

# Statement of Particulars for

As at October 2015

## Assistant Curate in Training

(Stipendiary)

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

Statement of Particulars of Office for the:-

Revd [NAME]

As Assistant Curate in Training in the Benefice of:-

[BENEFICE]

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](http://www.common tenure.org) or from the Diocesan Office.

#### **1 Appointment and office**

This statement is issued by the Diocesan Secretary as the officer of the diocese nominated for this purpose under Regulation 3 by the Bishop of Hereford.

It relates to your terms of service.

You hold office under common tenure and your appointment took effect on:

[DATE]

#### **2 Termination of appointment**

Your office is designated as a training post under Regulation 29 (1)(c) and will come to an end on:

[INSERT DATE]

You are expected to have satisfactorily completed your training by this date.

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

You are required to give at least 3 months’ notice to the diocesan bishop if you wish to resign your appointment. This period may be waived by agreement between you and the diocesan bishop.

#### **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 **£X** per annum as at **DATE** 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, which will also notify you of any change in the amount of stipend payable.

The body responsible for the payment of the stipend is the Hereford Diocesan Board of Finance (DBF).

For details of loans, grants and allowances available from the DBF, see the Diocesan Clergy Handbook II (Conditions of Service) the latest copy of which may be viewed on the Diocesan website.

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 II (Conditions of Service).

#### **4 Parochial and other fees**

You are not entitled to receive parochial fees.

#### **5 Expenses**

You are entitled to the reimbursement of expenses reasonably incurred in connection with the exercise of your office. Reimbursement is the responsibility of the parochial church council(s) of the parish(es) in which you serve. For further details, see *The Parochial Expenses of the Clergy: a guide to their reimbursement*, published by the Central Stipends Authority (and available on the Church of England website) and the Diocesan Clergy Handbook II (Conditions of Service).

#### **6 Housing**

You are entitled under Section 4(1) of the Measure to be provided with a house of residence and your relevant housing provider is the Diocesan Parsonages Board.

The address of the house provided for the better performance of your duties is:-

**[ADDRESS]**

The house you occupy is owned by the Diocesan Board of Finance.

The duties of your designated housing provider are set out at Regulation 12.

Your duties in respect of your accommodation are set out at Regulation 14.

This legislation can be obtained at [www.common tenure.org](http://www.common tenure.org) or from the Diocesan Office.

#### **7 Ministerial development reviews**

You are required by Regulation 18 to co-operate in any ministerial development review undertaken under that Regulation and set out in the Bishop's ministerial development review scheme, including the training and assessment provisions set out in your learning agreement.

Further details can be found in the Diocesan Clergy Handbook II (Conditions of Service).

#### **8 Initial ministerial education and development**

You are required by Regulation 20 to use all reasonable endeavours to participate in and complete any training provided for you

Further details can be found in the Diocesan Clergy Handbook II (Conditions of Service) or by contacting the Continuing Ministerial Development Officer.

#### **9 Rest periods and annual leave and time off**

You should follow the arrangements set out in the Diocesan Clergy Handbook II (Conditions of Service) 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 and are recommended to take an uninterrupted period of 48 hours per month.

## **Annual leave**

In the leave year, which begins on 1st January, you are entitled to 36 days annual leave to include up to 6 Sundays.

Without the prior permission of the Bishop your days of annual leave may not be taken on:

- More than 6 Sundays a year
- Good Friday
- Easter Day
- Christmas Day

## **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 to maternity, paternity, parental and adoption leave (as applicable), under Regulation 23 and the Ecclesiastical Offices (Terms of Service) Directions 2010. 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 and the Diocesan Clergy Handbook II (Conditions of Service).

## **Time off for public duties**

You are entitled to spend time on public duties, as specified in Regulations 24 and 26 subject to the prior approval of the Bishop, which will not unreasonably be withheld.

You shall not suffer any reduction in stipend for time spent on approved public duties

## **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 Director of Finance at the Hereford Diocesan Office if you are unable to perform the duties of your office because of illness for any period of one day or more. This is in order to comply with the rules of the statutory sick pay scheme.

For any periods of sickness lasting more than seven days, where these periods of sickness result in you not being able to carry out your duties you are required:-

- to inform the Director of Finance
- to provide a medical certificate
- to use all reasonable efforts to make arrangements for the duties of your office to be performed by another person during your absence – which may, where appropriate, consist of notifying a responsible person or authority of the absence.

## 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 Scheme Act 1993.

## 12 Disciplinary procedure

The disciplinary rules and procedure 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 the Diocesan Office or from [www.common tenure.org](http://www.common tenure.org).

## 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](http://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 Hereford.

(signed) ..... on .....

S Pratley  
Diocesan Secretary  
(Officer of the diocese nominated for this purpose under Regulation 3 by the Bishop of Hereford)

I acknowledge receipt of this Statement of Particulars.

(signed) ..... on .....