

# **Common Tenure Terms of Service**

The material in this document, whilst it may include some information on matters that are legally binding on clergy, lay ministers and other lay officers and volunteers, should be generally understood as guidance and for information unless it explicitly states otherwise. In particular, it should not be construed as forming part of any employment contract.

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## 1. Introduction

The **Common Tenure Terms of Service** does not form a contract and should be read in conjunction with your Statement of Particulars. It states the obligations and rights of ecclesiastical office holders conferred by legislation.

The **Common Tenure Terms of Service** will be updated as required. The version on the Diocesan website will always be the most recent version and will clearly indicate when it was updated. This version will apply to all irrespective of any version which was in force at the time that your statement of particulars was issued.

## 2. Appointment and Office

From 31 January 2011 clergy will hold office under the following tenures:

- Freehold (held before 31 January 2011)
- Common Tenure
- Qualified Common Tenure
- Regulation 30 appointments

After 31 January 2011, the Bishop invited those on Freehold to opt into Common Tenure.

The officer nominated for the purpose of issuing Statements of Particulars under regulation 3 by the Bishop of Blackburn is:

Mr Andrew Cooke  
Diocesan Offices  
Clayton House  
Walker Office Park  
Blackburn  
BB1 2QE

**[andrew.cooke@blackburn.anglican.org](mailto:andrew.cooke@blackburn.anglican.org)**

The Statement of Particulars identifies the terms and conditions of your post and includes your rights and responsibilities under the Ecclesiastical Offices (Terms of Service) Measure 2009.

You will also need reference to:

- The Canons of the Church of England
- Guidelines for the Professional Conduct of the Clergy
- The Ordinal
- Your licence/deed of appointment
- Your role description if you have one

Further information can be found on [www.commontenure.org](http://www.commontenure.org) or the diocesan website [www.blackburn.anglican.org](http://www.blackburn.anglican.org).

Some clergy will be employees as opposed to office holders and, therefore, will not be covered by Common Tenure.

## 3. Termination of appointment

Your office may only be terminated because of:

- Resignation
- Capability procedures
- Discipline
- Retirement
- Death
- Being a fixed term appointment – see below
- Being designated as being held in conjunction with another office or an employment that has ceased to exist
- Pastoral reorganisation

**a. Fixed term/time limited appointments under regulation 29**

Fixed term appointments (qualified common tenure) cover the following kinds of designated posts:

- **Training posts (part of initial ministerial training)**  
In the Diocese of Blackburn these are normally for 4 years following the date of ordination as deacon
- **Probationary posts**  
This is when a post has been designed to facilitate re-entry into ministry following a period of absence
- **Held by the over 70s**  
Retirement age is 70. However, if it is agreed that an office holder remains in post after the age of 70, as a duty of care to them, there will be an annual review.
- **Covering authorised absence**  
This is a fixed term appointment which will be reviewed and renewed if necessary.
- **Subject to sponsorship funding**  
In certain circumstances some posts may be funded wholly or in part by benefactors or grant making bodies. This funding will have a time limit on it. The post will be terminated when the period for sponsorship/grant funding has been reached.
- **Posts covered by Bishop's Mission Orders**  
A post created under the Dioceses, Pastoral and Mission Measure when a scheme is set up with the authority of the Bishop to create a new ministry post leading a new congregation in another parish.
- **Where the office holder does not have the right of abode, or unlimited leave to remain, in the United Kingdom**
- **Where the office is held in connection or conjunction with another office or employment**
- **Where the office holder occupies a post which is designated as a Locally Supported Ministry Post**  
A Parish may be designated as a locally supported ministry post where it has been agreed by the Diocese that it will take on responsibility for funding an additional curate's post.

## **b. Appointments subject to pastoral reorganisation under regulation 30**

Where the Mission and Pastoral Committee of the Diocese has invited the views of interested parties before submitting proposals to the Diocesan Bishop, then, as an alternative to suspending presentation and appointing a priest in charge, the post may be designated under regulation 30 as held subject to pastoral reorganisation, and an incumbent may be appointed on a limited term basis. If this applies to you, please refer to your Statement of Particulars.

## **4. Stipends**

Stipends are reviewed annually by the diocese and any change is normally affected on 1 April each year.

Stipends are paid from the Church Commissioner's Payroll Services Department monthly direct to your bank account.

Existing stipends, with effect from 1 April 2025 are:

Incumbent	£31,283 per annum
Curates	£30,110 per annum
National Minimum Stipend	£30,110 per annum

Self Supporting Ministers (SSMs) who move to Stipendiary ministry will receive the Stipend appropriate to the office to which they are appointed.

If office holders receive honoraria from external sources, then they must declare it on their annual return to the Church Commissioners and inform the diocesan HR Adviser.

If permission is given for a clergy person, who would otherwise have housing provided, to live in her/his own home a housing allowance may be available. Such permission would only be granted in exceptional circumstances. Further details are available from the Bishop's Chaplain.

## **Tax Office**

HM Revenue and Customs (PAYE Reference 940/LA73776)  
Public Department 1  
Ty Glas  
Llanishen  
Cardiff  
CF14 5XZ  
**Tel: 03000 534720**

When contacting the tax office you should quote your National Insurance number.

## **a. Change of Personal Details**

Clergy are required to notify the HR department at the Diocesan Offices of any changes to their personal details so that records may be kept up to date.

## **b. Grants**

The Diocese of Blackburn follows the recommendation of the Central Stipends Authority in relation to the levels of grant available.

As of April 2024, the Diocesan levels of grants are:

First appointment	£3,011
Resettlement	£3,011

#### **i. Cooker grants**

The Property Committee will consider an application for a grant of up to £400 for a replacement cooker, provided the cooker is at least 5 years old or if when moving into a Diocesan property or Parsonage House there is no cooker already provided.

#### **ii. In Service Training Grants (excluding IME 4-7)**

The Director of Ministry will be able to approve one grant per person of up to £100 each year, for as long as funds are available in the budget. This includes funding for retreats; normally 50% of the cost (including travel) is available, up to the £100 limit.

Applications for larger amounts will be considered by a small committee once a quarter (January, April, June, and October). This is to enable us to focus the limited amount of money on the most essential training. The criteria will include how well the proposed expenditure fulfils training needs identified through Ministerial Development Review, the MAP process or similar means. The maximum grant is £500.

The same committee will consider grants for study for further degrees, although these also need the explicit consent of the Diocesan Bishop.

These arrangements will apply to all licensed clergy, except those involved in IME 4-7, who are supported separately, and those in posts with separate arrangements for in-service training (eg hospital and prison chaplains). All clergy are very welcome to attend Diocesan events.

There are separate arrangements for sabbatical grants (four grants of up to 500 are normally available each year).

#### **iii. Moving House**

When Stipendiary or House for Duty clergy move into or within the Diocese, the Diocesan Board of Finance meets the cost of removal. On retirement, there may be a grant to assist with the cost of removals. Further details can be obtained from the HR department at the Diocesan Office at Clayton House.

#### **c. Other benefits**

The Diocese has links with Occupational Health providers. These will be used in cases of long-term absence. We may also recommend Occupational Health referrals to assist with designing appropriate phased returns to duties after a long-term absence. We will recommend referrals where a health issue is impacting on duties but where the office holder is still performing some or all their duties. This will assist the Diocese in providing support for the office holder. For further information please contact the HR department at Clayton House.

#### **d. Other Income**

Clergy who receives other income, such as Chaplaincy or Consultancy fees which arise from the exercise of their office, should notify the HR department at Clayton House on a yearly basis.

## 5. Parochial Fees

The Diocese follows national recommendations in line with the Ecclesiastical Fees Measure 1986 and the Archbishops' Council guidelines on fees, in relation to the payment of parochial fees.

The guides & FAQ's found at <http://www.blackburn.anglican.org/parochial-fees-2017> are intended to help with information about parochial fees.

## 6. Expenses

The HMRC mileage rates are as follows: -

- a. **Motor Vehicles:** 45p per mile up to 10,000 miles per annum after which the rate reduces to 25p per mile
- b. **Cyclists:** 20p per mile
- c. **Motorcyclists:** 24p per mile

For issues relating to the non-reimbursement of expenses, please raise this with the PCC in the first instance and then, if necessary, the Archdeacon.

## 7. Housing

For queries relating to housing, please refer to the Diocesan Property Manager. Property should be vacated within the period of one month from the date on which the office holder ceases to hold the office or on which he or she takes up a new office, whichever is sooner or within such longer period as the relevant housing provider may allow.

If an office holder dies whilst occupying the property any member of his or her household living in the property at that time may remain in occupation for the period of three months from the date of the office holder's death or such longer period as the relevant housing provider may allow.

## 8. Ministerial Development Review

MDR is an opportunity to reflect on ministry and to set objectives for future life and ministry. Any training so identified has priority in funding. All clergy are required to participate at least once every two years. Individual clergy can organise reviews themselves, by downloading the documents on the Diocesan website at:

<http://www.blackburn.anglican.org/ministerial-development-review-mdr>

If training needs occur as a result of MDR or through individual identification, then we will endeavour to ensure the appropriate training takes place.



## 9. Continuing Ministerial Education

A training programme is available. See the Diocesan website for details or contact the Director of Ministry.

All clergy are expected to undertake two core events per year as specified by the Bishop.

Good CME participation includes:

- honoring of vocation to “be diligent in prayer, in reading Holy Scripture, and in all studies that will deepen your faith”
- for full time ministers taking personal responsibility in setting aside at least 5 days for CME and the best part of a week for retreat each year and encouraging and enabling others to do the same
- positive engagement with ongoing developmental learning at all stages of ministry
- regular participation in Ministerial Development Review
- proactively planning one’s own learning especially in response to Ministerial Development Review
- using Ministerial Development Review to assess and apply learning undertaken
- keeping abreast of changing legal and public responsibilities
- planning ahead for possible longer periods of developmental leave
- balancing individual inclinations and enthusiasms with the needs and demands of the present role
- willingness to share knowledge and skills in order to resource the learning of others

## 10. Leave

### a. Rest periods

We encourage clergy to take a regular day off each week, and an extra day each month, in addition to their full holiday allowance, as set out in their Statement of Particulars.

### b. Annual Leave

Parochial clergy should liaise with clergy colleagues and churchwardens when arranging leave, rest days and cover. For your annual leave entitlement, please refer to your Statement of Particulars.

### c. Special Leave

Leave for the purpose of removal and resettlement is three calendar weeks. Other special leave may be available at the Bishop’s discretion.

### d. Maternity, Paternity, Parental and Adoption Leave

Office holders are entitled to maternity, paternity, parental and adoption leave for the same periods and subject to the same conditions as an employee under the Employment Rights Act 1996. Further details can be found at:

<https://www.churchofengland.org/clergy-office-holders.aspx>

#### i. Maternity Leave

Blackburn Diocese has agreed that clergy on maternity leave will receive 6 months' full stipend (which includes any entitlement to Statutory Maternity Pay) followed by 13 weeks of Statutory Maternity Pay as part of an additional 6 month unpaid Diocesan leave.

The Statutory Maternity Regulations are as follows:

Statutory Maternity Leave is for 52 weeks. Clergy may be entitled to receive Statutory Maternity Pay (SMP) for up to 39 weeks of the leave.

If clergy qualify for SMP, it is paid:

- for the first six weeks at 90 per cent of your stipend
- for the remaining 33 weeks at the lower of either the standard rate or 90 per cent of your stipend

If you are pregnant, you must notify your Archdeacon and give your MATB1 form to the HR department at the Diocesan Office, Clayton House.

## **ii. Ordinary Paternity Leave**

Ordinary Paternity Leave and Pay are available for up to two consecutive weeks. Ordinary Paternity leave can start on any day of the week but it must be completed within eight weeks of the birth date or adoption placement date.

Blackburn Diocese has agreed that ordinary paternity leave will be paid at full stipend. However, you must notify the HR department at the Diocesan Office, Clayton House and your Archdeacon and submit completed Form SC3 so that the Diocese can claim the statutory element from the government. Form SC3 is available in the Clergy and Office holder section of the Church of England website.

## **iii. Parental Leave**

If you have a child aged under five, (or under 18 if your child is disabled), you may have the right to parental leave. Each parent can take a total of up to 18 weeks' parental leave for each of your children up to their fifth birthday.

If your child is adopted, each parent can take a total of up to 18 weeks' parental leave. This can be until the fifth anniversary of their placement with you or until their 18th birthday, whichever comes first.

If your child is disabled (that is, receiving disability allowance) each parent has the right to take up to 18 weeks' parental leave until their 18th birthday.

Statutory parental leave is unpaid. Should you need to take parental leave, payment in Blackburn Diocese is at the discretion of the Bishop.

## **iv. Adoption Leave**

Blackburn Diocese has agreed that clergy on adoption leave will receive 6 months' full stipend (which includes any entitlement to Statutory Adoption Pay) followed by 13 weeks of Statutory Adoption Pay as part of an additional 6 months unpaid Diocesan leave.

The Statutory Maternity Regulations are as follows:

Statutory Adoption Leave is for 52 weeks. You may be entitled to receive Statutory Adoption Pay for up to 39 weeks of the leave. If you qualify for Statutory Adoption Leave it is paid at the lower of either the standard rate or 90 per cent of your stipend.

#### **e. Care for dependants**

You have the right to unpaid reasonable time off to deal with emergencies involving a dependent. This could be your husband, wife, partner, child, parent, or anyone living in your household as a member of the family. A dependent may also be anyone who reasonably relies on you for help in an emergency.

Should you have the need to take dependent care leave, payment in Blackburn Diocese is at the discretion of the Bishop.

For further details of Maternity pay and leave, paternity pay and leave, adoption pay and leave, shared parental pay and leave and the right to request time off work or adjustments to the duties of the office to care for a dependent.

[https://www.churchofengland.org/media/2423433/parental\\_pay\\_and\\_leave\\_advice\\_dec\\_2015.pdf](https://www.churchofengland.org/media/2423433/parental_pay_and_leave_advice_dec_2015.pdf)

#### **f. Public duties**

Office holders have the right to a reasonable time off for the execution of public duties. For further details please contact the diocesan HR Adviser.

#### **g. Jury Service**

If you are required to undertake Jury Service please ensure that you claim the available payments and declare them on your annual return to the Church Commissioners. Your stipend will continue and any adjustments will be made in the following year, unless you inform the HR department, Diocesan Office, Clayton House immediately.

#### **h. Territorial Army Mobilisation**

Whilst away from your office you will receive financial remuneration, and also accrue Annual Leave from the Ministry of Defence(MOD). The Diocese of Blackburn is not obliged to pay your stipend or provide for the accrual of holiday entitlements or other benefits under Common Tenure. You will remain a member of the Clergy Pension Scheme and the MOD will pay the employer contributions, providing you continue to pay your contributions.

Upon receipt of your mobilisation orders, you must notify the Bishop of Blackburn within seven days. You must write to the Bishop of Blackburn not later than the sixth Monday after the end of the mobilisation stating the date of your availability for returning to your office.

Further information can be obtained from:

HR Adviser  
Diocesan Offices  
Clayton House  
Walker Office Park  
Blackburn  
BB1 2QE

#### **i. Territorial Army Training**

The Diocese will give consideration to the granting of up to four weeks unpaid leave to allow reservists to fulfil training requirements such as annual camp, military training courses and other appropriate duties.

## **11. Retreat**

It is expected that clergy will take an annual retreat. The form and pattern of the retreat will vary, but during a year full-time clergy should set aside the inside of a week for this activity (for example Monday to Friday). This will not be considered as leave. In accordance with The Parochial Expenses of the Clergy 2006 guide, PCCs should be prepared to meet the cost of any bona fide fees and expenses. Any queries should be resolved with the PCC in the first instance or if necessary, the Archdeacon.

## **12. Sickness**

If you are off sick you are entitled in any 12-month period to receive your full stipend for six months followed by 50% of your full stipend for a further three months. No sickness payment will be made for absence above nine months in any twelve-month period.

The sickness entitlement applies to Common Tenure and Freehold clergy.

All sickness absence must be reported to the HR Adviser at the Diocesan Offices, Clayton House using the self-certification form provided by the Church Commissioners. This can be found at

<http://www.churchofengland.org/clergy-office-holders/clergypay.aspx>.

For absences longer than seven days a doctor's medical certificate must be provided.

Sick pay is calculated on a rolling 12 months' basis and takes account of all absence in the previous year.

Wherever possible, it is expected that you will make reasonable arrangements to provide cover during sickness.

### **a. Absence due to Injury**

In the unfortunate event that you are unable to attend to your duties by reason of injury sustained wholly or in part as a result of actionable negligence or breach of statutory duty on the part of a third party, all payments made to you by the Diocesan Board of Finance under the sickness absence clause, shall, to the extent that compensation is recoverable from the third party, constitute loans by the Board to you which shall be repaid when and to the extent that you recover compensation for loss of earnings from the third party by action or otherwise.

## **13. Pension**

When you are due to retire it is your responsibility to contact the Pensions Board. Further information is available in the booklet Your Pensions Questions Answered, available from the Pensions Board. The Pensions Department is responsible for the administration of the schemes and can be contacted by e mail: [pensions@churchofengland.org](mailto:pensions@churchofengland.org) or telephone: 020

7898 1800. Information is also available at <http://www.churchofengland.org/clergy-office-holders/pensions-and-housing/pensions.aspx>.

#### **14. Capability Procedure**

The procedure and guidance notes are available from [www.common tenure.org](http://www.common tenure.org)

#### **15. Grievance Procedure**

The procedure and guidance notes are available from [www.common tenure.org](http://www.common tenure.org)

#### **16. Dignity at Work Policy**

The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. Abuse, harassment and bullying, however rare, will not be tolerated in the Diocese. All complains of abuse, harassment and bullying will be taken seriously and thoroughly investigated.

The Dignity at Work Policy can be found at:

[http://www.blackburn.anglican.org/more\\_info.asp?current\\_id=381Clergy\\_Dignity\\_in\\_Ministry\\_Bullying\\_and\\_Harassment\\_policy\\_\(final\\_Jan\\_2024\).docx\\_\(live.com\)](http://www.blackburn.anglican.org/more_info.asp?current_id=381Clergy_Dignity_in_Ministry_Bullying_and_Harassment_policy_(final_Jan_2024).docx_(live.com))

#### **17. Respondent in Employment Tribunal Proceedings**

The respondent in any proceedings is the Blackburn Diocesan Board of Finance.

#### **18. Informal Support or Conversation**

Pastoral care and support is available from the Assistant Archdeacon for clergy wellbeing, Area Dean, Archdeacons, Dean of Women's ministry and Suffragan Bishops.

More details about clergy support and wellbeing can be found at [Clergy wellbeing | The Diocese of Blackburn \(anglican.org\)](http://www.blackburn.anglican.org/more_info.asp?current_id=458)

#### **19. Safeguarding**

Advice from the Church of England website can be found at <http://www.churchofengland.org/clergy-office-holders/child-protection-safeguarding.aspx>.

Details of the Vulnerable Adult Safeguarding Arrangements are available at [http://www.blackburn.anglican.org/more\\_info.asp?current\\_id=458](http://www.blackburn.anglican.org/more_info.asp?current_id=458)

For more information contact the diocesan Safeguarding Adviser via Clayton House.

#### **20. Other**

You have the right to be a member of a trade union.

The Diocesan Registrar and HR Adviser primarily advise the Bishop and the Diocesan Board of Finance but are available to explain how policies and procedures work.

## **21. Contacts in the Diocese**

Diocesan Offices  
Clayton House  
Walker Office Park  
Blackburn  
BB1 2QE  
**Tel: 01254 503070**

Whalley Abbey  
The Sands  
Whalley  
Clitheroe  
BB7 9SS  
**Tel: 01254 828400**  
**[www.whalleyabbey.org](http://www.whalleyabbey.org)**

Church Commissioners  
Church House  
Great Smith Street  
London  
SW1P 3AZ  
**Tel: 020 7898 1000**  
**<http://www.churchofengland.org/home.aspx>**

Bishop's House  
Ribchester Road  
Blackburn  
BB1 9EF  
**Tel: 01254 248234**  
**Fax: 01254 246668**

Blackburn Cathedral  
Cathedral Offices  
Cathedral Close  
Blackburn  
BB1 5AA  
**Tel: 01254 503090**  
**[www.blackburncathedral.com](http://www.blackburncathedral.com)**