



DIOCESE of
WINCHESTER

Statement of Particulars Ecclesiastical Offices (Terms of Service) Regulations 2009

Statement of Particulars of Office for the Revd [] as assistant curate (known as Associate Priest) of North West Hampshire.

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 both the Ecclesiastical Offices (Terms of Service) Measure and Regulations 2009 are available at www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service or from your diocesan office.

For further details, contact the Human Resources team at your diocesan office. Telephone 01962 737353 or e-mail susan.beckett@winchester.anglican.org.

1 Appointment and office

This statement is issued by The Rt Revd David Williams, Suffragan Bishop of Basingstoke the officer of the diocese nominated for this purpose under Regulation 3 by the Bishop of Winchester.

It relates to your terms of service.

Your appointment took effect on [].

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 incumbent, 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 other benefits

This is a non-stipendiary post. You should not receive income from any source in connection with your office.

The office you hold is a part time post. You are expected to spend the equivalent of 2 days plus Sunday per week in discharging the duties of these offices.

For details of grants made by the DBF, contact your diocesan office.

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

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 from the Church of England website.

6 Housing

It has been agreed that you will live for the better performance of your duties at The Vicarage, 2 Flexford Close, Highclere, Newbury, RG20 9PE.

The house you occupy is owned by 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.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service or from your diocesan office.

For further details, contact 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 at least once every two years. Note: Ministerial development reviews are known as Pastoral Consultations.

For further details, contact your diocesan office.

8 Continuing ministerial development

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

For further details, contact your diocesan office.

9 Rest periods and annual leave and time off

You should follow the local arrangements agreed in your Ministry Specification for booking and reporting leave and covering absence.

For further details on rest periods and annual leave and time off contact the diocesan office.

Rest periods

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

Your Ministry Specification will provide you with specific information on when rest periods may or may not be taken.

Annual leave

You are entitled to 18 days' annual leave (days that would normally be considered working days) including a minimum of four Sundays up to a maximum of six in each leave year. For annual leave purposes the year runs from 01 January to 31 December each year.

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For further details, contact your diocesan office.

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. 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 at <https://www.churchofengland.org/sites/default/files/2017-11/Parental%20Pay%20and%20Leave%20Advice%20December%202015.pdf> and contact your diocesan office.

Time off for public duties

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

For further details, contact your diocesan office.

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 Suffragan Bishop's Personal Assistant 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.

If you are stipendiary, 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 provide a medical certificate for absence of more than 7 days.

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.

For further details, contact your diocesan office.

11 Pension

This is a non-stipendiary post and your service is not pensionable.

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 the diocesan office or from www.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service

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.churchofengland.org/more/clergy-resources/national-clergy-hr/clergy-terms-and-conditions-service.

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 Winchester.

16 Data Protection

The Bishop needs to keep information about you for purposes connected with your appointment and pastoral support, including your recruitment, ministerial development and dependants. The Bishop may also keep information on your health for purposes of compliance with health and safety regulations; to consider how health affects your ability to carry out your duties; if you are disabled, whether you require any reasonable provisions to be made to assist you; and in relation to sick pay and any other related benefits.

Any information the Bishop holds will be for his use, the Suffragan Bishops and Archdeacons only. It is retained securely at his office, which is registered with the Information Commissioner.

By receiving this Statement, you give your consent to such information being retained and used as required, as set out above.

(signed) _____

The Rt Revd David Williams, Suffragan Bishop of Basingstoke, the officer of the diocese nominated for this purpose under Regulation 3 by the Bishop of Winchester.

Date []

I acknowledge receipt of this Statement of Particulars

(signed) _____

Date