



**Diocese of Newcastle**

# **Statement of Particulars**

**Ecclesiastical Offices (Terms of Service) Regulations 2009**

Statement of Particulars of Office for the Reverend **xxxxxx** as incumbent of **Jesmond Holy Trinity**.

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 the Ecclesiastical Offices (Terms of Service) Measure and Regulations 2009 are available in the Clergy Terms and Condition of Service section on the Church of England website [www.churchofengland.org](http://www.churchofengland.org) or from your diocesan office.

## **1 Appointment and office**

This statement is issued by the Diocesan Secretary, the officer of the diocese nominated for this purpose under Regulation 3 of the Ecclesiastical Offices (Terms of Service) Regulations by the Bishop of Newcastle.

It relates to your terms of service.

Your appointment took effect on **xxxxxx**.

You hold office under common tenure from **xxxxxx**.

## **2 Termination of appointment**

You are required to give at least 3 months’ notice to the diocesan bishop before resigning your appointment. This period may be waived by agreement between you and the diocesan bishop. This does not prevent you from informing other people who need to know as a matter of good practice and courtesy, such as your area dean, other clergy colleagues and the Churchwardens.

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 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 £25,937.00 per annum as at 1st April 2019, 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 grants made by the DBF see the Diocesan Clergy Handbook.

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

### **4 Parochial and Other Fees**

You have no legal entitlement 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 of the parish 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 your Diocesan Clergy Handbook.

### **6 Housing**

You are entitled under Section 4(1) of the Measure to be provided with a house of residence.

Your designated housing provider is the Diocesan Parsonages Board.

You are required for the better performance of your duties to occupy the parsonage house belonging to the benefice at **13 Glastonbury Grove, Jesmond, Newcastle upon Tyne NE2 2HA**.

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 in the Clergy Terms and Condition of Service section on the Church of England website [www.churchofengland.org](http://www.churchofengland.org) 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.

Further details can be found in the Mission and Ministry section of the diocesan website [www.newcastle.anglican.org](http://www.newcastle.anglican.org).

## **8 Continuing Ministerial Development**

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

Further details can be found in the Mission and Ministry section of the diocesan website [www.newcastle.anglican.org](http://www.newcastle.anglican.org).

## **9 Rest Periods and Annual Leave and Time Off**

You should follow the arrangements set out in your Diocesan Clergy Handbook for reporting leave and covering absence.

### **Rest periods**

You are entitled to an uninterrupted rest period of 24 hours in each period of seven days.

Your weekly rest period may not be taken on:

- a Sunday
- any of the Principal Feasts of the Church of England as set out in the Canons and Common Worship
- Ash Wednesday
- Good Friday

### **Annual leave**

You are entitled to 36 days' annual leave in each leave year. The leave year begins on 1<sup>st</sup> January.

You are entitled in addition to the bank holidays specified in your Diocesan Clergy Handbook.

The number of Sundays normally taken off in each year is four.

Your days of annual leave may not be taken on:

- any of the Principal Feasts of the Church of England as set out in the Canons and Common Worship
- Ash Wednesday
- Good Friday

For further information, see the Diocesan Clergy Handbook.

### **Special leave**

The bishop may grant 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[3]. 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 in the Clergy Terms and Condition of Service section on the Church of England website [www.churchofengland.org](http://www.churchofengland.org).

### **Time spent on public duties**

You are entitled to spend time on public duties, as specified in Regulations 24 and 26.

## **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.

You are required to inform the Accounts Assistant at Church House if you are unable to perform the duties of your office because of illness.

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
- to inform the officer designated above of any periods of sickness lasting more than seven days, where these periods of sickness result in your not being able to carry out your duties
- to provide a medical certificate for absence of more than 7 days.

## **11 Pension**

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

## **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 support advice issued alongside it – can be obtained from the diocesan office or from the Clergy Terms and Condition of Service section on the Church of England website [www.churchofengland.org](http://www.churchofengland.org).

## **14 Grievance Procedure**

The Archbishops' Council has issued a Code of Practice under Regulation 32 of the Measure 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 the Clergy Terms and Condition of Service section on the Church of England website [www.churchofengland.org](http://www.churchofengland.org).

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 Newcastle.

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

Officer of the diocese nominated for this purpose under Regulation 3  
by the Bishop of Newcastle.

on \_\_\_\_\_

I acknowledge receipt of this Statement of Particulars

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

Date \_\_\_\_\_