

A. INCUMBENT

Statement of Particulars for

INCUMBENT

Full-time : Stipendiary

ECCLESIASTICAL OFFICES (TERMS OF SERVICE) REGULATIONS 2009

Statement of Particulars of Office for :

as Incumbent of :

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 at: www.common tenure.org or from your Diocesan Office.

The Diocesan Handbook can be found on the Ely Diocesan Website : www.ely.anglican.org

1. Appointment and office

This Statement is issued by the Ely Diocesan Secretary, the Officer of the Diocese nominated for this purpose under Regulation 3 by the Bishop of Ely.

It relates to your terms of service.

Your appointment took effect on :

You hold office under common tenure from : **1 February 2011¹**

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 Bishop of Ely.

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

¹ In cases where an appointment started before the application of Common Tenure to this post.

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 : **£22,110 p.a.**

as at 1 February 2011 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 Ely Diocesan Board of Finance.

You must give details to the Diocesan Office of any additional income you receive arising from your office. This should be recorded on the Church Commissioners Annual Return (pink) PSA Form which you return to the Diocesan Office. For further details see your Diocesan Handbook.

4. Parochial and other fees²

As incumbent, you are entitled to receive certain fees in accordance with the current Parochial Fees Order made under the Ecclesiastical Fees Measure 1986.

Whether you assign fees due to you or not, you must report all fees received by you to the Ely Diocesan Board of Finance. If you do not assign your fees, the amount you receive in fees will be taken into account in calculating your stipend.

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 your Diocesan Handbook.

² The Ecclesiastical Fees (Amendment) Measure (EF(A)M) is unlikely to be brought into force until after the appointed day (31.1.2011) for the implementation of common tenure, because the need to reconstitute the Ecclesiastical Committee of Parliament following the General Election will inevitably delay the Parliamentary passage of the EF(A)M by some months. Therefore the wording of the SOPs that are initially issued following the appointed day will need to reflect the law as it stands at present. Before the EF(A)M comes into force, suitably amended wording will be provided, and this will need to be sent to relevant office holders under Regulation 6 as a statement of change to the SOP.

6. Housing

You are required for the better performance of your duties to occupy the parsonage house belonging to the benefice at :

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.common tenure.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 your Diocesan Handbook.

8. Continuing Ministerial Education

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

Further details can be found in your Diocesan Handbook.

9. Rest Periods and Annual Leave and Time Off

You should follow the arrangements set out in your Diocesan 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, the principal feasts of the Church of England as set out in the Canons, Ash Wednesday and Good Friday.

Annual Leave

The full-time entitlement is 36 days annual leave in each calendar year.

Your days of annual leave may not be taken on more than four Sundays a year, the principal feasts of the Church of England as set out in the Canons, Ash Wednesday and Good Friday.

For further information on leave in your Diocese, see your Diocesan 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 care for dependants

You are entitled as appropriate to maternity, paternity, parental and adoption leave, all as specified in Regulation 23 and the Ecclesiastical Offices (Terms of Service) Directions [2010] and time off to receive ante-natal care as specified in Regulation 25.

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 your Diocesan Handbook.

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.

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 your Diocesan Secretary and your Archdeacon if you are unable to perform the duties of your office because of illness. [This is in order to comply with the rules of the statutory sick pay scheme. *Stipendiary posts only*]

11. Pension

Your service is pensionable within the terms of the Church of England Funded Pensions Scheme. There is no contracting-out certificate in force stating that the office is contracted-out employment for the purposes of Chapter 1 of Part III of the Pensions Schemes Act 1993³.

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 your Diocesan Office or from www.common tenure.org

³ Subject to further review following discussion of the clergy pension scheme at the July Synod

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.common tenure.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 Ely.

Signed:.....

Officer of the Diocese nominated for this purpose under Regulation 3 by the Bishop of Ely

On :.....

I acknowledge receipt of this Statement of Particulars

Signed:.....

Date:.....