



**Diocese of Southwark**

# Pay and Conditions of Service

From

1st January 2009

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*Please keep this booklet as a reference*



## 1. STIPENDS and SALARIES

### 1.1 Stipends & Salaries

- a) For Incumbents, Priests-in-charge, Team Vicars and Ministers-in-Charge of Conventional Districts, (and other Incumbent-Status appointments), the Diocesan standard stipend will be £23,140
- b) Stipendiary assistant staff will usually be paid according to the following scales.

#### Age at Ordination/First Authorisation

	22/24	25/27	28/30	31/33	34/37	37+
	£	£	£	£	£	£
Yr 1	20,232	21,120	21,456	21,780	22,128	22,464
Yr 2	21,120	21,456	21,780	22,128	22,464	22,824
Yr 3	21,456	21,780	22,128	21,464	22,824	23,140
Yr 4	21,780	22,128	22,464	22,824	23,140	
Pt A*	22,128	22,464	22,824	23,140		
Pt B *	22,464	22,824	23,140			
Pt C *	22,824	23,140				

All increments payable on the 1st January but see 1.3 below.

\*At Bishop's Discretion.

### 1.2 Make Up of Stipends

Following the recommendations of the General Synod, the following elements make up stipends (although not necessarily the taxable income).

- a) Guaranteed Annuity (where applicable, paid by the Church Commissioners)
- b) Personal Grant (paid by the Church Commissioners if applicable)
- c) Rents received from permanently divided-off or self-contained parts of the vicarage or parsonage not having been designated glebe, or occupied by the incumbent and his family.
- d) Church and Churchyard fees. (But see 1.3 below)
- e) Cemetery and Crematorium fees. (But see 1.3 below)
- f) Receipts from Patrons or charitable trusts.
- g) Chaplaincy fees, less reasonable expenses incurred in carrying out the duties.
- h) Salaries from secondary employment of a contractual nature, such as teaching, less reasonable expenses incurred in carrying out these duties.
- i) Parochial Contributions towards:-  
Pension Charges if any.

Easter offering, or contributions offered by the parish in lieu. (However see 12.3 below)

- j) Augmentation grants from the Diocesan Stipends Fund, including such parts as may have been allocated as reimbursement of the cost of heating, lighting, cleaning and garden upkeep of the house occupied by the incumbent and his family (paid through the Church Commissioners).

**Note: Guaranteed Annuities, Personal Grants, and Diocesan Augmentation Grants are paid monthly in arrears in one sum by the Church Commissioners after deduction of tax.**

The Incumbent is primarily entitled to the fees for services completed by Curates, Assistant Clergy and readers, but then assigned.

### 1.3 **Assignment of Fees**

The amount of fees assigned must be declared to the Diocesan Office on the annual "CRI" (Return of Central Register) form. The amount declared must agree with the amount sent to the Diocese. The increase in the annual stipend will not be implemented until the CRI is fully completed.

Curates and staff who assign fees to their incumbent and non-parochial staff who receive no fees will not be required to complete a CRI form and will therefore be paid their stipend increase from 1<sup>st</sup> January.

### 1.4 **Council Tax**

The Council Tax is not a personal tax and the diocese or parish will be responsible for meeting the cost. See Sections 6 & 7.

### 1.5 **Concerning changes of appointments**

When giving up your present appointment, **all stipendiary staff must send a copy of their letter of resignation to the Diocesan Office.** This is particularly important so far as assistant staff is concerned. The recipient of a letter of resignation must ensure that the Diocesan Office has been notified.

Letters of resignation, either on change of post or on retirement, should be sent to the Diocesan Bishop, copied to the Area Bishop. The Diocesan Bishop will then make the necessary arrangements with the Registrar for an Instrument of Resignation to be sent. You are advised to consult with the Archdeacon before completing this, especially if you are retiring before your 70<sup>th</sup> birthday.

Incumbents making appointments of assistant staff must ensure that the Diocesan Office is informed as soon as the offer of employment is made and a copy of the letter to the Area Bishop should then follow giving details of present address and starting date.

## 1.6 **In-Service Training**

All clergy and accredited lay ministers are required by the Bishop to undertake such In-Service training as the Bishop directs.

The Bishop has appointed a Director of Ministerial Education who is responsible for the provision of clergy initial and continuing ministerial education after ordination. The Director co-ordinates the work of all those involved in training and ministerial discernment, for lay as well as ordained people. Enquiries about ministerial education should be addressed to the Director whose name and address is in the Diocesan Directory.

## 1.7 **Annual Leave**

Incumbents and Priests-in-charge are entitled to 6 weeks annual leave in total (to include 6 Sundays), one of which is expected to be after Christmas, and one also after Easter. Full time Assistant Staff are also entitled to 6 weeks annual leave, which needs to be taken in consultation with the incumbent.

## 2. **TERM ASSURANCE AND ADDITIONAL BENEFITS**

### 2.1 **Term Assurance**

The Church of England Pensions Board (CEPB) provides life assurance for all full-time parochial and non-parochial clergy and licensed stipendiary lay staff dying in office. To March 2009 the sum payable by CEPB, if staff die, in post is £57,210 which increases to £58,920 in April. CEPB also provides life assurance cover to part-time staff on a pro-rata basis.

The Diocese will, however "top-up" this amount on a discretionary basis. Up to the age of 65, the value of the Top-up is £42,060 to March 2009 reducing to £41,640 in April. Dependent relatives may therefore expect the total sums reflected in the table below. To ensure the Life Assurance is in place, clergy over the age of 65 are required to give consent for the assurance company to apply for medical records and seek a health declaration. If the Board are not satisfied with the results or the information provided, or if the individual refuses or fails to undergo the medical examination, or to allow the results to be disclosed to the Board, the Board may refuse to pay the extended cover.

Total benefits may change depending on length of service, but the following is an indication of the total benefits:

<b>Age next birthday</b>	<b>Total Benefit</b> (including "Top-up")
Up to age 65	£100,560
66	£100,560

67	£ 80,448
68	£ 60,336
69	£ 40,224
70	£ 20,112

## 2.2 Pension Rights

The Church of England Pensions Board produces a helpful booklet, "Your Pension Questions Answered" which is available from the Pensions Department, 29 Great Smith Street, London SW1P 3PS – Tel: 020 7898 1800. E-mail: [pensions@cepb.c-of-e.org.uk](mailto:pensions@cepb.c-of-e.org.uk)

Within the English Diocesan structure no deductions are made from your stipend in respect of your retirement benefits.

Your pension is based on the length of qualifying pensionable service completed. Two years minimum service is required (not continuous) before one can transfer pension rights when leaving.

## 3. EXPENSES

### 3.1 Working Expenses

Responsibility for the payment of approved parochial expenses which you incur in your ministry falls to your parochial church council. These include such items as: postage, stationery, telephone, secretarial assistance, provision and laundering of robes, hospitality, locum tenens and travelling. Clergy and licensed lay workers who may experience difficulty in obtaining reimbursement of properly incurred working expenses should, in the first instance, approach their Archdeacon.

The **Archbishops' Council**, in its role as **Central Stipends** publishes a booklet "*The Parochial Expenses of the Clergy - A guide to their reimbursement*". The latest edition is available (in PDF format) from the web page: [www.cofe.anglican.org/info/clergypay/your\\_stipend/parochial\\_expenses](http://www.cofe.anglican.org/info/clergypay/your_stipend/parochial_expenses)

### 3.2 Motoring Expenses

The Car Mileage rates are the rates approved by the HM Revenue & Customs.

#### Cars

On the first 10,000 miles in the tax year     **40p** per mile

On each additional mile over 10,000 miles   **25p** per mile

(an additional 5p per mile may be claimed for one or more additional passengers)

**Motor Cycles** 24p per mile

**Bicycles** 20p per mile

No mileage allowance shall be payable in respect of claims made for travel from home to place of work in order to perform duties. Save that where individuals are paid at clergy rates and have to travel to their work to perform their duties, an allowance may be paid equivalent to the cost of public transport travel to their place of work, grossed up to reflect the tax due on any such payment, the sum being paid as part of stipend.

The car mileage rates recommended for use by staff working in parishes are as shown above. PCCs may agree to pay staff at other mileage rates, but a tax liability may be incurred. These mileage rates apply where the journeys *could not reasonably be made by public transport*. Where the journey by car is being made as a matter of personal preference, one half of the above rates are paid.

The above rates shall apply to diocesan and other non-parochial staff.

In the past, lower mileage rates have been recommended and published for members attending the General Synod, but rates are now the same as the HM Revenue & Customs rates (details are provided at the time to members).

#### **4. National Car Loan Scheme**

The Church Commissioners operates a National Car Loan scheme and will make loans available to assist with the purchase of motorcars for official duty. Loans may be advanced under the following conditions:

- ELIGIBILITY:** All stipendiary clergy and lay workers paid through the Church Commissioners office.
- AGE OF CAR:** Vehicles should be under four years old. A Vehicle History Inspection Certificate must support all applications for second-hand vehicles. Applications for vehicles over 4 years old will be considered but these must be supported with a report from an independent engineer. Loans for vehicles over 4 years old are usually agreed subject to a reduced term.
- MAXIMUM LOAN:** The maximum loan is £9,820 from 1/4/2008
- TERM:** Normally up to 4 years

RATE OF INTEREST:	5%
REPAYMENTS:	By equal monthly deduction from stipend or subsequent pension.
REDEMPTION:	Voluntarily at any time. Full redemption will be required on leaving the Commissioners' payroll (i.e. resignation or death but not retirement unless there is insufficient church pension to cover the repayments.) It will also be required on the sale, theft, writing-off through accident or other disposal of the car, or should the car become permanently unserviceable.
REPLACEMENT LOANS:	If an applicant has an outstanding loan, from the Commissioners, and has not made separate arrangements for redemption, this must be repaid as part of the new loan granted. The outstanding balance of a Commissioners' loan will be deducted from the sum sent to you. The total loan must not exceed the current maximum under the scheme.
GENERAL:	The Car to which the loan applies will be the property of the borrower.  Comprehensive insurance with a recognised company must be held throughout the term of the loan.

Individuals who wish to take advantage of the scheme may down-load the application form in pdf format from the website at:- [www.cofe.anglican.org/info/clergypay/car\\_loans/s50e](http://www.cofe.anglican.org/info/clergypay/car_loans/s50e). When completed the form must be signed by the appropriate **Archdeacon** and then be sent direct to the Clergy Payments section of the Church Commissioners.

#### 4.1 **Car Leasing**

The Church Commissioners no longer offer the car leasing scheme. Clergy may however deal with Priory Automotive or Newgate Finance Ltd direct. Details of the respective schemes are available from [www.prioryautomotive.com](http://www.prioryautomotive.com) or [www.newgatefinance.com](http://www.newgatefinance.com).

## 5. SETTLING-IN GRANTS & REMOVAL EXPENSES

5.1 With effect from the 1st January 2009 grants payable by the Board shall meet in full the removal and shall also be paid towards other costs of settling-in as follows:

- a) Archdeacons, Residentiary canons whose stipends are paid by the Diocese, incumbents, parish priests, ministers-in-charge of conventional districts and specialist ministers on second or subsequent appointment.  
**Re-settlement grant** £2,314
- b) Incumbents, parish priests, ministers-in-charge of conventional districts and specialist ministers on first appointment.  
**First appointment grant** £2,314  
**Re-settlement grant** £2,314
- c) Full-time assistant clergy and lay workers on ordination or subsequent appointment.  
**First appointment grant** £2,246  
**Re-settlement grant** £2,246
- d) Full-time assistant clergy and lay workers \* on second or subsequent appointment.  
**Re-settlement grant** £2,246
- e) A re-settlement grant shall be payable by the Board to retiring clergy and lay workers and recently widowed clergy spouses where death has occurred in service.  
**Re-settlement grant** £2,314  
**AND removal costs up to** £1,092
- f) **Housing Allowance** £6,500 only payable to individuals living in their own property, because a house is not available with the post.

\*An assistant staff member moving into a post of incumbent status is entitled to the allowance under (a) or (b) where the house into which they are moving is also of incumbent/benefice status.

Please note: Couples in Ministry are only entitled to receive one re-settlement grant when they move.

## 5.2. Removal Arrangements

Please obtain three quotations. The following companies have all proved to be efficient and are willing to bid for work. You may also select an alternative / local company to provide a quotation. Favourable rates may be quoted for moves which avoid Friday. Please liaise with Financial Services at Trinity House to select the preferred contractor.

➤ Bishops Moves	01293 613027
➤ Bournes	01797 224188
➤ Britannia	0800 62 25 35
➤ Pickfords	0800 21 21 55

During the period of your move, we insure your household effects with EIG. The quotations you obtain should therefore exclude insurance.

Further details on removal arrangements are outlined in your letter of appointment. Details of how to claim for any loss during a removal are provided with the letter.

## 6. **ACCOMMODATION - Parsonages**

### 6.1 **The Parsonage House**

The Diocese is responsible for the provision, maintenance and the insurance of the house through the Parsonages Board.

Note: As approved by the Diocesan Synod, council tax, water rates and insurance of parsonage houses will continue to be paid direct by the Diocese centrally, the cost of which will be included in the overall diocesan budgetary requirement.

### 6.2 **Maintenance / Decoration**

The responsibility for maintaining the interior decoration rests with the occupants. However, parishes are encouraged to assist in either financial or other practical ways to enable one or two rooms to be redecorated at regular intervals, thereby maintaining the interior decorations in a reasonable state year by year.

### 6.3 **Redecoration Grants**

Interior redecoration grants will usually be made to incoming clergy according to the size and general condition of the property they will be occupying. Grants will also be available to assist with internal redecoration after incumbents have been in post for 10 or 20 years. Grants outside these parameters may be considered.

#### 6.4 **Council Tax & Water Rates**

The Diocese will meet the cost of Council Tax and Water Rates. The Diocese will pay the relevant authority direct from the Diocesan Office. If you receive a demand, please pass this on to the Property Department at Trinity House.

**If you are a single occupier** please ensure you inform the Property Department at Trinity House and your council tax office, so as to receive your 25 per cent discount.

#### 6.5. **Insurance**

It is the Incumbent's responsibility to arrange for the insurance of the contents of the house. Details of claims for damage to the house e.g. broken windows should be made immediately to the Property Department at Trinity House.

#### 6.6 **Repairs**

Whenever it is noticed that repairs are needed, please contact the Property Department promptly. If an emergency arises out of office hours contact a reputable local contractor known to either you or a member of the parish, and limit repairs to resolving the immediate problem. Forward the bill promptly to the Property Department that will reimburse reasonable charges. Occupiers are reminded that there is no guarantee that contractors or tradesmen located by means of directories will make reasonable charges or provide satisfactory workmanship.

#### 6.7 **Quinquennial Survey**

When surveys are undertaken the Diocesan Surveyor will give notification of the inspection and arrange for repairs to be carried out. Any matters needing repair should be brought promptly to the attention of the Property Department.

#### 6.8 **Sub-Letting**

Do not, **under any circumstances**, sub-let any part of the Parsonage house before contacting your Archdeacon; it may result in serious legal problems. Your Archdeacon, the diocesan solicitors and the Property Department are available to advise you on all property and legal matters. This issue is particularly important following the "Houses in Multiple Occupation Housing Act 2004", which requires a Landlord Licence for certain houses in multiple occupation.

#### 6.9 **Rental Income & Council Tax**

You are entitled to retain income from lodgers. However, if you are single, residing in Diocesan / Parsonage property, and do not have dependent relatives or lodgers staying in your home, the Diocese will be able to claim a single occupancy Council Tax discount. Please notify the Property Department if your status changes from single to multiple occupancy, as Council Tax will be payable in full. For further advice please contact the Property Department.

## 6.10 **When You Leave**

Complete and return to the Property Department the "Key Form" which will be sent out with your "farewell" letter from Financial Services.

All items supplied by Diocesan Funds and fixtures and fittings should be left for your successor. Items paid for by your PCC should also be left as they are the property of the benefice. Please leave the Parsonage in a tidy state, i.e. empty, clean and free from rubbish and arrange for all meters to be read.

Notify the local authority Council Tax Registration office that you are moving and the house is to be vacant pending the appointment of a minister of religion. If you move to another Diocese - they will be responsible for your settling-in grant and removals costs.

## 7. **ACCOMMODATION - Other Dwellings**

### 7.1 **Accommodation for Full-Time Parochial Assistant Staff**

Free accommodation must be provided by PCCs for full-time parochial / assistant staff including Church Army Captains and Sisters. London City Missionaries are normally accommodated free in a Mission House, but where accommodation is not provided, the cost of accommodation should not be paid by PCCs to individuals, as paid in this way such grants are liable to tax. Rent and rates should be paid by PCCs direct to landlords and rating authorities and tenancy agreements should be between PCCs and landlords.

### 7.2 **Council Tax**

The responsibility of paying the Council Tax rests with the beneficial owner of the property. In the case of assistant staff living in a parish property, the PCC must meet the cost. When the property is vacant the PCC must notify the local authority whether the house is to be held empty pending the appointment of a minister of religion, in which case no Council Tax is payable. Where assistant staff lives in a Diocesan property, the Property Department will arrange for the tax to be paid.

### 7.3 **Insurance**

It is the parish's responsibility to ensure that if accommodation is purchased or leased, it is adequately insured for damage or loss.

Items owned by the PCC but situated in the home are the responsibility of the PCC to maintain and insure. Beyond that it is generally reasonable to regard 25% of the cost of contents insurance as an expense.

#### 7.4 **Maintenance**

The cost of providing and maintaining parish property is the financial responsibility of the parish.

#### 7.5 **Improvements**

The Diocese is unable to assist with the financing of capital improvements to parish property, without an equity sharing agreement. This will necessitate a revaluation before the work is carried out, and any costs incurred will need to be met by the Parish. Further details may be obtained from the Diocesan Office.

#### 7.6 **Diocesan Houses used by Assistant Staff**

Where assistant staff live in a Diocesan property or where a housing allowance is being paid, a rent is payable on the property. This rent is at the rate of the housing allowance reflected in 5.1 f) above but may be subject to a discount in areas of low Personal Income Categories. Rent is payable by monthly Direct Debit.

#### 7.7 **Contributions to Incumbent Status Posts**

Where Parochial Staff fill an Incumbent Status post, the Council Tax and Water Rate may be reimbursed as a grant from the DBF to the parish. Parishes may claim £150 as an additional contribution toward building insurance. Grants will only apply to parishes housing team vicars or ministers-in-charge. Additionally, the post-holder will be in charge of a separate congregation and the congregation will be separately assessed under Fairer Shares.

To claim this grant a copy of the annual demand should be forwarded to the Diocesan Financial Controller.

### **8. ACCOMMODATION - heating, lighting, cleaning (HLC)**

8.1 All full-time Clergy and Lay workers living in accommodation provided for the better performance of their duties as Ministers of Religion are eligible to a tax concession on heating, lighting, cleaning and gardening. The HLC allowance is not an additional payment, but an element of the stipend which is not subject to tax i.e. a tax free allowance. You are eligible to receive this allowance if you:

- Live in a house which the Church or a charity either owns or leases
- Have a full time appointment
- Complete a return of HLC expenditure each year

The annual return is usually sent out in March, and requests your eligible expenditure for the last financial year. This figure is then applied as your tax allowance for the current year. If the return of HLC is not sent to Trinity House by the end of August, the tax free allowance is withdrawn.

## 8.2 Eligible Expenditure

- a) **Heating and Lighting:** You are entitled to claim your total expenditure on gas, electricity, oil, solid fuel, etc., but you should make an appropriate deduction for the cost of any cooking (pro rata in the case of a cooker that also heats water). If you are unsure of the running costs of a cooker, contact your local gas or Electricity Company, they will be able to help you.
- b) **Cleaning:** You can claim for the cost of materials and wages paid to a cleaner, but you should make an appropriate deduction if the cleaner also undertakes non-cleaning duties such as cooking or shopping. You can claim also for payments made to your spouse for cleaning (and gardening) if instead of employing an outside cleaner you pay your spouse for these services. However, you must also be able to prove that the amounts paid are reasonable in the circumstances and that such payments have actually been made. You must also bear in mind that such payments need to be accounted for, where appropriate, when income tax returns are submitted. There is a reduced benefit in paying your spouse if he/she earns sums from other sources, which will bring income above the single person's allowance, or lower tax threshold.
- c) **Garden Upkeep:** You can claim for petrol and oil for mowers, repairs to garden tools (e.g. overhauling mowers) tree surgery, and wages paid to a gardener (including your spouse, but see proviso under Cleaning above). You cannot claim for the cost of the seeds, plants, turf, peat, fertilizer, new tools, landscaping works, garden furniture, paving, sheds or fencing.

8.3 **"Double relief":** must not inadvertently be claimed, that is to say if the outgoings are met by the PCC wholly or in part, care must be taken to see that non-taxable relief of Stipend Fund payments is only claimed for the outgoings not covered by the PCC.

## 9. TAXATION

### 9.1 Stipend

Your stipend is taxable under PAYE rules. The Church Commissioners will automatically account for changes in your tax code when the tax office notifies them.

### 9.2 Frequently Asked Questions

The Church Commissioners have produced a questions and answers paper which may be reviewed from the web: [www.cofe.anglican.org/info/clergypay/](http://www.cofe.anglican.org/info/clergypay/) the broad headings address:

General Pay Enquiries  
PAYE Tax  
National Insurance Contributions  
National Car Loan Scheme  
Heating, Lighting & Cleaning – Tax-free allowance  
Pensioner Enquiries  
Payroll Giving

Additionally the Churches Main Committee also provides guidance on clergy tax in the form of circulars and books. Details may be accessed from the web:  
**[www:cmainc.org.uk](http://www.cmainc.org.uk)**

### 9.3 **Fees: Church, Churchyard, Cemetery and Crematorium not assigned to the Diocese**

These are paid before deduction of tax to clergy and lay-workers and should be declared by the individual annually to the Inland Revenue. It is normal for an estimate of fee income to be deducted from the personal tax allowance accruing to an individual, so that some tax can be collected in the year, thus avoiding large demands from the Inland Revenue at the year-end. Care should be taken therefore, that a sufficient sum is being deducted from your PAYE coding calculation to take account of this fact. Failure to do this can cause acute financial embarrassment. **Clergy are advised to assign their fees** to avoid these problems. (See section 12). It is important that accurate records are kept of the fees earned and how they were distributed.

### 9.4 **Accommodation**

The payment of rates, mortgages, repairs, improvements and insurance of parsonage houses, and assistant staff accommodation is the responsibility of either the diocese or a PCC. Occupancy by full-time clergy and lay-workers is for the better performance of their duties; as such they are classed as representative occupiers. The benefit to them of free accommodation is regarded as incidental and not assessable to income tax. The accommodation, however, must either be owned or rented by the Diocese, PCC or other charity. If the property is rented it is essential that there is a written agreement between the PCC and the owner of the property.

### 9.5 **Taxation on mileage allowance**

PCC's are free to apply the mileage rates at whatever is deemed appropriate. However, HM Revenue & Customs approved rates for tax year 2008/9 are shown in section 3.2 above. These rates do not incur an income tax liability. If the PCC rates are lower, tax relief may be claimed on the difference. HM Revenue & Customs may also, recognise other claims; (say at rates for vehicles over 2000cc).

## 9.6 **Child Tax Credit and Working Tax Credit**

Clergy families on a low income and/or with children may be entitled to a tax credit and/or funding for a nursery place. For general advice please call the Tax Credit Help line on 0845 300 3900, or access the HM Revenue & Customs web pages.

## 9.7 **Childcare Voucher Scheme**

If you use a registered or approved childcare provider, the Childcare Voucher Scheme, operated by the Clergy Payments Department, is a tax efficient way of helping with your childcare costs. By agreeing to a reduction to your stipend in exchange for a childcare voucher (to use towards registered or approved childcare costs), you are eligible to receive the voucher free of tax and national insurance. Contact Clergy Payments Department for further details:  
[www.cofe.anglican.org/info/clergypay](http://www.cofe.anglican.org/info/clergypay)

## 10. **MATERNITY, PATERNITY & SICKNESS**

### 10.1 **Maternity Pay**

SMP is payable to expectant mothers to help them take time off work around the time of the birth. It lasts for up to 39 weeks. If you are expecting a baby, you must obtain a Maternity Certificate (MAT B1 or equivalent) from your doctor or midwife. You must send this Certificate to the diocesan office together with a note of the date when you wish to stop working. We will pass the details to the Clergy Payments Department. Additionally, please keep your Archdeacon informed.

### 10.2 **Paternity, Adoption & Time off for Dependents**

Clergy are able to take paternity leave, adoption leave, parental leave and time off for dependants. These arrangements need to be agreed through your Archdeacon. Further advice can be obtained from the Central Stipends Authority.

### 10.3 **Cover for a period of Sickness**

If you fall sick and are unable to work, contact the Area Dean and your Churchwardens; they will arrange for your duties to be covered.

### 10.4 **Sickness Benefit (SSP)**

If your period of sickness is for less than 7 consecutive days you should complete the self-certifying certificate which is available from the Church Commissioners web page: [www.cofe.anglican.org/info/clergypay/sc02](http://www.cofe.anglican.org/info/clergypay/sc02) . The completed certificate needs to be sent to Clergy Payments at the Church Commissioners.

If your sickness continues for more than 7 days you must obtain a doctor's certificate and send this to the Clergy Payments Department. Certificates are required until your GP confirms that you are fit to return to work.

Clergy are paid in full for the initial 28 weeks of sickness. Payment to individuals beyond 28 weeks will be at the discretion of the Diocese. From week 29, state incapacity payments are payable to an individual. Where the Diocese continues payment, the sums paid may be reduced by the amount of state benefit.

At the half-year stage the option to review whether there is long-term sickness may be considered.

**Note:** If you are State Pension age you are excluded from the SSP (statutory sick pay) scheme, but can claim state benefit instead from your local DWP office.

#### 10.5 **Additional Expenditure**

Any additional expenditure incurred due to a period of illness (e.g. convalescence, extra house expenses) or extended leave will be the responsibility of your PCC.

#### 10.6 **Retirement through Ill-Health**

Your Archdeacon will advise. Your pension will be based on length of service to date, plus prospective service to normal retirement age.

### 11. **PASTORAL CARE OF THE CLERGY**

#### 11.1 **Counselling for Clergy**

Confidential professional pastoral care is available for the clergy and their families. The service is available to stipendiary clergy in the Diocese, their spouses and family members, during times of personal difficulty.

The Diocese has made contractual arrangements with three well-established organisations offering qualified and accredited counselling, all of whom have experience in working with clergy, understand the nature of our work and respect religious conviction.

The Diocese will be invoiced by the organisation for up to twelve counselling sessions (ten for couples). The respective organisation will observe total confidentiality about the identity of those using the service.

#### 11.2 **Counselling Organisations**

Clergy and their family should make direct contact with the organisation of their choice:

## **WPF Therapy LTD**

Fast-access counselling for individuals at their centre: 23 Magdalen Street, London SE1 2EN. Tel: 020 7378 2002. [www.wpf.org.uk](http://www.wpf.org.uk)

## **The Churches Ministerial Counselling Service**

Counselling is available for individuals, couples and teenage children, through a network of counsellors across London. In the first instance please contact Enid Gear, Regional Liaison Organiser Tel 01277 215744 or CMCS 01235 517705. [www.cmcs.org.uk](http://www.cmcs.org.uk)

## **12. ASSIGNMENT OF FEES**

### **12.1 Assignment of Fees**

Since the 1st April 1981 it has been possible for fees to be legally assigned to the Diocese enabling the current stipend to be paid via the Church Commissioners on a regular monthly basis, after deduction of tax. **It is strongly advised that all incumbents use this procedure for fees.** Further details may be obtained from the Diocesan office.

As the fees form an important element in the funding of the stipends it is vital that they are assigned to the Diocese on a regular basis, monthly for preference. Whether the assignor sends his or her fees direct to the Diocesan office or whether this function has been given to the parish office or treasurer, it remains the responsibility of the assignor to always ensure that prompt transfers are being made.

*Assignment of fees may be scrutinised by the Inland Revenue. It is important that accurate records are kept of the fees earned and how they were distributed.*

### **12.2 Waiving of Fees**

An incumbent, who assigns fees, may only waive a fee in accordance with guidance issued by the Central Stipends Authority and the agreement of the Diocese. The principle is that the Incumbent does not have the right to waive the assigned fee, other than in exceptional circumstances such as at the funeral of a child less than 16 years.

### **12.3 Easter Offerings**

The practice of offering Easter collections to clergy has fallen into disuse. There are tax implications if collections are gifted to clergy.

## **13. FEES TABLES**

### 13.1 **Parochial Fees**

The detailed analysis of fees is reflected in the Table of Parochial Fees, (effective from 1<sup>st</sup> January each year) sent to all parishes. The table is agreed nationally and is issued direct to all active clergy from the Ministry Division. Additional copies may be obtained from the Diocese.

### 13.2 **Fees for Occasional Duty**

Fees for duty during an interregnum will be paid only to retired stipendiary clergy except in special cases agreed by the Bishop. Travelling expenses should be offered in all cases.

The following is the scale of the remuneration within the Diocese:

1 Sunday Service	£33.00
2 Sunday Services	£43.70
Full Sunday	£54.60

#### **Locum Tenens:**

3 days plus Sunday	£76.50
6 days including Sunday	£98.40

Weekday services should only be arranged in consultation with the Archdeacon concerned.

The fee for a weekday service is £17.20

**Note:** Readers have permission to conduct services and, where so licensed, to preach during vacancies. No fees are charged, but any parish using the services of a Reader in this way would be expected to meet his/her out of pocket expenses and is invited to make a donation to the funds of the Southwark Diocesan Association of Readers. Any enquiries should be directed to the Hon. Treasurer.

Hon Treasurer Southwark Diocesan Association of Readers: Mr Nigel Bennett, 12 Princes Street, Sutton, Surrey SM1 3RT. TEL 020 8643 3499.

## 14. **FEEES FOR RETIRED STIPENDIARY CLERGY**

14.1 The Archbishops' Council has issued guidelines on the treatment of fees for retired clergy, which has been endorsed by the Diocese. Only clergy who have Permission to officiate in the Diocese may take a service, including at crematoria

## 14.2 **Weddings & Funerals**

The fee for a wedding or funeral (church or crematoria) service should be paid directly to the incumbent or, in an interregnum the sequestrators. (This is no change to current requirement, but rarely practised). Two thirds of the fee will then be returned to the minister who took the service, plus travelling expenses. [One third of the fee will be retained by the incumbent and subsequently transferred to the Diocesan Board of Finance by assignment or reduced stipend. This contribution reflects the cost of the continuing pastoral support.]

## 14.3 **Fees for Occasional Offices, casual duties**

Where retired clergy are helping out in their own parish, and it is not in an interregnum, the Archbishops' Council suggest that retired clergy should generally not expect to receive a fee for assisting. However a casual duty fee for a service in a benefice other than the one where they regularly worship should be offered. A casual duty fee should also be offered during an interregnum to a retired priest officiating in the benefice where he/she customarily worships. For actual duty rates see note 13.2

## 15. **PROCEDURES DURING A VACANCY**

15.1 Fees for duty during an interregnum will be paid only to retired stipendiary clergy except in special cases agreed by the Bishop. Travelling expenses should be offered in all cases.

### 15.2 **Sequestrations**

Churchwardens will appreciate the need for parishes to maintain payment of their Parish Share Contribution during a vacancy. This is because your payment is a contribution towards the stipends of the clergy of the whole diocese and not just to your own parish priest. However, certain savings will be made during an interregnum notably in the area of clergy working expenses.

- a) It is the duty of Churchwardens to keep the Sequestration account. PCC treasurers however, are able and willing to account for the income during the period of the vacancy. The fee income and related expenditure, during the vacancy is to be separate from that of the PCC, but the law no longer requires a separate bank account to be opened.
- b) Churchwardens should collect and pay **into** the Sequestration Account:
  - i. The **Minister's** fee for each wedding and funeral.
  - ii. Rent from letting part of the parsonage house, garage or garden. (NB: this only applies to existing lets). The sequestrators must not enter into any letting arrangements of the parsonage.
  - iii. Any other payments normally payable to the Parish Priest.
- c) Churchwardens should pay **from** the Sequestration account:

- i. Retired clergy officiating at a wedding or funeral who should receive two thirds of the fee. The remainder should be credited to the Sequestration account. NSMs (even if retired) and stipendiary clergy should be given expenses but receive NO fee. All fees are paid at the time of the service.
  - ii. Fees to retired clergy for occasional duty. The scale of fees is given in paragraph 13.2.
  - iii. The standing charges of the electricity, gas supply and the telephone rental (excluding usage) to the parsonage.
  - iv. A nominal sum to provide background heat to the parsonage during the winter months if unoccupied.
- d) At the end of the interregnum, outstanding expenses having been met, any surplus on the account may be credited to the PCC. Any deficit on the account must be offset by the PCC, having regard to the savings in working expenses.
  - e) Under no circumstances should an in-coming incumbent or Priest-in-Charge receive monies or expenses from the Sequestration account. The incumbent or priest-in-charge will receive a removal and settling-in grant from the Diocese.

## **16. JURY SERVICE**

Clergy are eligible for jury service and can only seek excusal or deferral for good reason. In consultation with the Commissioners' Clergy Payments Department and the Deployment, Remuneration and Conditions of Service Committee of the Archbishops' Council, we have produced the following guidance, based on the provisions that are applied by the National Church Institutions to their staff.

- a) Time off with pay should be granted.
- b) On receipt of the jury service notice, clergy should inform the Bishop, the Archdeacon, the diocesan office, and the churchwardens of the period when they will be absent on jury service.
- c) Clergy should claim the attendance allowance (which is paid on a net pay basis).
- d) They should send a loss of earnings form (provided by the Court) to the Church Commissioners' Clergy Payments Department for completion before their jury service starts. Clergy Payments will then send the completed form back to enable clergy to claim their allowance.
- e) When their service has been completed, clergy should inform their DBF of the amount of attendance allowance received. The DBF will then instruct Clergy Payments to reduce their Stipend by the amount of the net pay saved, 'grossed up' for tax and National Insurance contributions.

## **17. LENT CALL**

If parishes wish to make a contribution to the Bishop's Lent Call, please make cheques payable to "The Bishop of Southwark, Lent Call" and send it to the Hon. Treasurer, Mr. Geoff Hammond, C/O Bishop's House, 38 Tooting Bec Gardens, London, SW16 1QZ.

## Quick Reference Contact List

### Trinity House, Finance Department

Bob Dallimore, *Financial Controller* 020 7939 9425  
- Charity Finance & Financial *bob.dallimore@southwark.anglican.org*  
Administration

Val Reid, *Deputy Accountant* 020 7939 9426  
- Fairer Shares Payments & Direct *valrie.reid@southwark.anglican.org*  
Debits

Heather Cassidy, *Admin Officer* 020 7939 9427  
(*Stipends*)  
- Stipends, Payroll & Clergy Moves *heather.cassidy@southwark.anglican.org*

Bob West, *Parish Finance Officer* 020 7939 9431  
- Trust Funds, Insurance Loans & *bob.west@southwark.anglican.org*  
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Sonia Lee, *Admin Officer (Finance)* 020 7939 9430  
- Receipts, Expenses & Payments *sonia.lee@southwark.anglican.org*

### Lay Co-ordinator of Fairer Shares

John Henson 020 8942 1279  
- Fairer Shares Reviews & Appeals *john.henson@southwark.anglican.org*

### Clergy Payments

Paul Clarkson 020 7898 1608  
- Payment of Southwark Stipends *paul.clarkson@c-of-e.org.uk*

### Clergy Pensions

The Clergy Pensions Team 020 7897 1800  
- Pension General Enquiries *pensions@cepb.c-of-e.org.uk*

