrar for advice.

7. Having received the registrar's advice, the Bishop may decide that the complaint should be dismissed, in which case it will proceed no further under the Measure.

8. If on the other hand the Bishop considers that the complainant has a proper interest in complaining and that the complaint deserves further consideration, he will invite the Priest or Deacon about whom the complaint is made to send a written answer verified by a statement of truth, together with evidence in support.

9. The Bishop will then decide which of five possible courses of action available to him under the Measure is the appropriate one to pursue. He can:
   - take no further action.
   - record the complaint conditionally for a period of up to five years, such that if another complaint is made within that time, the two complaints may then be dealt with together.
   - refer the complaint to a conciliator in an attempt to obtain agreement between the complainant and the respondent as to how the complaint should be resolved.
   - impose a disciplinary penalty (but only with the consent of the respondent); or
   - require the complaint to be formally investigated by the Designated Officer, a barrister employed in the Church of England Legal Office.

More details are available online at:

https://www.churchofengland.org/about/leadership-and-governance/legal-services/clergy-discipline

Health and safety

1. Office holders are deemed to be responsible for their own health and safety.

2. Any advice or guidance required may be sought from the Diocesan Office or the HSE website. https://www.hse.gov.uk/

3. Health and safety concerns related to housing should be raised with the Diocesan Office.

Safeguarding arrangements

(In accordance with the Guidelines for the Professional Conduct of the Clergy, 2015 and 'Promoting a Safe Church, 2017)

All clergy are appointed in accordance with the House of Bishop's safeguarding policy and practice guidance and will require an enhanced criminal record check with barring information.

All clergy are required to be aware of and observe the Church of England's national and diocesan safeguarding policies, guidelines and requirements, and to have the appropriate and current training in safeguarding. Failure to have 'due regard' to safeguarding guidance issued by the House of Bishops and/or participate in appropriate training may result in action being taken under the Clergy Discipline Measure.

The Safeguarding Training and Development Policy and Pathways sets out the expectations and requirements for safeguarding training for all ordained and lay church officers within the diocese and can be found at

https://www.portsmouth.anglican.org/safeguarding/training/