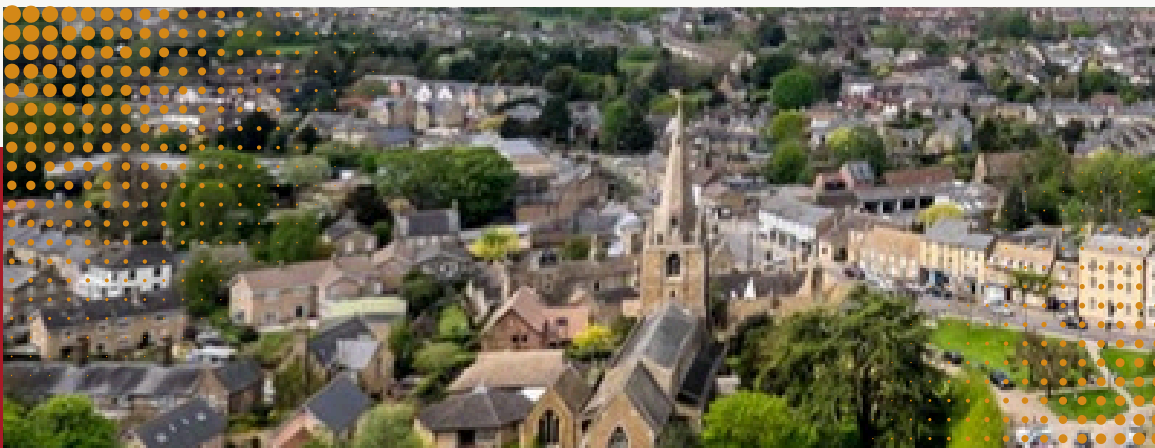

Clergy Handbook



The Church of England
Diocese of Ely

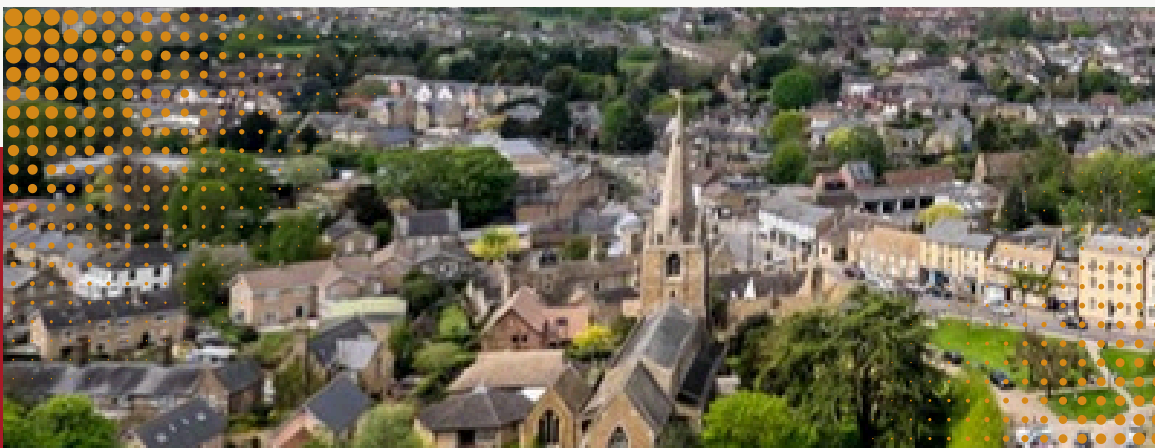


July 2025



Contents

- 04** [Foreword](#)
- 05** [Handbook Overview](#)
- 06** [Diocesan Leadership and Governance](#)
- 11** [Appointments and Office, Duties and Obligations](#)
- 13** [Common Tenure appointments](#)
- 17** [Finance and Housing](#)
- 26** [Planning for Retirement](#)
- 27** [Continuing Ministerial Development](#)
- 28** [Ministerial Development Review](#)
- 29** [Extended Ministerial Leave](#)
- 30** [Wellbeing](#)
- 35** [Time off](#)



Contents

- 38** [Sickness](#)
- 47** [Menopause](#)
- 50** [Bereavement](#)
- 53** [Personal Data](#)
- 57** [Safeguarding](#)
- 58** [Family Friendly Policies and Guidelines](#)
- 77** [Relating well together](#)
- 80** [Complaints Handling Procedure](#)
- 91** [Clergy Discipline Measure](#)
- 92** [GDPR and the Parish](#)
- 94** [Communications and the Parish](#)
- 95** [Finding support through the Diocesan Parish Support Team](#)

Foreword

This handbook is for clergy who hold an Ecclesiastical Office. Those colleagues who are fully employed or part-employed through the EDBF should refer to the EDBF Employees Handbook.

The handbook draws together information on a number of important and related issues and seeks to signpost people to further advice and information.

The handbook sits alongside other resources that give our ministry shape and focus:

the **Ordinal**, the **Canons of the Church of England** and the **Church Representation Rules** other policies and procedures.



Here you will find guidance and advice that encourages best practice as we seek to minister together in a way that helps us to ***Engage, Grow and Deepen.***

My hope and prayer is that this document will help us take better care of ourselves and enable us to be better stewards of the Church of Christ.

+ Dagmar

Acting diocesan Bishop of Ely

We praise and thank you, God of the journey,
For all your gifts to us in the past.
We look to you as fellow-traveller and faithful companion on the way ahead.
Shelter and protect us from all harm and anxiety;
Give us grace to let go of all that holds us back;
And grant us courage to meet the new life you have promised us
In Jesus Christ our Lord.
Amen

Handbook overview

This handbook has been fully revised and was accurate at the point of publication. The contents will be subject to a full revision annually and partial revision as and when new legislation is passed or new guidelines, codes or policies developed and disseminated.

Where mid-year updates have taken place, we will endeavour to ensure that clergy are aware, and this will usually be through the Ministry Mailing which is published weekly and distributed via email.

Clergy members must sign up themselves to receive the mailing (we cannot do it centrally) and this can be done via the diocesan website:
elydiocese.org/subscribe-to-the-ministry-newsletter

This handbook is not designed to be the 'Diocesan Policy Folder' but rather to act as an easy-access signpost to further information and documentation.



Diocesan Leadership and Governance

The Bishop and Senior Leadership Team

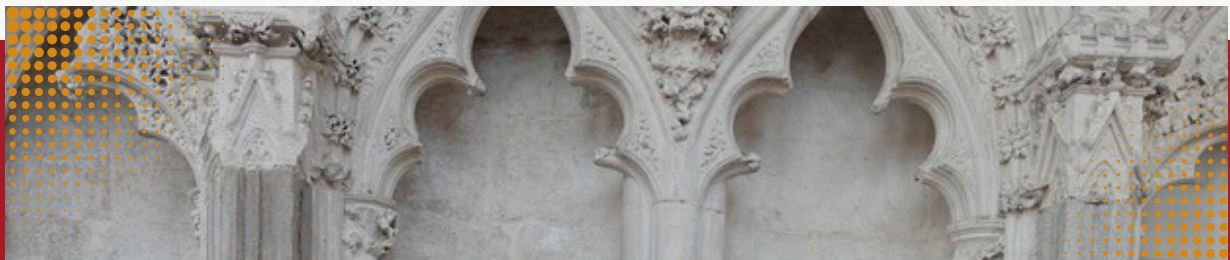
The leadership and governance of the Church of England are often defined by the term ‘episcopally led and synodically governed’.

The Diocesan Bishop gathers around them a senior leadership team that share in the episcopal oversight of the diocese.

The Bishop’s Senior Leadership Team comprises of the following officeholders:

- Diocesan Bishop
- Suffragan Bishop
- Diocesan Secretary
- Bishop’s Chaplain
- Archdeacons
- Dean of the Cathedral
- Chair of the Diocesan Finance Committee
- Director of Education
- Director of Mission and Ministry
- Bishops Advisor for Women’s Ministry
- Bishop’s Advisor for Racial Justice

Whilst there is a Vacancy in See, the suffragan bishop of Huntingdon will assume the diocesan responsibilities of the diocesan bishop.



Diocesan Synod

Episcopal leadership works in partnership with the democratically elected members of laity and clergy that are drawn from the parishes of the diocese. The Diocesan Synod is chaired by the Diocesan Bishop and its role is to consider the missional direction of the diocese and to define its vision and broad policies.

The synod works acts as the Diocesan Board of Finance whose role it is to oversee the financial operation of the diocese, in order to hold accountable the other decision making bodies and executives of the diocese.

Bishop's Council

The Bishop's Council is supported by the Finance Committee.

The Council consists of appointed and elected leaders. It is this body that frames the detailed policies that enable and release effective mission and ministry across the diocese. Chaired by the Diocesan Bishop, the Council legally acts as the Standing Committee for the Synod and as the Board of Directors of the Diocesan Board of Finance. The Bishop's Council also acts as the Diocesan Mission and Pastoral Committee.

Membership of the Bishop's Council

- The Bishop of Ely
- The Bishop of Huntingdon
- The chair of the House of Clergy
- The chair of the House of Laity

Ex-Officio:

- The Dean of Ely Cathedral
- The Archdeacon of Cambridge
- The Archdeacon of Huntingdon and Wisbech
- The chair of the Finance Committee

Appointed:

- Up to five members appointed by the bishop with specific responsibility for aspects of Diocesan work and policy.

Elected:

- Three clergy and five lay members of the Diocesan Synod from each archdeaconry, elected by the Diocesan Synod members who represent that archdeaconry in their respective Houses. One Proctor in Convocation and one lay representative from the Diocese in the General Synod elected from amongst themselves.

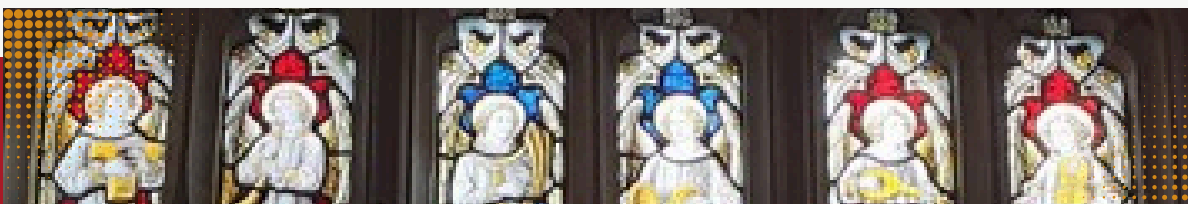
Co-opted:

- Up to four persons can be co-opted by the Council.

The Council is advised by a Finance Committee, the chair of which is appointed by the Diocesan Bishop. The Finance Committee membership includes the Archdeacons, the Diocesan Secretary, the Director of Finance and the Chairs of the Houses of Laity and Clergy, as well as other clergy and laity who may be co-opted onto the Committee at any one time. The Finance committee oversees the budget formation process, annual accounts and auditing, as well as providing investment advice and management.

The Finance Committee appoints and is supported by two sub-committees: The Audit Committee and the Investment Committee.

The **Trustee Assurance Group (TAG)** is established to review, monitor and measure the implementation and impact of the vision set and articulated through the Bishop's Council across the diocese, bringing together many different work streams. The TAG is appointed by the Bishop's Council.



The Ely Diocese Education Committee (EDEC)

The other major policy making body in diocesan life is the Ely Diocese Education Committee (EDEC), which, as its name suggests, deals with matters relating to our 84 church schools. This is a statutory body which has a Chair appointed by the Diocesan Bishop and a membership elected from across the diocese by the members of Diocesan Synod.

Diocesan Secretary and Diocesan Central Support Team

The Diocesan Secretary, supported by the work of the Parish Support Team is organised into 6 departments and exists to support the parishes of the diocese in the implementation of the Diocesan vision at local level. The team are there to support the enabling of effective mission and ministry within parishes and benefices across the diocese.

The Diocesan Office:
Etheldreda House,
206 Wellington Road,
Lancaster Way Business Park,
Ely,
Cambs,
CB6 3NX

The Diocesan Central Support Team have now moved to a permanent hybrid-working pattern, so will not necessarily be based at the Diocesan Offices for the whole working week.

Contact details of all EDBF staff can be found here:
elydiocese.org/contactus



Archdeaconries

The Diocese is divided into two Archdeaconries:
Huntingdon & Wisbech and **Cambridge**.

The Archdeaconries are divided into Deaneries (15 in total) each with a Deanery Synod and a Deanery Chapter, under the leadership of a Rural Dean and Deanery Lay Chair.

The Rural Deans and Lay Chairs of each archdeaconry form the **Archdeaconry Mission and Pastoral Committee** which meets each term to discuss the work of each deanery and potential reorganisational issues.

Rural Deans are appointed by the Diocesan Bishop for a 3-year term (which can be renewed). Each Rural Dean has an allowance of £500 for expenses of office.



Appointments and Office, Duties and Obligations



For all clergy, details regarding rights and responsibilities of office may be found in The Ordinal, the licence/deed of appointment, the role description and the Guidelines for the Professional Conduct of the Clergy. (Please note role descriptions are currently in development).

In addition, it should be noted that all clergy, regardless of their form of tenure, are subject to the provisions contained within the Canons, the Clergy Discipline Measure, the current law related to patronage and the appointments procedure and anti-discrimination legislation (apart from the specific exemptions granted).

The Clergy Terms of Service set out your various duties and obligations.

Your primary obligation is to fulfil the duties of office as stated in various foundational documents. The distinctive nature of office, as defined in the Ordinal, is a reminder that clergy follow a vocation, responding daily to God's call.

All clergy are required to fulfil canon law. At ordination clergy respond through solemn vows including the Declaration of Assent under Canon C 15 affirming loyalty to the inheritance of faith as the Church of England has received it and the oath of Canonical Obedience to the Bishop, which requires clergy lawfully and honestly to be obedient to the Bishop. Canon C 24 'Of Priests having Cure of Souls', sets out responsibilities for the exercise of ministry shared with the Bishop.

Your license determines the location of your ministry.

Your Statement of Particulars describes your rights and obligations in your particular post.

The Benefice Profile will state the needs of the post, you may also have a Role Description which provides further information (Role Descriptions are currently in development).

For curates, your Learning and Working Agreement will articulate the expectations of the post-holder.

For **SSOMs** and **Assistant/Associate Priests** your Working Agreement will articulate the expectations of the post-holder.



Common Tenure appointments

From 31 January 2011 the Terms of Service legislation conferred a new form of tenure on clergy, called Common Tenure. This automatically covered team vicars, priests in charge, assistant curates, fixed term appointments, house for duty clergy, self-supporting ministers, canonically licensed lay workers in receipt of stipend and/or housing and all new appointments to ecclesiastical offices made after the legislation came into effect.

Office holders on common tenure have the right to a Statement of Particulars which sets out the matters relating to the general day to day aspects of their appointment and indicates all related rights and responsibilities. It is the aim of the legislation to provide greater security and equality of rights.

Time limited tenure will only be given, therefore, in the following circumstances. If the appointment is:

- designated as covering another office holder's absence from work
- held by an office holder over 70
- designated as a training post
- designated as subject to sponsorship funding
- designated as a probationary office
- created by a Bishop's Mission Order under the Dioceses Pastoral and Mission Measure, 2007
- designated as held in connection or conjunction with another office or employment
- held by someone with limited leave to remain in the UK
- designated as a locally supported ministry post
- designated as an interim post

Clergy with the freehold were invited to indicate, in writing, whether or not they agreed to the application of the Measure to themselves. If they did not wish to do so, they continued to hold the freehold on all its existing terms. If or when they move to another post any appointment will automatically be under common tenure.

Some clergy are designated as employees and are not covered by common tenure. Clergy may be employees of the Diocesan Board of Finance or the Diocesan Bishop in their corporate capacity (e.g. the Bishop's Chaplain). Employees will be issued with contracts of employment. These contracts are needed where post holders are not considered to be ecclesiastical office holders. Dual-role clergy have both a Statement of Particulars and a contract of employment. Clergy holding dual roles will also undertake both an MDR and an annual appraisal with their EDBF line manager.

IMPORTANT: The terms and conditions of contracts held by employed clergy will differ from common tenure provisions and therefore employed clergy are not covered by this handbook, except to the extent that they hold an ecclesiastical office on a spare time SSOM basis.



Termination of office

For all clergy officeholders, unless resigning, their term of office may only be terminated by the Bishop in accordance with the following circumstances:

- A. on the death of the office holder;
- B. on attaining the retirement age specified in relation to that office in section 1 of the Ecclesiastical Offices (Age Limit) Measure 1975 (1975 No. 2) or on the expiration of any period which the office holder is permitted to continue in office after the retirement age under section 2 or 3 of that Measure;
- C. where the office holder is removed from office following a finding of an offence under Part VI of the Ecclesiastical Jurisdiction Measure 1963 (1963 No. 1) or under any provision of the Clergy Discipline Measure 2003 (2003 No. 3);
- D. where the term is fixed or is otherwise limited, on the expiry of the term or the occurrence of the event in question, as the case may be;
- E. where the office ceases to exist as a consequence of a pastoral scheme or order made under the Pastoral Measure 1983 (1983 No. 1) or reorganisation scheme made under Part II of the Dioceses, Pastoral and Mission Measure 2007 (2007 No. 1)
- F. where the office is held in connection or conjunction with another office or employment, and that office or employment is legally terminated.

As set out at Section 3 of the Ecclesiastical Offices (Terms of Service) Measure 2009 the Bishop may also terminate office:

- G. where the Bishop revokes the licence of the office holder under the capability procedures
- H. where the office holder does not have the right of abode and only has limited leave to remain in the U.K.

Further information about Common Tenure can be found here:
churchofengland.org/common-tenure-faqs



Statement of Particulars

All members of clergy on Common Tenure, other than those who have an employment contract governing their role, are required to receive a Statement of Particulars in line with the Clergy Terms of Service regulations.

The Statement of Particulars describes obligations and rights including your rights to receive a stipend, a house, to holidays and time off, the right to statutory leave such as adoption, maternity and paternity.

The Statement will also refer to Discipline, Grievance and Capability procedures.

Statement of Particulars for all clergy (with the exception of curates) are issued by the Archdeacon's Office and are ready for signing at the licensing service.

If you have not received your Statement of Particulars you should contact your Archdeacon.



If there is a significant change to the details set out in your Statement of Particulars, for example a pastoral reorganisation, then you will be issued with a new Statement of Particulars.

Statements of Particulars for curates are issued through the Mission and Ministry Department and are made available at ordination.

Statement of Particulars are held in an individual's 'Blue' (personnel) File. These files are held securely by the Diocesan Bishop's Office.

Finance and Housing

Stipend

Office holders occupying full-time stipendiary posts are entitled to an annual stipend which is not less than the National Minimum Stipend. The National Minimum Stipend (NMS) is calculated and set by the Central Stipend Authority (CSA). Stipends are reviewed annually.

For the purposes of National Insurance, stipendiary office holders are treated as being of employed status. Employee contributions are deducted from stipend payments each month alongside 'pay as you earn' tax deductions.

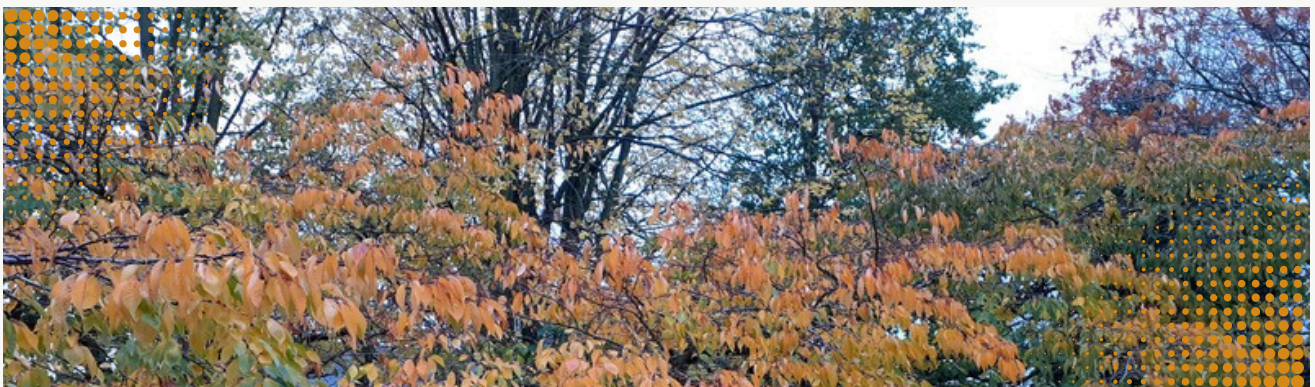
Employer's contributions are paid by the diocese.

The Church of England Clergy Payroll Team is responsible for making stipend payments and processing necessary deductions (such as tax and NI) as well as statutory payments such as Statutory Sick Pay.

More information can be found at: [churchofengland.org/clergy-payroll](https://www.churchofengland.org/clergy-payroll)

Pensions

The Church of England Pensions Board operates a pension scheme for stipendiary clergy. You can find out more about making additional voluntary contributions, choosing how your fund is invested and the operation of the scheme at: [churchofengland.org/clergy-pensions](https://www.churchofengland.org/clergy-pensions)



Expenses

Clergy may be able to recover some costs incurred in carrying out their duties. Further information can be found at: churchofengland.org/clergy-pay-and-expenses.

What expenses are covered and the process for reimbursement should be decided by the PCC.

Parochial Fees

Information on parochial fees in this Diocese can be found at: elydiocese.org/parochial-fees

Housing

The Houses Committee is responsible for ‘maintaining the Diocesan stock of clergy houses in such a way as to preserve their long-term fitness for use and asset value and provide a service to the satisfaction of those who live in them.’

It will undertake this work within very tight financial constraints. Its work will be most effective if those who live in the houses are kept informed of policies and programmes of work and see themselves as partners.



Responsibilities of the Houses Committee

The Diocesan Houses Committee is authorised to manage the Diocesan housing stock.

Houses sub-Committee wishes to provide an effective service, to establish a good relationship with clergy and to consult them when any works are envisaged which would have an impact on them or their family and to carry out work promptly and considerately.

The Houses Sub-Committee is committed to achieving value for money and efficiency in all it does.

The Committee aims to provide an appropriate property, which will act as a suitable base from which a priest can provide their ministry to the community.

Provision of Appropriate Property

The Committee recognises the difference in responsibilities and requirements from incumbents and priests in charge, stipendiary and those operating on a house for duty basis, to training curates, and strives to be flexible in the types of accommodation provided, ensuring it is appropriate to the requirement.

The Committee is aware of the recommendations contained within the Church Commissioners' guidance document "Parsonages a Design Guide" (The Green Guide), including recommendations on distances from churches shared with the Terms of Service Measure; and endeavour to apply the criteria appropriately when assessing a property for acquisition or new build.

The Committee recognises that in acquiring property for training curates and for some house for duty posts, some of the facilities contained within parsonage houses may not be required.

Maintenance Policy

In order to preserve the long term value of clergy houses and ensure they are always fit to be used as family homes and centres of ministry, the sub-Committee has adopted a minimum standard for all houses.

It is working towards a situation in which all clergy houses conform to this minimum standard. There are three types of maintenance programme:

- **Response**

Dealing with immediate repairs arising from breakages, and wear and tear as reported by clergy.

- **Cyclical**

Regular servicing and renewal of components such as heating boilers and external painting.

- **Planned**

Programmes of work to bring a house up to the minimum standard.

Progress in implementing this policy may be constrained by the size of the Houses Committee's budget in any year.



The Houses Committee will:

- carry out its obligations to provide clergy with a responsive, cyclical and planned maintenance service as described
- keep clergy informed by letter, telephone or copy works order, of what action has been taken following a request for repairs
- aim to achieve the following response times following a request for repairs:

Emergency Repairs, defined as those which, if not attended to, could cause personal injury or serious structural damage - **24 hours**.

Urgent Repairs, defined as those which, if not attended to, would lead to significant discomfort to those in the house - **5 working days**.

Routine Repairs, defined as all other approved response repairs - **20 working days**.

Responsibilities of the Clergy:

The Repair of Benefice Buildings Measure 1972 and amendments states in Clause 13(1) that *“The Incumbent shall have a duty to take proper care of a parsonage house, being a duty equivalent to that of a tenant to use premises in a tenant-like manner”*.

Clergy are expected to co-operate with the Houses sub-Committee in the performance of its work and to be responsible and diligent in the way they use and care for their home.

The budget each year is used to maintain and improve the stock of approximately 150 houses; this is inclusive of buildings insurance, water charges and Council Tax. Most of this money comes from ministry share.

Under the Provisions of the Clergy Terms of Service Regulations [14(e)], clergy should use the house provided as a “private residence for the office holder and his or her household”. Any other use of the property will require the prior consent of the Houses Committee.



Clergy are expected to be responsible for:

- All minor repairs (except electrical), undertaking them themselves if it is within their capacity.
- All repairs which do not arise as a result of fair wear and tear.
 - Any accidental damage shall be reported to the Property department and repaired at the expense of the clergy. The office will arrange for all repairs to be carried out and the resultant invoice will be passed on to the clergy for due payment.
- Clearing blocked drains and waste pipes.
- Replacing all broken glass.
- The eradication of all pests including rats, mice and wasps.
- Keeping the grounds in a clean and tidy condition, including the proper management of hedges, shrubs (and trees where practicable - if in doubt, please ask) so as to avoid inconvenience to other people or danger to the structure of the house.
 - where trees are subject to a Tree Preservation Order, or are within a Conservation Area, clergy must first obtain all necessary permissions from the local planning authority prior to carrying out any work on such identified trees.
- Keeping all drives and paths free of weeds.
- Not undertaking any alterations or improvements to the house (including electrical and plumbing works) without the written approval of the Property Manager.
 - Please note that any alterations or improvements made will be regarded as part of the house and should not be removed when clergy move on without the specific approval of the Houses Sub-Committee.
- Maintaining the internal decorations of the house to the standard which existed when they moved in.
- Insurance - the structure of all properties is insured by the diocese;
 - This does not include contents for which occupiers should make their own arrangements.



Vacancy and House Preparation Procedure

During a vacancy the Property Department will produce a Property Statement outlining any urgent and necessary planned work for the property. This will be shared with candidates at interview to ensure clergy are aware of what works will and will not be undertaken.

After the arrival of the clergy person to their new post, the Property Department will arrange for a Condition Report to be prepared. A copy of the report will be provided to the new occupant. This should be kept in a safe place as it will be referred to at subsequent inspections carried out as part of the quinquennial inspection and prior to vacation of the house.

If the inspection prior to vacation reveals the house to be in an unacceptable condition (i.e. well beyond reasonable wear and tear), the Houses Committee may ask you to pay for works necessary to rectify.

Your statement of particulars will provide details of the property you are required to occupy for the better performance of your duties.

You have a responsibility to conduct regular maintenance on the property and to report any defects as soon as possible.

The Clergy Housing Guide contains more information and can be found, along with contact details for reporting defects and emergency callouts at:

elydiocese.org/clergy-housing



Grants

Removals

The Diocese will meet the reasonable costs of clergy. These are administered by the Archdeacons' Office and are approved on submission of three quotes (clergy will usually be expected to accept the lowest quote, unless there is a particular reason for not doing so. Please contact the Archdeacons' Office for further information).

In the case of curates, the removals grants are administered through the Mission and Ministry Department. Quotes should be sent to: vocations@elydiocese.org

Please refer to the Curate Handbook for further information.



First appointments grant

The Diocese will pay a grant to those taking up an appointment for the first time after being ordained or licensed. The grant is to help towards the cost of robes, theological books and other equipment that will be needed.

The grant payable is that recommended by the Archbishop's Council each year and is equal to 10% of the National Minimum Stipend.

This grant is administered through the Mission and Ministry Department and will usually be paid in the month of May of the year of ordination.

Please refer to the Curate Handbook for further information.



Resettlement grant

The Diocese will pay a resettlement grant to those moving to a new appointment. The grant is to cover incidental expenses including alteration to, or purchase of, furnishings.

This grant is also set at the rate of 10% of National Minimum Stipend. Grants may also be payable to assist with redecoration when you move house.

The Archdeacons' Office administer the Resettlement Grant.

Further Financial Support

There may be times when you require some additional financial support. The Bishops have access to some discretionary funds they can make available in cases of hardship or particular pastoral need. Please contact the Bishop's Office for a confidential conversation.

There are also various charities and trusts who may offer assistance, in particular:

The Clergy Support Trust - is an independent charity which provides support to Anglican clergy (serving and retired) and ordinands, and their families, in the UK, Ireland, Diocese of Europe and Diocese of Sodor and Man.

Please contact the Mission and Ministry Department for further information about charities and trusts.



Planning for Retirement

It is important to plan early for retirement.

When you are considering retirement, you should contact the relevant Archdeacon.

As a Diocese, we recognise that this is a significant point of transition in life and ministry, and we want to do all that we can to help ensure it is a smooth one.

Diocesan guidance to help support people as they consider retirement from full-time ministry is being developed. This will be added to our diocesan website in due course.

The Bishop's Advisor for Retired Clergy can be contacted to give support and advice: rco@elydiocese.org

There are also Area Clergy Officers who can offer pastoral support. Their contact details can be found on the diocesan website: elydiocese.org/retired-officers

The Diocesan website contains information and support for those in retirement and contemplating retirement: elydiocese.org/retired-clergy

The National Church have produced resources to help support planning for retirement (including financial planning): churchofengland.org/clergy-terms-and-conditions-service

The Eastern Region Training Partnership hosts a free conference for those thinking about retirement. More information about the conference can be accessed by emailing: missionandministry@elydiocese.org

Continuing Ministerial Development (CMD)

The Diocese of Ely encourages all clergy to continue their learning and formational development.

CMD is offered in a variety of different ways and is also linked to the Ministry Development Plan formulated within the MDR process.

Our CMD offer is delivered in a variety of different ways:

- Open Christian Learning provides access to a range of on-line content
- Conferences
- Taught sessions
- Facilitated learning groups

For some of our CMD offer, we join with the Eastern Region Training Partnership to deliver:

- Incumbency Skills Conference
- New-Post Conference
- Leading through change and transition
- Preparing for Retirement
- Rural Deans Conference

Whilst most of the learning opportunities offered through the Diocese are free to clergy and LLMs, an annual CMD allowance (£270) is available to all clergy to pay for learning which is outside that offered through the Mission and Ministry Department. The grant can also be used to contribute towards the cost of a retreat.

The CMD Grant Application Form can be found on the diocesan website:
Continuing Ministerial Development - Diocese of Ely
elydiocese.org/continuing-ministerial-development

Ministerial Development Review (MDR)

The MDR process is designed to support clergy as they navigate the complexities of ministry. More information about the MDR process can be found on the diocesan website: elydiocese.org/ministry-development-review

The MDR process within the Ely Diocese is designed to be broad and flexible enough to embrace all expressions of ministry and contexts, yet at the same time sufficiently focused and targeted to ensure that ministers can be equipped and empowered in their role.

Any MDR process should provide opportunities for those involved to:

Review: The process of Review involves stepping back and reflecting on what has been, the joys, sorrows, and challenges. It allows for the work of the Spirit to be highlighted.

Celebrate: It is right that the things that are going well are celebrated. Many church leaders find this aspect difficult. It is easy in the busyness of ministry to miss what God is doing and deny ourselves (and the church) that opportunity to celebrate

Plan: The process of planning involves discerning where the Spirit is leading as well as identifying what is needed. In that process, there will also be an element of challenge. MDR and CMD are closely aligned. As priorities are set, it is possible to identify what support and training may be needed to ensure the priorities are achieved.

We operate a two-year MDR cycle:

Year 1: a review with a trained reviewer which culminates in an agreed Ministry Development Plan

Year 2: a review of the Ministry Development Plan with a member of the Bishop's Senior team.

All reviewers have undertaken MDR training with an external facilitator.

Extended Ministerial Leave (EML)

The Diocese of Ely offers all those clergy who have been in stipendiary ministry for 10 years or more an opportunity to engage in a period of Extended Ministerial Leave. This can be for a period of up to 3 months.

All those engaging in a time of EML are encouraged to plan time for:
Rest
Learning (usually around a particular topic of focus)
Reflection

A grant of £500 is available to support the EML.

The EML application can be downloaded from the diocesan website:
elydiocese.org/extended-ministerial-leave

Once completed, the form should be submitted to
missionandministry@elydiocese.org and a conversation with the Director of Mission and Ministry will be arranged.



Wellbeing

The Diocese of Ely takes seriously its commitment to clergy wellbeing, ensuring all clergy are able to flourish in ministry.

Within the Diocese, there is no single 'Wellbeing Strategy' but rather a number of strands of work that are focused on helping clergy support their wellbeing.

Four streams of work are developing across the diocese:



Wellbeing Stream 1: Ongoing and enabling support

This work focuses on providing access to support that can help ensure leaders are equipped and enabled in their roles. Support is offered and encouraged and the individual chooses whether to access that support and identifying what type of support is right for them.

- The encouragement to have a Spiritual Director:
elydiocese.org/spiritual-accompaniment--sharing-the-journey
- Clergy Retreat (an overnight retreat held at Launde Abbey twice a year) which focuses on spiritual refreshment.
- Developing support to navigate times of transition: offer of a journey partner, signposting useful resources and where appropriate working with people prior to the time of transition to help successfully navigate.
 - The Mission and Ministry department have produced a guide to ‘*Good Transitions*’: elydiocese.org/transitions
- Renewed Ministry Development Review process including a wellbeing focus: elydiocese.org/ministry-development-review
- The development of Reflective Pastoral Supervision across the diocese: elydiocese.org/continuing-ministerial-development
- Training of people to be Reflective Pastoral Supervisors (both through the Diocesan programme and through the Eastern Region Dioceses programme).
- Ensuring that those holding key leadership roles have access to coaching e.g. the support for Rural Deans, Bishop’s Advisors and TI’s.
- Encouraging networks to emerge across the diocese and collaboration where possible.
- Signposting the support that is already available through other organisations e.g. The Sheldon Hub - sheldonhub.org

Wellbeing Stream 2: Wellbeing emphasis in other work streams

Clearly any emphasis on wellbeing cannot be just held within the wellbeing strategy group but must be an emphasis in other work streams too. Work has been undertaken in order to seek to address wellbeing in the following ways:

- Clear, early and ‘stepped-approach’ intervention when needed.
- Mandatory training for all those clergy in supervisory roles.
- Consistent diocesan reflective supervision framework:
elydiocese.org/continuing-ministerial-development
- Clearly defined and delivered role induction.
- Revised template for working/training agreements (for LLMs, Curates and SSOMs) that are periodically reviewed.
- Well-facilitated peer group meetings available for those in ministry (and are mandatory for curates).
- Ensuring the CMD offer is linked more closely to MDR, as well as responding to other needs identified within the parish/deanery.
- Developing a partnership with Kintsugi Hope to support parishes facilitating wellbeing groups across the diocese.
- Launching ‘*In Conversation...*’ Zoom meetings when there is a significant development or initiative being launched (e.g., MDR revision, Local Leadership, Parish School Covenant).
- A deliberate focus on involving the whole family at key moments:
 - wider conversations with spouses about ordination and curacies,
 - a guide to ‘*Good Transitions*’ created and distributed,
 - a pre-ordination family lunch,
 - a family-fun Garden Party once a year.
- Developing the ongoing support for clergy spouses/partners.
 - Formation of a steering group and an annual retreat are planned.

Wellbeing Stream 3: Targeted Intervention Support

This work focuses on intervention when ‘crisis point’ has been reached. It is a reactive, short-term intervention.

Confidential counselling for clergy can be accessed by contacting the **Bishop's Advisor for Clergy Counselling** on clergy.counselling@elydiocese.org.

Following initial confidential contact (not a counselling session) with the Diocesan Advisor, to identify the issues and discuss options, a referral may be made to a suitable counsellor or psychotherapist. The Advisor may suggest referral to your GP, spiritual direction, assertiveness training, work consultancy, stress management training, conflict resolution training, resilience or other training courses currently offered. The initial meeting with the Diocesan Advisor and any subsequent counselling or psychotherapy remains totally confidential, unless there is a serious concern for your well-being or that of others.

The Advisor coordinates and triages referrals, matching individuals with trained and accredited counsellors. This coordination role should never be the place where decisions are made as to which cases are eligible for funding through the diocese and which are not. To clarify the system, anyone can self-refer by contacting the Bishop's Advisor for Clergy Counselling directly. They will then contact the Director of Mission and Ministry to have a confidential conversation and confirm that funding can be provided.

When a person is referred by another department within the diocese (e.g. Safeguarding, Lay Ministry Team etc) the department will contact the Director of Mission and Ministry to ensure that an individual is eligible for full funding before a referral is made. Specific names do not need to be used in this process, thereby maintaining appropriate levels of confidentiality.

We seek to maintain the highest levels of confidentiality at all times.

You will have a unique ID reference number which will be used on all counselling invoices submitted to the Diocese by the Advisor and on any necessary administrative correspondence.

Where there is a need, but the individual is not eligible for diocesan funding, every effort will be made to ensure access to both appropriate support and funding, a conversation will be held between the Director of Mission and Ministry and the coordinator.

Wellbeing Stream 4: Work to support Parishes as they in turn seek to support the wellbeing of the community and the individuals within it

- Partnership with Kintsugi Hope to enable parishes to establish wellbeing groups to serve the local community with training delivered and appropriate supervision in place.
- Mental Health First Aid training and Youth Mental Health First Aid training delivered to parishes.
- Mental Health First Aid training is part of the CMD programme.
- ALM (Pastoral) and LLM (Pastoral) to help support the pastoral needs of the parish and their ability to signpost to other places of wellbeing advice/intervention.
- Further resources to support wellbeing are available on the diocesan website: elydiocese.org/clergy-wellbeing/helpful-contacts



Time off

Rest Periods: Weekly

You are entitled to (and encouraged to take) not less than 36 hours (a day and a half) of rest in any period of seven days, to include an uninterrupted rest period of not less than 24 hours - this may not be on a Sunday or on any of the principle feast days of the Church of England which are set out in Canon B6(2) nor on Ash Wednesday, Good Friday or the Patronal Festival of the parish.

Further to this, the Bishop encourages clergy to take a 48 rest-period once a month, allowing an additional day to be joined onto the usual rest day. Again, this should not be a Sunday, principle feast day or one of the days listed above.

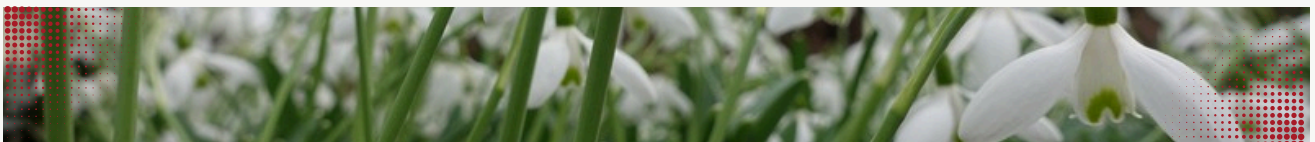
Rest Periods: Annual

The full-time paid leave entitlement is 36 days per year or as stated in your Statement of Particulars. If you are part-time your leave will be calculated based on the number of days you work.

In addition to the above you are entitled to the following public holidays if they fall on a day you normally work: New Years Day, Spring Bank Holiday, Easter Monday, August Bank Holiday, May bank holiday and Boxing Day.

You are also entitled to days off in lieu of the Good Friday and Christmas Day bank holidays.

Your days of annual leave may not be taken on more than six Sundays a year, on any of the principal feast days of the Church of England as set out in Canon B6(2), or Ash Wednesday, Good Friday or the Patronal Festival of the parish.



Special Leave

A Bishop may grant you an additional period of special leave in particular circumstances.

Leave

Leave calculations for leavers and joiners:

If you join or leave during the year your leave entitlement will be calculated for the part of the year you are in office. This will be calculated as a rate of one twelfth for each completed month.

Time off: Public Duties

You may take reasonable time off for public duties which fall outside of the duties of your office, subject to Regulation 24(2) of the Ecclesiastical Offices (Terms of Service) Regulations 2009 and with the agreement of the Archdeacon.

Public duties are defined in the Regulations as: any work done for a public authority, including membership of a court or tribunal or for a charity within the meaning of The Charities Act 2006 or a Registered Friendly Society. Any work done in connection with the activities of an independent trade union representing office holders of a description which includes the person in question.



Time off: Jury Service

Clergy are eligible for Jury Service and are encouraged to claim their attendance allowance.

All office holders, like all other adult citizens, are required to attend Jury Service when called. It is not possible to claim exemption, though it is usually possible to defer it once, provided there is good reason.

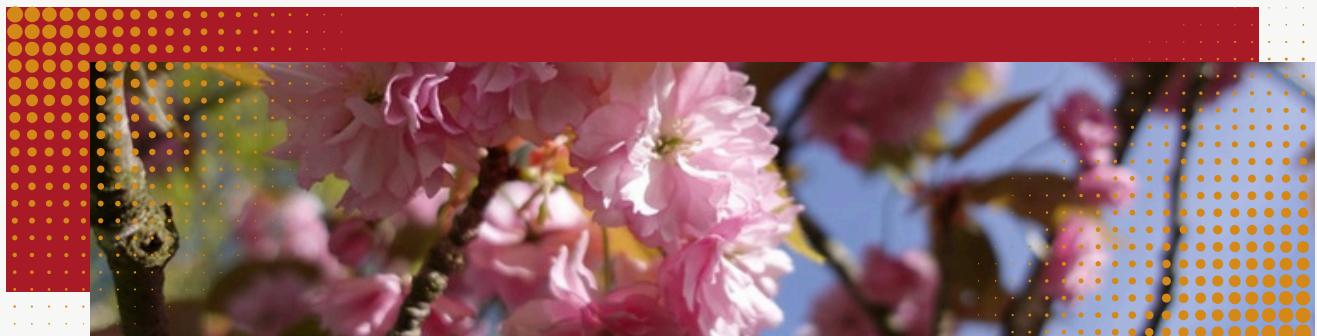
All stipendiary clergy called for Jury Service will be granted leave of absence and the loss of earning allowance will be topped up to the level of full stipend.

Self-Supporting Ministers should adapt these guidelines appropriately.

On receipt of the notice of Jury Service, you should send a note of the dates to the Archdeacon, churchwardens and any colleagues who may be impacted by your absence.

You should claim the Attendance Allowance and send the Certificate of Loss of Earnings form to the Financial Controller: lorraine.orbell@elydiocese.org

This form will be returned and will need to be submitted to the court. When Jury Service is complete, you will need to inform the Jury Service key contact who will instruct the clergy payroll to make an appropriate adjustment to the stipend.



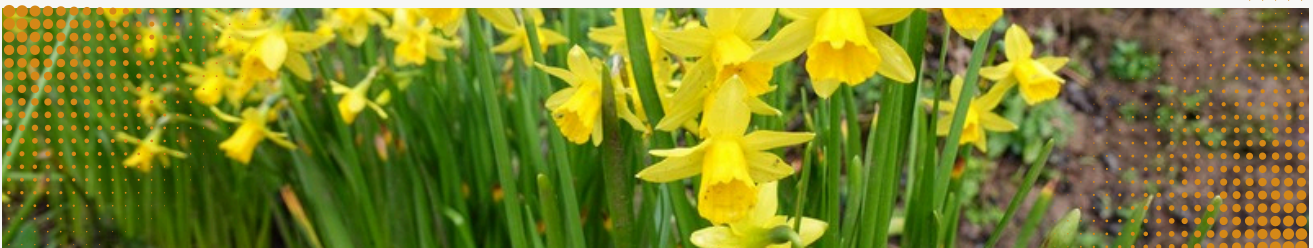
Sickness

Clergy Sickness

For those in stipendiary diocesan appointments:

1. You should self-certify any sickness of a full day or more, up to seven days, i.e. keep a record of this. You do not need to submit this record to the diocese unless requested.
2. If you have been unable to work for more than **seven** consecutive days please:
 - a. inform the Senior Chaplain to the Bishop of Ely on bishops.chaplain@elydiocese.org, who will then share the information with other senior colleagues as needed.
 - i. including a copy of your doctor's medical certificate (fit note) - you should keep the original,
 - ii. also a formal claim for Statutory Sick Pay using the form **SC2** available here: gov.uk/guidance/ask-your-employer-for-statutory-sick-pay.*
 - b. inform your Rural Dean so they can offer pastoral support and assist you in finding cover. Please make all reasonable endeavours to make arrangements for your duties to be performed by another person during any period of absence.
3. Please, do not forget to let the Chaplain also know when you are better and back to work.

* You will, however, continue to receive your full stipend for the first **six months** of your absence from work. After that point discretionary arrangements apply. You may be eligible for Government ESA benefit - Note that this depends on your having registered an SSP claim as above.



For those who are self-supporting and employed by other bodies:

1. Please follow the requirements of your employer.
2. Please also let the Senior Chaplain to the Bishop of Ely know of any significant illness so that pastoral support can be offered. They can be contacted on: bishops.chaplain@elydiocese.org

Financial and other assistance of various kinds is available to support clergy when they are ill. Information is available via the Senior Chaplain to the Bishop of Ely.

This note is intended to give a quick guide to the most usual circumstances. Please see the Clergy Terms of Service Regulations for further detail: churchofengland.org/clergy-terms-and-conditions-service

Long Term Absence

If you are off for more than 28 calendar days in one absence or a series of linked absences this will be considered to be long-term absence.

You should continue to update the Bishop's Chaplain of your circumstances and submit fit notes as required.

In these situations, the relevant Archdeacon will arrange to meet you at your home, another mutually agreed location or via video call at least once every four weeks. You will be notified of the date of the meeting at least 5 days before and you may be accompanied by a member of your family, a friend or trade union representative.



The purpose of these meetings will be to find out how you are, understand how long you are likely to be off and to explore all options available to help you to return.

An Archdeacon or Bishop may refer you to an occupational health provider, ask for your permission to receive a medical report from your doctor or health care provider or ask you to undergo a medical examination by a medical practitioner chosen by the Diocese.

You are encouraged to give your permission for this as failure to do so may prevent us from providing you adequate support or mean that decisions are made without a full understanding of your health.

Phased Return

If you have been absent long term, it may be appropriate have a phased return, this may mean working fewer days per week, working shorter days or some other way of reducing your duties for a short period of time. Any phased return must be agreed with your Archdeacon and will have a set review date. You will receive your full stipend for any period of phased return as long as it does not continue for more than 6 weeks.

Absence Management

There may be times when the level of absence you have begins to affect your ability to fulfil the requirements of your office. It could be that you are having lots of short-term unlinked absences or that you have been absent long-term. In these cases, the following process will be used. The procedures below are in line with the Archbishops' Council - Capability Procedure Code of Practice.



Informal Stage:

If your level of absence is affecting your ability to fulfil the requirements of your office, then a member of the Bishop's Senior staff Team (or Rural Dean) will be appointed to manage this process and review the issues concerned.

You will be invited to attend a meeting with the appointed person to review your absence. This meeting can occur at your home, a suitable meeting room or another agreed location.

There is no automatic right to have someone accompany you at this meeting but if you feel you require additional support, for example if you have a disability, you may make a request to the appointed person to be accompanied.

At this meeting your absence and the reasons for it will be discussed and ways to support you to reduce your absence or to return to work will be explored. A period of review will be agreed.

The outcomes and actions from the meeting will be provided to you in writing no more than 7 days after the date of the meeting.

Prior to or as an outcome of an informal meeting the appointed person may refer you to an occupational health provider, ask for your permission to receive a medical report from your doctor or health care provider or ask you to undergo a medical examination by a medical practitioner chosen by the Diocese. You are encouraged to give your permission for this as failure to do so may prevent us from providing you adequate support or mean that decisions are made without a full understanding of your health.

A follow up meeting will be arranged with you after the agreed period and if there has been no improvement to your absence levels then the formal process may be invoked.

At all stages support will be offered.

Formal Stage:

If absence levels do not improve or you are unable to return to work, then this formal process may be used.

Stage 1

- You will be informed in writing of the intention to begin the formal process and will be invited to a capability meeting.
 - This meeting can occur in a suitable meeting room or another agreed location.
- You will be invited to bring a colleague or trade union representative with you if you choose; you should make the appointed person aware of the name of the person accompanying you as soon as reasonably practical.
 - They may ask you to choose someone else if there is a risk of a conflict of interest, for example they will be called to be a witness or are connected to someone on the panel.
- The letter will also detail the names of the other attendees and the capability panel.
 - The capability panel will be formed in line with the Archbishops' Council - Capability Procedure Code of Practice.
- The panel will consider all information and medical advice given and make a decision.
 - This decision may include a sanction up to and including issuing a **first formal warning**.
- They will also determine the period for the next review and whether additional or different support may be made available.
- The outcome of the meeting will be confirmed to you in writing by the appointed person and you will have the right to appeal.
- Your appeal must be submitted to the appointed person within 7 days and must state the reasons for appeal.
 - Appeals may be made on the grounds of new information or that procedures were not correctly followed.

Stage 2

- The appointed person will continue to maintain contact with you throughout the period between the first and second stages.
- They will meet with you informally towards the end of the set period to confirm whether there has been sufficient improvement in your absence levels to end the process or whether it will not continue to stage 2.
- If the decision is made by the appointed person to continue to stage 2, you will be informed in writing and will be invited to a second capability meeting.
 - This meeting can occur in a suitable meeting room or another agreed location.
- You will be invited to bring a colleague or trade union representative with you if you choose; you should make the appointed person aware of the name of the person accompanying you as soon as reasonably practical.
 - They may ask you to choose someone else if there is a risk of a conflict of interest, for example they will be called to be a witness or are connected to someone on the panel.
- The letter will also detail the names of the other attendees and the capability panel.
 - The capability panel will be formed in line with the Archbishops' Council - Capability Procedure Code of Practice.
- The panel will consider all information and medical advice given and make a decision.
 - This decision may include a sanction up to and including issuing a **final formal warning**.
- They will also determine the period for the next review and whether additional or different support may be made available.
- The outcome of the meeting will be confirmed to you in writing by the appointed person and you will have the right to appeal.
- Your appeal must be submitted to the appointed person within 7 days and must state the reasons for appeal.
 - Appeals may be made on the grounds of new information or that procedures were not correctly followed.

Stage 3

- The appointed person will continue to maintain contact with you throughout the period between the second and third stages.
- They will meet with you informally towards the end of the set period to confirm whether there has been sufficient improvement in your absence levels to end the process or whether it will not continue to stage 3.
- If the decision is made by the appointed person to continue to stage 3, you will be informed in writing and will be invited to a third capability meeting.
 - This meeting can occur in a suitable meeting room or another agreed location.
- You will be invited to bring a colleague or trade union representative with you if you choose; you should make the appointed person aware of the name of the person accompanying you as soon as reasonably practical.
 - They may ask you to choose someone else if there is a risk of a conflict of interest, for example they will be called to be a witness or are connected to someone on the panel.
- The letter will also detail the names of the other attendees and the capability panel.
 - The capability panel will be formed in line with the Archbishops' Council - Capability Procedure Code of Practice.
- The panel will consider all information and medical advice given and make a decision.
 - This decision may include a sanction up to and including **removal from office**.
- If the decision is made to remove you from office then the Bishop of Ely will write to you confirming the following:
 - the reasons for removal from office,
 - the date on which the removal from office will take effect,
 - the period of notice,
 - any practical issues, or details of how these will be managed,
 - the appeals process.

- Your appeal must be submitted to the appointed person within 7 days and must state the reasons for appeal.
 - Appeals may be made on the grounds of new information or that procedures were not correctly followed.

Appeals

Appeals will be heard as soon as reasonably practical after receipt.

An appeals panel will be established which is different from the capability panel but is in line with the Archbishops' Council - Capability Procedure Code of Practice.

- You will be invited to attend the appeal hearing in writing.
 - This meeting can occur in a suitable meeting room or another agreed location.
- You will be invited to bring a colleague or trade union representative with you if you choose; you should make the appointed person aware of the name of the person accompanying you as soon as reasonably practical.
 - They may ask you to choose someone else if there is a risk of a conflict of interest, for example they will be called to be a witness or are connected to someone on the panel.

The appeal hearing will not repeat the original hearing but will review the process undertaken, all evidence put to the original panel or new evidence that has come to light and the decision made.

- The chair of the appeals panel will confirm the outcome.
 - Potential outcomes will include **upholding the original sanction or rejecting it.**

The outcome will be confirmed in writing. There are no further levels of appeal.

III Health and Retirement

If, at any stage throughout this process, the medical evidence makes it clear that despite support and all reasonable adjustments being made you are unlikely to be able to return to your office, then the process will be paused while the Church of England Pensions Board assesses your case and eligibility for ill health retirement.



Other help

The Church of England provide information on clergy health and wellbeing:

churchofengland.org/supporting-clergy-health-and-wellbeing

You may find it useful to contact the Clergy Counselling Service:
clergy.counselling@elydiocese.org

Menopause

The Diocese of Ely seeks to create a culture where people feel safe to discuss their symptoms of menopause and get the help they require. The Diocese recognises that for someone experiencing symptoms, it can be a difficult and stressful time and that it is a very sensitive and personal matter which can greatly impact an individual's vocational and personal life. Research has shown that many people leave their jobs because they feel unable to cope with the symptoms of menopause at work and the Diocese wants to reduce the risk of anyone feeling this way.

Menopause is when your periods stop due to lower hormone levels. It usually occurs between the ages of 45 and 55, although it can happen earlier naturally or after some medical treatments.

Perimenopause is the time leading up to menopause when your hormone levels begin to drop and may last several years.



The effects of Menopause

The symptoms of perimenopause and menopause differ between individuals, some of the commonly noted symptoms are listed below:

Physical symptoms:

- Hot flushes, sometimes combined with dizziness
- Difficulty sleeping
- Fatigue
- Noticeable heartbeats
- Headaches
- Muscle ache and joint pain
- Skin irritation
- Urinary problems

Mental health symptoms:

- Depression
- Anxiety
- Mood swings
- Irritability
- Difficulty concentrating and remembering things
- Low self-esteem

Some people may be prescribed Hormone Replacement Therapy to help with the symptoms of perimenopause and menopause, this can also have side effects which may impact your work such as nausea, cramps and headaches.

If you are unwell due to the symptoms of menopause you are not expected to work. You should follow the normal sickness reporting procedure detailed in the Sickness section to report any sickness absence.

Adjustments

Flexibility is already available to you and you are encouraged to make use of this to help alleviate the symptoms of menopause.

These may include, for example:

- Allowing more time between appointments or services, to allow you time to change, recuperate or to go home in between.
- Booking time into your day for exercise or other personal care activities you find helpful.
- Factoring in time to recuperate after busy periods or late meetings.

We would encourage you to have open conversations with your PCC and Churchwardens about adjustments which would make you feel more comfortable.

You may also wish to consider the robes you wear, where permissible you may choose not to wear the heavy traditional garments. Where this is not possible in your church tradition you may wish to consider purchasing lightweight robes. In line with the Church's Parochial Expense of the Clergy Policy we encourage PCCs to be generous in supporting this expenditure.

There are also a number of Trusts who are able to help with one-off purchases for clergy and who may be able to support funding for lightweight robes.

Getting Help

If you feel that you need support to allow you to make changes or to fulfil the duties of your office due to the symptoms of perimenopause or menopause, then you are encouraged to talk an Archdeacon or the Bishop's Advisor for Women's Ministry.

The Archdeacon or Diocesan Advisor for Women's Ministry can support you to:

- Discuss the problems with the PCC or senior staff member if you haven't felt confident to do so.
- Temporarily alter your working pattern or working hours.
- Change your physical working conditions, such as getting you help to move your desk, or increase ventilation in your office.

Any agreed adjustments will be reviewed regularly (at least every 6 months) to assess if they are still required and that they are still meeting your needs.

You may find it useful to contact the Clergy Counselling Service:
clergy.counselling@elydiocese.org

You are also encouraged to make use of the external support available:

The Daisy Network is a charity for women with POI: daisynetwork.org

At a **Menopause Café** people gather to eat cake, drink tea and discuss menopause: menopausecafe.net

The **Menopause Exchange** provides free independent and practical advice about the perimenopause, menopause, midlife and post-menopausal health, based on expertise and evidence.: menopause-exchange.co.uk



Bereavement

Ely Diocese recognises the impact a death can have on loved ones.

Bereavement Leave

When a dependent dies you have the right to reasonable unpaid time off, the government defines a dependent as:

- Your spouse or civil partner
- Your parent
- Your child
- A person who lives in your household
- A person who would rely on you in the event of an emergency
- A person who relied on you to make care arrangements for them.



The Diocese also allows stipendiary clergy to have up to 5 paid days off in the case of the death of someone for whom you have the responsibility for organising their funeral and estate.

Should you find that there are elements of your role you are struggling to fulfil for a period after a bereavement, such as funerals, you are encouraged to speak to the relevant Archdeacon for support and guidance, and contact the Clergy Counselling Service:

clergy.counselling@elydiocese.org

Bereavement Compassionate Leave

The Diocese provides up to 5 days paid off for compassionate reasons, these may be used if a close family member is seriously injured or ill. A close family member may be a partner, child, or another person who is close to you at the discretion of the relevant Archdeacon. If you need to take compassionate leave you should request this via your Archdeacon.



If you are struggling emotionally, physically, or in any other way please contact your Archdeacon to discuss whether further time off is needed and what support can be provided. Any additional leave is at the discretion of the Diocesan Bishop.

You may also contact the Clergy Counselling Service:
clergy.counselling@elydiocese.org

Parental Bereavement Leave and Pay

Bereaved parents are entitled to a statutory period of two weeks leave should they lose a child under the age of 18 years, or if a baby is stillborn from 24 weeks of pregnancy or born alive before 24 weeks and then dies.

You can take this leave as either a single block of two weeks, or as separate blocks of one week.

The leave can begin any time after the death of the child up until 56 weeks after the death. This means if you are taking another type of leave, such as maternity leave you can take bereavement leave at the end of your maternity leave.



If you have been in post for 26 weeks or more at the time of the death then you will be paid full pay during parental bereavement leave, this will include your entitlement to Statutory Parental Bereavement Pay. There is no need to provide proof of death or provide notification in writing.

If you are taking Parental Bereavement leave you should inform your Archdeacon by whatever means you feel most comfortable that you will be taking leave and when.

You may find it useful to contact the Clergy Counselling Service: clergy.counselling@elydiocese.org

Personal Data

There is a requirement for the Diocese to hold your personal information in order to manage practical elements of your office such as your pay and housing, to provide pastoral care and to facilitate your continuing ministerial development.

The Ely Diocesan Board of Finance (EDBF) Privacy Notice and the Bishop's Office Clergy Personal Files Privacy Notice can both be found on the Diocesan website: elydiocese.org/privacy-and-data-protection

The Diocese is aware of its obligations under the General Data Protection Regulation (GDPR) and domestic data protection legislation, and is committed to processing your data securely and transparently.

In relation to your personal data, we will:
process it fairly, lawfully and in a clear, transparent way,
only use it in the ways described in our Privacy Notice or in such other ways as the law may allow,
ensure it is correct and up to date,
keep your data for only as long as we need it,
process it in a way that ensures it will not be used for any unauthorised purpose, lost or destroyed.



We hold many types of data about you, including:

- your personal details - including your name, address, date of birth, email address, phone numbers
- marital status
- dependents, next of kin and their contact numbers
- medical or health information including whether or not you have a disability
- information used for equal opportunities monitoring about your sexual orientation, religion or belief and ethnic origin
- information included on your CV including references, education history and employment history
- documentation relating to your right to work in the UK
- bank details
- tax codes
- National Insurance number
- letters of concern, formal warnings and other documentation with regard to any disciplinary proceedings or, in the case of workers, confirmation of other discussions about your conduct
- leave records including annual leave, family leave, sickness absence etc
- training details



We collect this data so that we can carry out activities which are in the legitimate interests of the Diocese.

We have set these out below:

- making decisions about who to offer engagement to
- maintaining comprehensive up to date personnel records about you to ensure, amongst other things, effective correspondence can be achieved and appropriate contact points in the event of an emergency are maintained
- assessing training needs
- providing ministerial and pastoral support
- implementing an effective sickness absence management system including monitoring the amount of leave and subsequent actions to be taken including the making of reasonable adjustments gaining expert medical opinion when making decisions about your fitness for office
- managing statutory leave and pay systems such as maternity leave and pay etc
- dealing with legal claims made against us
- preventing fraud

Some of the information we hold on you is considered as special categories of data, this includes:

- information on your health
- sexual orientation
- race or ethnic origin, religion
- trade union membership.



We will use special category data for the purpose of equal opportunities monitoring and in sickness absence management including making reasonable adjustments.

Your data will be shared with people engaged by the Diocese in the fulfilment of their role, for example, Archdeacons and their PA's for the management of sickness absence and provision of pastoral care and the Mission and Ministry team for processing of grant, Extended Ministerial Leave and continued ministerial development.

There are also occasions where we will be required to share your information with a third party, these will include the Church of England (pensions, payroll etc), our legal or professional advisors and individuals and companies who provide training or development review support.

If you have any concerns about how the Diocese is handling your data please raise this with the Diocesan Data Controller (Diocesan Secretary).

The supervisory authority in the UK for data protection matters is the Information Commissioner's Office (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.



Safeguarding

The Church of England, its archbishops, bishops, clergy and leaders are committed to safeguarding as an integral part of the life and ministry of the Church. Safeguarding means the action the Church takes to promote a safer culture.

This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused and respond well to those that have been abused. We will take care to identify where a person may present a risk to others and offer support to them whilst taking steps to mitigate such risks. The Church of England affirms the 'Whole Church' approach to safeguarding.

This approach encompasses a commitment to consistent policy and practice across all Church bodies, Church Officers and that everyone associated with the Church, who comes into contact with children, young people and adults, has a role to play.



The Church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ's Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm.

Promoting a Safer Church, 2017

The Diocesan website lists the contact details (including those for when making a referral):
elydiocese.org/safeguarding

The Diocesan website also contains further information, resources, guidance and templates for use within the parish:
elydiocese.org/safeguarding-templates-resources/

Family Friendly Policies and Guidelines

The Diocese of Ely values the loved ones who support clergy in their ministry and recognises the important contribution they make to the life of the church.

Further details can be found on the Church of England website:
churchofengland.org/family-friendly-policies

Maternity

Definitions The following terms are used in this section:

EWC: Expected Week of Childbirth, this is the week, commencing on the Sunday, during which birth is expected.

Qualifying Week: This is the 15th week before the Expected Week of Childbirth.

Antenatal Care

When pregnant you are entitled to paid time off for antenatal care. This can include attendance at medical appointments and, where they have been recommended by a medical practitioner or midwife, other appointments, (for example, antenatal and parent-craft classes). The partners of pregnant people and surrogate parents are entitled to attend up to 2 antenatal appointments during working time. Where additional appointments are required these may be granted at the discretion of the Archdeacon.

Curates - If any of these appointments fall at times when you would usually be in formal study or retreat, you should inform the IME2 Officer and Training Incumbent as soon as reasonably possible so they can support you to attend appointments.

Health and Safety - Risk Assessment

The Diocese of Ely takes the health and safety of all clergy and their unborn children seriously. It is recommended that you inform your Archdeacon of your pregnancy as soon as reasonably possible so that together you can risk assess your role and environment. You should make yourself aware of risks and take responsibility to protect yourself. Further guidance can be obtained from the HSE: hse.gov.uk/mothers

Notification

Stipendiary Clergy should notify the Archdeacon and the Financial Controller of your pregnancy no later than the 15th week before your EWC, or as soon as possible if you find out you are pregnant after this date. Curates should inform their Training Incumbent and IME2 Officer as soon as reasonably practicable.

You are required to provide the following information:

- the fact that you are pregnant and a form MAT B1,
- the EWC,
- written notification of the date you intend to start your leave.

Any change to the date given must be provided at least 28 days before the new date.



Once you have notified the Financial Controller of the above, they will confirm in writing the expected date your additional maternity leave will finish. If you wish to return before the end of additional maternity leave you must give at least eight weeks' notice of your intention.

Maternity leave may be triggered automatically before your planned date if:

- you give birth early. Your maternity leave will automatically begin the day after you gave birth. You should inform the Financial Controller of the date you gave birth as soon as reasonably practical to do so. They will then notify you of your new expected return date.
- you are absent from work, wholly or partly due to your pregnancy any time after the beginning of the 4th week before the EWC. Your maternity leave will begin from the first day of your absence. You are required to inform the Financial Controller by email as soon as reasonably practical of this change, who will notify you of your new expected return date.

Holidays

Holiday leave entitlement will be accrued throughout your maternity leave at your normal rate. If you return to work after maternity leave, your holiday entitlement will continue to accrue as normal. Annual leave can be taken either before maternity leave starts, at the end of maternity leave or within the annual leave year once you have returned to work.

Holiday accrued in the year your maternity leave ends should be requested as usual.

If you chose to leave the Diocese at the end of your maternity leave your holiday may be paid in lieu.



Maternity Leave Pay

Usually, if you are in post during the 15th week (the Qualifying Week) before the EWC and have been continuously in post for at least 26 weeks you will be entitled to receive Statutory Maternity Pay, provided that your total earnings inclusive of stipend and any other taxable income are more than the lower earnings limit for payment of National Insurance Contributions.

Statutory Maternity Pay is paid for up to 39 weeks. You will get: 90% of your average weekly stipend (before tax) for the first 6 weeks, followed by statutory maternity pay or 90% of your average stipend (whichever is lower) for the next 33 weeks.

If you are not entitled to SMP we will provide you with a form SMP1 within 7 days of determining that you do not qualify. You may be able to claim maternity allowance instead. The current policy within the Ely Diocese is to pay full maternity pay, irrespective of the number of weeks serving within the diocese. Maternity Pay arrangements are currently under review.

Maternity Leave

You are entitled to take up to 52 weeks maternity leave, the first 26 weeks being referred to as Ordinary Maternity Leave and the second 26 weeks as Additional Maternity Leave. It is compulsory that you take two weeks of maternity leave immediately after giving birth. You can choose to begin maternity leave any time from 11 weeks before the EWC. Self supporting clergy and self supporting curates are entitled to the same leave as stipendiary clergy but will not receive statutory pay.



Keeping in Touch (KIT) Days

You may work up to 10 days, consecutive or not, during your maternity leave (except during the two-week period of compulsory maternity leave) without losing maternity pay and without bringing your leave to an end.

You should agree any KIT days in advance with the relevant Archdeacon and inform the Financial Controller who will arrange for you to be paid at your normal stipendiary rate for those days.

You may use KIT days for the following:

- Attendance at events or training
- Attendance at meetings including PCC meetings where exceptional business is to be discussed
- Keeping up to date with emails and administrative tasks

KIT days may not be used for conducting services unless in exceptional circumstances and by prior agreement of the relevant Archdeacon.

You are advised not to worship in your own parish during your maternity leave.



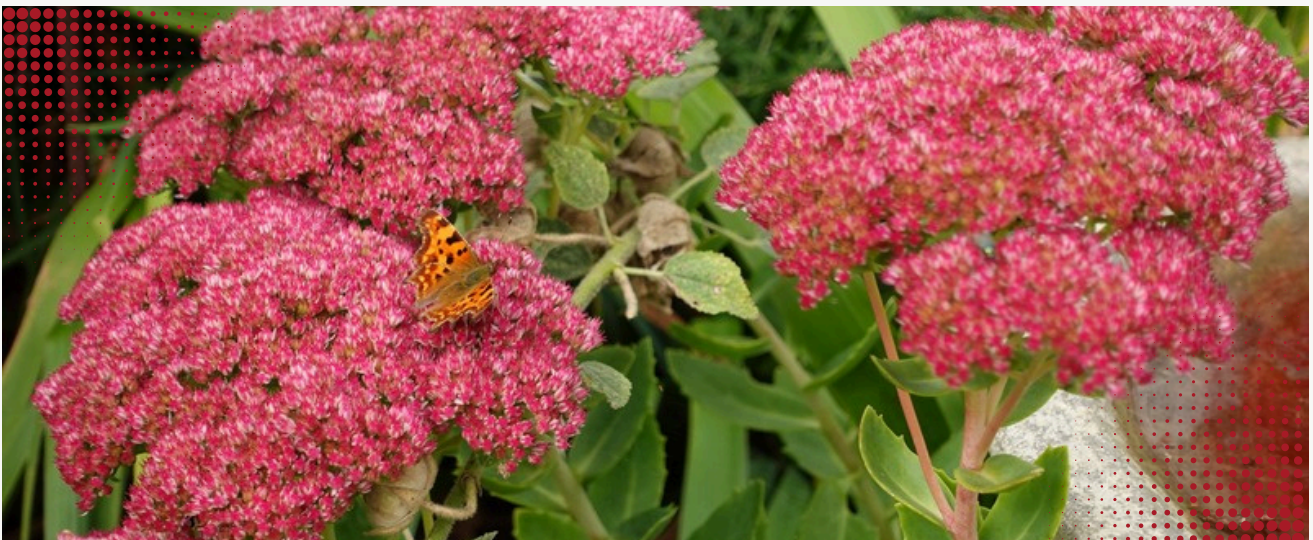
Return to work

Your expected return date will be communicated to you in writing when you inform us of your pregnancy. If you wish to return before the end of your maternity leave you must give at least eight weeks' notice of your intention. You remain in your office for the duration of your maternity leave and therefore will return to it at the end of your maternity leave.

If you choose not to return after your maternity leave you must give the Diocesan Bishop notice of termination as detailed in your Statement of Particulars. If you resign either before, during or after maternity leave, but later change your mind, you have no absolute right to return, although every effort will be made to find a suitable post.

Baby Death and Miscarriage

In the sad case that your baby dies after 24 weeks of pregnancy, your entitlement to maternity leave, SMP and enhanced maternity pay will be unaffected, and you will still be able to take leave and be paid as planned. This also applies if your baby is born alive before 24 weeks but then dies after being born. You will also be eligible for parental bereavement leave. If you experience a miscarriage before 24 weeks of pregnancy you will not be entitled to maternity leave or SMP. We would encourage you to take time off, this can be sick leave and/or compassionate leave. You may also want to speak to someone from the Clergy Counselling Service.



Paternity

Definitions The following terms are used in this section:

EWC: Expected Week of Childbirth, this is the week, commencing on the Sunday, during which birth is expected.

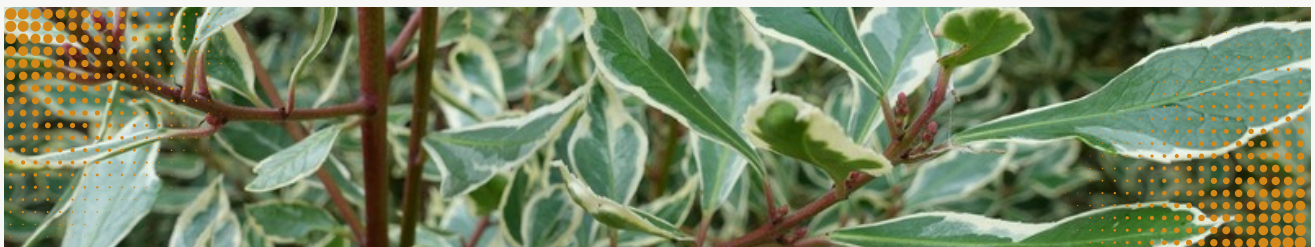
Qualifying Week: This is the 15th week before the Expected Week of Childbirth.

Self supporting clergy and curates are entitled to the same leave as stipendiary clergy but will not receive statutory pay.

Paternity Leave

If you are the father of the child or the husband, civil partner or partner of the mother, child's adopter or intended parent, you may be entitled to take paternity leave. This is a single, fixed period of either one week or two consecutive weeks, to look after the child / children or care for the mother. A person who is not the father can only claim if he is expected to have the main responsibility (except for the mother) for the upbringing of the child. To be eligible, you must have been continuously in post for at least 26 weeks at the 15th week before the baby is due (or the matching date for adoption).

The leave, of either one week or two weeks, can start on any day of the week on or following the child's birth, but must be completed within a period of 56 days from the child's birth or the first day of the EWC, whichever is the later. In the case of adoption, the leave, of either one week or two weeks, can start on any day of the week on or after the date of placement (UK adoptions), the child's arrival in the UK (overseas adoptions) or the date of birth (for surrogate parents). Leave must be completed 56 days from the date of placement (UK adoptions), the child's arrival in the UK (overseas adoptions) or birth.



Statutory Paternity Pay

If you are in post during the 15th week (the Qualifying Week) before the expected week of childbirth/ expected placement date and have been continuously in post for at least 26 weeks you will be entitled to receive Statutory Paternity Pay, provided that your earnings are more than the lower earnings limit for payment of National Insurance Contributions.

Statutory Paternity Pay (SPP) is paid at the weekly Statutory Paternity Rate or 90% of your average earnings (whichever is lower). The Diocese will top up Statutory Paternity Pay to the rate of your full stipend.

Antenatal Care

Partners are entitled to attend up to 2 antenatal appointments during working time, where additional appointments are required these may be granted at the discretion of the Archdeacon.



Notification

You must give notice to your Archdeacon and the Financial Controller of your intention to take paternity leave in or before the 15th week before the EWC or for adoption within seven days of being notified of matching. If you are unable to give notice in those timescales, you must as soon as is reasonably practical to do so.

You must provide a self-certificate stating the EWC, the date upon which paternity leave is anticipated to begin and whether you intend to take one or two weeks' leave. As part of the above certificate, you must sign a declaration that the conditions of entitlement to statutory paternity leave and statutory paternity pay are fulfilled as detailed above.

Note: If, after providing this notice, you have a change of mind as to the commencement date or the amount of leave to be taken, further notice of at least 28 days must be provided (or, in cases where this is not reasonably practicable, as soon as is reasonably practicable).

Baby Death and Miscarriage

In the sad case that your baby dies after 24 weeks of pregnancy your entitlement to paternity leave and SPP is unaffected, and you will still be able to take leave and be paid as planned. This also applies if your baby is born alive before 24 weeks but then dies after being born. You will also be eligible for parental bereavement leave. If your partner experiences a miscarriage before 24 weeks of pregnancy you will no longer be entitled to paternity leave or pay. We would encourage you to take time off, this can be sick leave and/or compassionate leave. You may also want to speak to someone from the Clergy Counselling Service:
clergy.counselling@elydiocese.org



Adoption and Surrogacy

Adoption leave and pay allows an adoptive parent to take paid time off work when their new child starts to live with them, this policy also applies to surrogacy arrangements.

Adoption Appointments

If you are eligible for adoption leave, as per above, then you will also be entitled to 5 paid days' leave to attend adoption appointments after you have been matched with a child.

Leave

If you are matched with a child for adoption, you may be entitled to either adoption leave or paternity leave. You may also be entitled to adoption pay, in line with the statutory provisions in place. One parent cannot take both periods of leave, and it is up to you and your partner to decide who is the main adopter who will take adoption leave. The other partner may be able to take paternity leave instead. You may also be able to apply for shared parental leave as detailed below. If eligible you are entitled to 26 weeks Ordinary Adoption Leave and a further 26 weeks Additional Adoption leave.

Adoption leave can start: Up to 14 days before the date the child starts living with you (UK adoptions), when the child arrives in the UK or within 28 days of this date (overseas adoptions), the day the child is born, or the day after if you are having a child through surrogacy. You will be eligible for adoption leave if you are in post at the time of placement, if you provide notice as detailed below, and if you are adopting from overseas with a partner. You also sign a form SC6. If you are fostering with the view to adopting you can receive adoption leave and pay from when the child comes to live with you.

Self supporting clergy are entitled to the same leave as stipendiary clergy but will not receive statutory pay.



Holidays

Holiday leave entitlement will be accrued throughout your adoption leave at your normal rate. If you return to work after adoption leave, your holiday entitlement will continue to accrue as normal. Annual leave can be taken either before adoption leave starts, at the end of adoption leave or within the annual leave year once you have returned to work. Holiday accrued in the year your adoption leave ends should be requested as usual.

Notification

You must give notice to your Archdeacon and the Financial Controller of your intention to take adoption leave no more than seven days after being matched with a child and provide the following:

- Written confirmation when the child is to be placed, arrive in the UK or expected week of childbirth.
- When you want the adoption leave to start.
- The matching certificate as evidence, overseas equivalent or proof of surrogacy.

Adoption Leave Pay

You will be entitled to Statutory Adoption Pay (SAP) if:

UK Adoptions: you have been continuously in post for 26 weeks by the week you are matched with a child, give notice as stated above, your earnings are more than the lower earnings limit for the payment of National Insurance Contributions.

Overseas Adoptions: you have been continuously in post for 26 weeks when adoption leave begins, given notice as stated above, your earnings are more than the lower earnings limit for the payment of National Insurance Contributions, you sign form SC6.

Surrogacy: you have been continuously in post for 26 weeks by the 15th week before the baby is due, give notice as stated above, your earnings are more than the lower earnings limit for the payment of National Insurance Contributions, you intend to apply for a parental order.

If you are not entitled for Statutory Adoption Pay, we will provide you with a form SAP1. You may be able to get support from your local council instead. SAP will be paid for up to 39 weeks, commencing at the start of adoption leave.

The first six weeks will be paid at the higher rate, which is 90% of your weekly earnings. Your weekly earnings are calculated by taking an average of your pay from the eight weeks preceding the Qualifying Week. The remaining 33 weeks will be paid at the lower rate of SAP which in line with the statutory rates, or 90% of your average earnings, whichever is the lower.

Keeping in Touch (KIT) Days

You may work up to 10 days, consecutive or not, during your adoption leave without losing adoption pay and without bringing your leave to an end. You should agree any KIT days in advance with the relevant Archdeacon and the finance controller who will arrange for you to be paid at your normal stipendiary rate for those days.

You may use KIT days for the following:

- Attendance at events or training
- Attendance at meetings including PCC meetings where exceptional business is to be discussed
- Keeping up to date with emails and administrative tasks

KIT days may not be used for conducting services unless in exceptional circumstances and by prior agreement of the relevant Archdeacon.



Return to work

Your expected return date will be communicated to you in writing when you inform us of your adoption. If you wish to return before the end of your adoption leave you must give at least eight weeks' notice of your intention. You remain in your office for the duration of your adoption leave and therefore will return to it at the end of your adoption leave. If you choose not to return after your adoption leave you must give the Bishop notice of termination as detailed in your Statement of Particulars. If you resign either before, during or after adoption leave, but later change your mind, you have no absolute right to return, although every effort will be made to find a suitable post.

Shared Parental Leave and Pay

If you or your spouse or partner are taking maternity or adoption leave you may be entitled to Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) subject to eligibility. Self-supporting clergy and curates are unlikely to be eligible for Statutory Shared Parental Leave or Pay from the Diocese as the conditions require both parents to meet the earnings test. SPL starts when you or your partner ends their maternity or adoption leave or pay early. The remaining leave will be available as SPL. The remaining pay may be available as ShPP.

Leave: In order to take SPL both you and your partner need to meet the following eligibility criteria:

- Be the parent of the child or the partner of the parent.
- Have 26 weeks service at the end of the 15th week before the expected week of childbirth (EWC) or for adoption at the week in which the main adopter was notified of having been matched for adoption with the child (relevant week).
- Meet the employment and earnings test. Share responsibility for the child.
- Have made the required notifications and provided the required declarations and evidence,
- Be in office or employment when the leave starts.

If you are eligible and you or your partner end maternity or adoption leave early, you can:

- Take up to 50 weeks of shared of leave - the total amount of leave which can be taken is 52 weeks including maternity and adoption leave, paternity leave is standalone and can be used at the same time as maternity or adoption leave.
- Take blocks of 1 week leave in up to 3 separate blocks, at the same time or separately to your partner up to a total of 50 weeks.

SPL can commence for the partner while the mother or adopter is still on maternity or adoption leave if they have given binding notice to end their leave. You must give your Archdeacon and the Financial Controller at least 8 weeks' notice before a block of leave begins. You may request to split blocks of leave into shorter periods of at least a week, however this is subject to agreement by the Archdeacon.

Holidays

Holiday leave entitlement will be accrued throughout your shared parental leave at your normal rate. If you return to work after shared parental leave, your holiday entitlement will continue to accrue as normal. Annual leave can be taken either before shared parental leave starts, at the end of shared parental leave or within the annual leave year once you have returned to work. Holiday accrued in the year your shared parental leave ends should be requested as usual.

Notification

You are required to give at least 8 weeks' notice of your intention to take SPL and/or ShPP. You must provide written notice to the Financial Controller including:

- Your partner's name.
- The start and end dates of maternity or adoption leave (or pay if you or your partner was not eligible for leave).
- The total amount of shared parental leave available.
- The expected or actual week of childbirth or placement.
- An indication of how you and your partner expect to split and take shared parental leave.

You will also need to provide the following signed declarations:

A declaration from you confirming that you meet the eligibility criteria for taking leave and that you and you partner share childcare responsibility.

A declaration from your partner stating:

- their name, address and National Insurance number,
- that they meet the eligibility requirements,
- that they consent to you taking off the amount of leave you have notified,
- that they consent to the EDBF processing their information,
- that they will inform the EDBF immediately if any of the eligibility criteria ceases to be met.
- that they share childcare responsibility with you.

Your partner will need to do the same for their employer.

For Shared Parental Leave (SPL) to start, the mother or adopter must do one of the following:

- End their maternity or adoption leave by returning to work.
- Give ‘binding notice’ (a decision that cannot normally be changed) of the date when they will end their maternity or adoption leave.
- End maternity pay or Maternity Allowance (if they are not entitled to maternity leave, e.g. they are a worker or self-employed).

Within 14 days of receiving notice you may be asked you to provide the following additional information:

- a copy of the child’s birth certificate,
- the name and address of your partner’s employer.

You must give at least 8 weeks’ notice of any leave you wish to take. If the child is born more than 8 weeks early, this notice period can be shorter.



The mother or adopter may be able to change their decision to end maternity or adoption leave early if both:

- the planned end date hasn't passed, and
- they have not already returned to work.

One of the following must also apply:

- It is discovered during the 8-week notice period that either partner is eligible for either SPL or ShPP.
- Their partner has died.
- It is less than 6 weeks after the birth (and the mother gave notice before the birth).

Statutory Shared Parental Pay (ShPP)

ShPP is paid for a maximum of 39 weeks total split across both parents. This includes any weeks in which maternity or adoption pay was received.

To be eligible for ShPP, you must:

- have been in post for at least 26 weeks at the end of the 15th week before the EWC, or for adoption, at the week in which the main adopter was notified of having been matched for adoption with the child (relevant week),
- have earnings that are more than the lower earnings limit for the payment of National Insurance contributions,
- provide notification as stated above.

ShPP is paid at the current statutory weekly rate or 90% of your average weekly earnings, whichever is lower.



Holiday

Holiday leave entitlement will be accrued throughout your shared parental leave at your normal rate. If you return to work after shared parental leave, your holiday entitlement will continue to accrue as normal. Annual leave can be taken either before shared parental leave starts, at the end of shared parental leave or within the annual leave year, once you have returned to work. Holiday accrued in the year your shared parental leave ends should be requested as usual.

Shared Parental Leave In Touch (SPLIT DAYS)

You can work up to 20 days consecutive or not (in addition to the 10 KIT days) during SPL without bringing it to an end. These are called ‘Shared Parental Leave in Touch’ (or SPLIT) days and are optional. You should agree any SPLIT days in advance with the relevant Archdeacon who will arrange for you to be paid as normal for those days.

You may use SPLIT days for the following:

- Attendance at events or training.
- Attendance at meetings including PCC meetings where exceptional business is to be discussed.
- Keeping up to date with emails and administrative tasks.

SPLIT days may not be used for conducting services unless in exceptional circumstances and by prior agreement of the relevant Archdeacon.



Parental Leave Entitlement

If you have a baby or adopt a child and you have completed one year's continuous qualifying service by the time you want to take the leave, you are entitled to Parental Leave. The objective of Parental Leave is to enable those with parental responsibility to have time off to spend time with and to look after a child or to make arrangements for the child's welfare.

You can take up to 18 weeks unpaid leave per child in total up to their 18th birthday.

Parental leave is unpaid and can be taken by both parents. Leave taken with a previous employer counts towards the maximum entitlement.

You must normally take leave in blocks of one week or more, up to a maximum of four weeks in a year for each child. However, parents of disabled children may take leave in blocks or multiples of one day.

You may choose to take Parental Leave at any time up until the child's 18th birthday.

You must give 21 days' notice of your request for Parental Leave to the relevant Archdeacon. If you wish to take Parental Leave immediately after the birth or adoption of the child, you must give 21 days' notice before the beginning of the EWC. In the case of adoption, you must give 21 days' notice of the expected week of placement, wherever possible.



The Bishop of Ely may postpone any leave you request for up to six months from the date requested where it is considered that your absence would be unduly disruptive. Examples of such situations are:

- Seasonal peak work requirements where a significant proportion of the workforce applies for Parental Leave at the same time.
- Where the absence at a particular time would unduly harm the parish.

The Bishop will not postpone leave where it is immediately after the birth or adoption of a child but you should give notice as detailed above.

If, because of postponement, the period of Parental Leave falls after the child's 18th birthday then you would be entitled to take leave after that date.

You may be asked to provide evidence of your entitlement, this may be in the form of a birth certificate, adoption papers or details of disability living allowance or similar.



Relating Well Together

A suite of policies and guidance is currently being developed that will help support how we relate well together within the parish and across the diocese.

When completed, the suite of guidance will include:

- Vexatious Complaints Policy
- Violence and Aggression Policy
- Safer working practice
- Complaints Policy and Procedures
- Pastoral guidance for clergy in cases of a relational breakdown in the parish
- Whistleblowing Policy
- Bullying and Harassment Policy

As a Diocese, we also recognise that in the parish there are times of disagreement and conflict. Conflict is a normal part of life and is often present in times of growth and development. What is key is how we deal with and address the conflict when it comes. If dealt with well, conflict can in itself be a time of growth and development both for individuals and the church.

The diocese has appointed an Officer for Resilience in Conflict who is available to provide training and support: resilience.advisor@elydiocese.org



How we relate well together

The fruit of the Spirit is
love, joy, peace, patience,
kindness, generosity, faithfulness,
gentleness and self-control.

Pastoral Principles into Practice: to ensure the flourishing of all

We seek to develop a culture within our churches where the fruits of the Spirit are able to grow. We recognise the responsibility we all have in enabling that to happen.

Based on the Pastoral Principles for Living and Learning Well Together, we will ensure that we are:

1. Addressing ignorance and paying attention to power.

To help us do this, we commit to:

- Being more aware of our ignorance about each other's experiences, challenges and perspectives.
- Listening more attentively and speaking more bravely.
- Noticing how power affects our relationships and church communities.
- Being more careful about the way power is handled in our church communities.

2. Talking about confidence and casting out fear.

To help us do this, we commit to:

- Helping people articulate their fears, both as individuals and as members of our church communities.
- Creating relationships and communities that help people feel safe.

3. Talking about respect and acknowledging prejudice.

To help us do this, we commit to:

- Becoming more aware of our prejudices as individuals and as a community.
- Helping each other address some of the prejudices that affect our relationships and attitudes.

4. Talking openly and speaking into silence.

To help us do this, we commit to:

- Paying attention to areas of life about which we as individuals and as a church community are silent.
- Understanding the impact of silence on our relationships and life as a church.
- Addressing unhelpful silence in our church community.

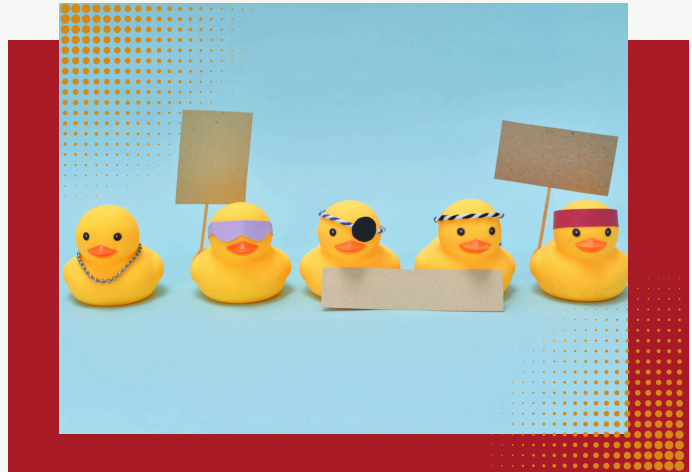
5. Talking about integrity and admitting hypocrisy.

To help us do this, we commit to:

- Examining and confessing some of the ways in which we, as individuals and as a church community, may be guilty of hypocrisy.
- Encouraging each other to be honest and humble in our words and behaviours.



Complaints Handling Procedure



Detailed below is the Diocesan Complaints procedure agreed by Bishop's Council in January 2025

The investigation and follow-up of complaints through a Six Step Process

1 - Introduction

1.1 Under existing ecclesiastical regulations the Clergy Discipline Measure (CDM) sets out very clear processes through which the most serious disciplinary issues will be followed up. The procedures for a formal CDM issue are set out in the Code of Practice which is agreed by both the Archbishop's Council and the General Synod and can be accessed through the Church Commissioner's website: [churchofengland.org/about/leadership-and-governance/legal-resources/clergy-discipline](https://www.churchofengland.org/about/leadership-and-governance/legal-resources/clergy-discipline) (and 3 below)

1.2 From time to time complaints or issues of concern about individual members of the clergy are brought to the attention of the Bishop or to members of her senior staff. These issues may not result in, or warrant, any sort of formal CDM-based process; but it is important that each is followed up appropriately within a fair and open process, with pastoral sensitivity, and in which all parties are afforded the opportunity to share or report their concerns, with the right to be represented, and the right of reply.

1.3 The Diocese is committed to this fair process, it ensures that time is set aside to gain a clearer picture of all the issues raised, that individuals have opportunities to put their views, that where it is possible reconciliation is achieved, and that support and advice can be given. Decisions about any further actions are made only when there is clarity of objective information/evidence. Should it be necessary, we will then follow the CDM process.

1.4 The guidelines below set out how senior staff will follow up issues or complaints brought to their attention through a six-step clear process of investigation and follow up. They will then judge when an issue or complaint received should be followed through the CDM route where this is appropriate; or whether these are obviously issues which could be resolved through the Diocesan process.

1.5 The guidelines do not cover safeguarding concerns or allegations involving children, young persons or vulnerable adults. The procedures for dealing with safeguarding concerns are set out in the Church of England's Practice Guidance: "Responding to, assessing and managing safeguarding concerns or allegations against church officers", which can be found here: [Responding to, assessing and managing safeguarding concerns or allegations against church officers - The Church of England](#)

2 - Diocesan Guidelines and Processes for following up issues, concerns and complaints received

2.1 The six-step process is based both on the current pre-formal proposed capability procedure within the Terms of Service/Common Tenure arrangements, and also on the new national ACAS guidelines which focus on the responsibility of organisations to work more creatively to bring about informal resolution to a situation.

2.2 What is important in this, and any process* is that it should be:

- based on fair and reasonable processes and clarity of judgements and decisions
- managed within a clear time frame to ensure that any subsequent CDM complaint cannot be deemed out of time
- tracked carefully
- properly documented

*It should be remembered that this process may at a later date move into the Clergy Disciplinary Measure (CDM) process. Documentary evidence therefore may well be a key part in any assessment of a fair legal/formal processor of its timing - especially if this is related to a later CDM process, so at all stages of anything informal proper paperwork, notes, records etc. should be kept.

2.3 - Diocesan principles of accountability

2.3.1 In all processes we will ensure that we respect the individuals involved and their individual circumstances. Anyone involved in his process will have access to Diocesan Pastoral Support.

2.3.2 Where those individuals are part of a process we will ensure that:

- They fully understand all aspects of the processes available to us and them, and the potential outcomes; and that they have the opportunity to explore these in confidence at every stage.
- They are aware of the range of pastoral and practical support available.
- They are made aware of timescales and next steps as informal processes are created and worked through and that these are managed consistently, and as quickly and fairly as possible.
- To this end, all involved are expected to meet with those investigating without unreasonable delay.
- They are aware of theirs and others' roles and responsibilities, and of their right to be accompanied at any meeting if they so wish.
- The complaint will be dealt with in a timely manner.

2.3.3 When things go awry with relationships both personally, in churches and in local communities, the Diocese's priority will always be to do what it can to bring people together as quickly as is possible in each individual circumstance, in order to help restore relationships.

2.3.4 We will plan to do this with the individuals concerned in safe, creative and thoughtful ways which ensure respect, fair process, the right to be heard, and the right of reply.

2.3.5 Confident that clergy are determined to live out the commitments and promises they made at ordination, the Diocese has three key expectations on those who find themselves in situations of conflict:

- That they will do all that they can to bring about a local resolution.
- That where bringing about local reconciliation is a struggle and where additional assistance, advice, and support may be helpful, that they actively seek this from colleagues, national bodies, and the diocese.
- That clergy will fully co-operate with the diocese in its responsibility to seek and facilitate all opportunities for reconciliation (e.g. through mediation).

2.4 - Diocesan process and steps

2.4.1 An overview of the process, and details of each of the steps taken at each stage are set out below.

Overview

A complaint or issue is raised with/ passed to an Archdeacon.

Step One

An informal communication with the complainant

- (This could be a conversation, meeting, letter or email.)
- Identifying and exploring problems or concerns.
- Terms of reference and provisional timescale will be agreed.

Step Two

An informal 1:1 meeting with the ordained minister

- Meeting the ordained minister and sharing/ exploring concerns/ issues raised.
- Where appropriate, the opportunity of bringing together ordained minister and complainant to see if a way forward, including reconciliation, is possible at this stage.
- Timescale confirmed.

Step Three

Making a judgement

- Deciding what are the appropriate ways forward.
- *Ask: does it raise an issue of serious misconduct?*
- Identifying whether this is a serious issue which would require a process under CDM, and if so, more straight to CDM process.

OR

- If the judgement is that this is not a CDM matter, consider what intervention and pastoral support should be put in place for resolution to be achieved.
- *Ask: will the individuals involved be prepared to do this?*
- Explore what options are open/ available to them.

Step Four

Communicating with both parties

- Setting out clear desired ways forward, expectations and accountabilities.
- Putting in place supportive interventions
- File notes, any correspondence with the individuals, arrangements for mediation and other options.

Step Five

Working for resolution

- Providing support as the individuals work to resolve the situation.
- The role/ responsibilities of the individuals - what are they agreeing to?
- The role/responsibilities of the Archdeacon - who are the others involved?

Step Six

Final steps

- Reviewing progress, what has been achieved, summarising what has occurred, any agreements about future working/ pastoral relationship, communicating with all parties, making file notes, informing the Bishop.
- The situation is therefore closed.

Process at each stage

A complaint is passed to, or received by, an Archdeacon.

(Steps one and two would normally be conducted by an Archdeacon, but Bishop's Staff may wish to consider also using the skills of another person nominated by them and to report back to the Archdeacon for a decision at Step Three based on what has arisen from the preliminary enquiries).

Step One - An informal 1:1 conversation with the complainant(s)

- The Archdeacon invites the complainant(s) to an informal conversation (at which they may be accompanied if they wish).
 - This informal conversation may take place in person, by telephone conversation, email or other method/combination of methods.
- At this conversation the complaint(s) should be explored and a note of what is discussed made (and depending on the circumstances, details of this process and CDM are shared). Nothing should be said or done at this stage that could prejudice the Diocese's freedom to act appropriately at a later stage.
- The Archdeacon may ask another person to be present at this conversation.
- Depending on the nature of the complaint(s) it may be appropriate at this step to explore how the complainant would want to see the situation resolved. It might be appropriate to explore if the complainant would be willing to meet with the ordained minister in the spirit of reconciliation and what information may be shared; or to ensure that in the most serious of cases they understand their ability to instigate the CDM process.

Possible next steps may include (but are not limited to):

- Moving to stage 2 in the process.
- A supported conversation/mediation with the minister.
- An investigation by the Archdeacon.
- Advice/training offered to the clergyperson.
- Recording information on file in case a pattern of repeating behaviour becomes evident.
- Sometimes a complainant may not wish to be identified. This may limit the options for the next step and the archdeacon will be able to advise on what is possible.
- Terms of Reference and a provisional timescale will be agreed.

Step Two - An informal meeting with the ordained minister

- The Archdeacon should contact the ordained minister and let them know that an issue has arisen, and invite them to attend an informal meeting at which the concerns can be explored. The Archdeacon should issue the minister with a written outline of the substance of the issue at least 48 hours ahead of the meeting.
- The ordained minister should be able to bring a supportive friend (not normally a family member), colleague or union representative to the meeting if they wish. The Archdeacon should be told the identity of the supportive friend 48 hours before the meeting.
- At the meeting (or shortly afterwards) the Archdeacon should make some notes of what was discussed - and at the meeting explore possible ways forward.
- The Archdeacon may ask another person to be present at this meeting.
- It may be appropriate at this step, depending on circumstance, the nature of the issues/concerns raised, the individuals involved, and/or the necessity to follow up with further investigatory discussions, to follow up the outcomes of discussions in Step One to bring the ordained minister and the complainant(s) together in the spirit of reconciliation.
- Timescale to be confirmed to both parties.

Step Three – making a judgement and ways forward

- The Archdeacon may feel at this stage that they require some further enquiries for information or clarification that would enable them to make a better judgement about possible ways forward - and they may want to seek information from a third party, and/or ask for some advice and/or support from Diocesan professional advisers.
- Each situation will be different, and the Archdeacon may make a judgement about offering a short period of special leave, to enable the further investigatory discussions to take place.
- Each situation will be different, but following the meeting (step two) and any follow-up enquiries that have been made - the Archdeacon should make a judgement about the appropriate way forward. This decision should be communicated to the complainant(s) and to the ordained minister in person/telephone call, and followed up by emailed letter.
- If, on the evidence, the Archdeacon feels that in their judgement it IS NOT a matter of serious professional misconduct (i.e. a CDM matter) they may decide that the way forward is through a process of resolution and reconciliation.
- If on the evidence the Archdeacon feels that in their judgement this IS a matter of potential serious professional misconduct they may decide that the way forward is for a formal CDM complaint to be made and due process will then be followed in line with statutory requirements.
- If the Archdeacon requires some advice on help to establish whether this is a potentially serious issue (CDM) or an issue better suited to local resolution - they may ask the Diocesan Secretary, the Diocesan Safeguarding Adviser or other appropriate person to advise on the process.

Step Four – communicating with both parties

- The letter setting out the Archdeacon's decision (see Step Three above) and the desired next steps may include;
 - details of any training/development support that is required or available
 - a possible time frame
 - any arrangements for external support such as mediation or facilitation
 - a date at which progress can be reviewed
 - the pastoral support that is available for all parties
 - a request that both complainant and the ordained minister reply to the letter that they are content for this to be the way ahead, and confirming their willingness to participate in it.
- The Archdeacon may decide, depending on the circumstances, that they want to make it clear in the feedback and follow up letter to the ordained minister that whilst a formal complaint under CDM is not taking place, that the situation does raise serious concerns and that their full co-operation is required in the way forward.
- It is very important at this stage that there is a clear file note/report summarising the issues, copies of the letters, and of the plan for the desired way forward.
- In correspondence/discussion with the complainant, at this stage, the Archdeacon should make them aware of his/her assessment and the actions needed (if any), but also of the complainant's right to bring a complaint through the CDM process.
- The Archdeacon should explain the CDM process and explore potential outcomes - so that the complainant can be aware of the Archdeacon's judgement and the proposed way forward.

Step Five - working for resolution

- Both the complainant(s) and the ordained minister should be given the appropriate time to work through the Archdeacon's reporting and the agreed way forward. This would normally be no more than three weeks.
- Where, for good reason, more time is needed, the progress review meeting may be rescheduled, with agreement from all parties.

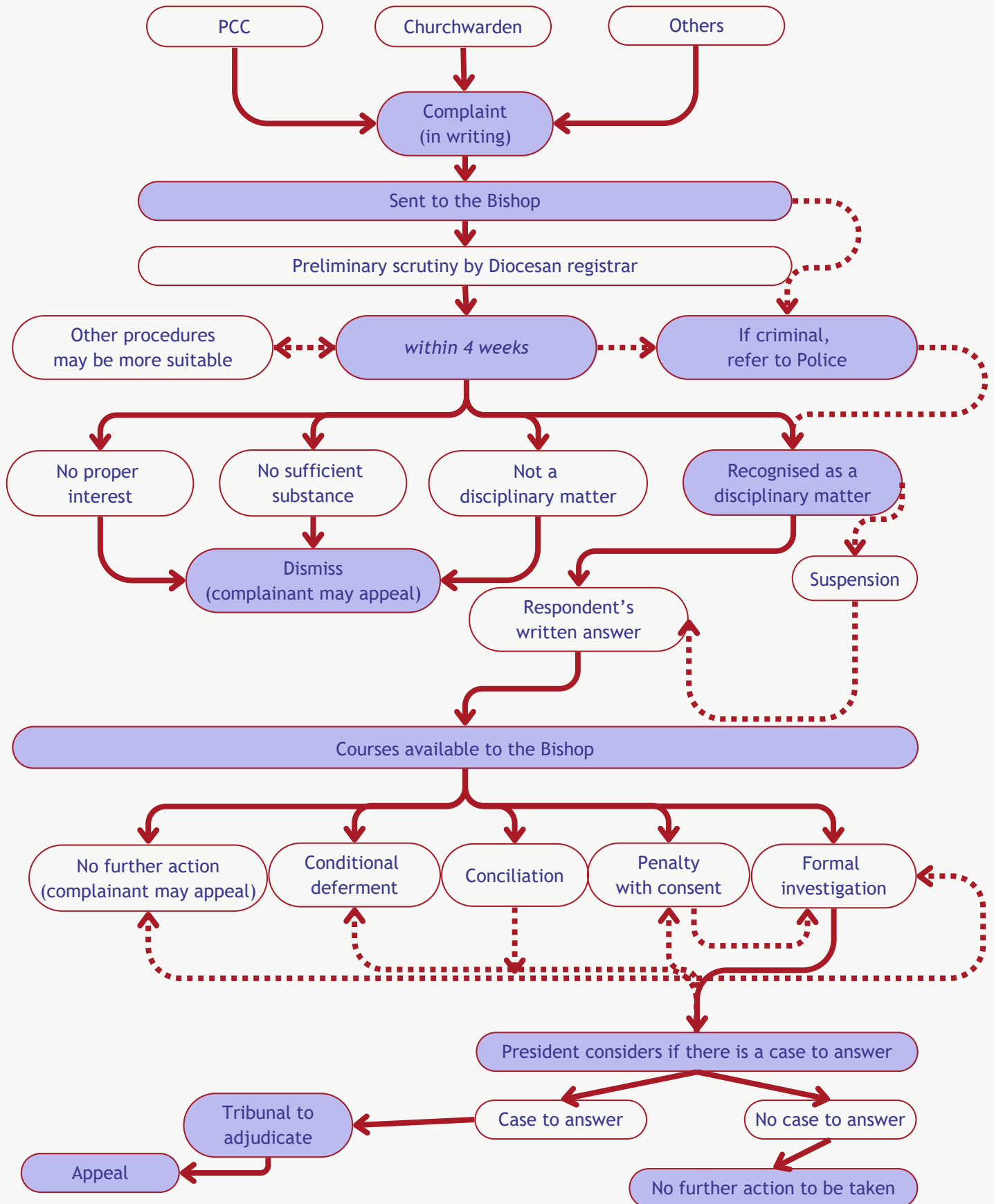
Step Six - final steps

- If at the agreed date to review and reflect on progress both the complainant and the ordained minister are content that there is reconciliation or resolution - the issue is closed. The Archdeacon will write a file note summing up what has occurred since the original file note was made.
- At any review/progress meeting the ordained minister has the right to be accompanied by a supportive friend, colleague or union representative (but not normally a family member).
- At the end of the process the Archdeacon will send a report to all parties outlining what has occurred, giving his/her thanks for participation and engagement in the process, and of his/her hope for them in the future. This report may be written by the person appointed by the Archdeacon to investigate, but approved by the Archdeacon.
- The Archdeacon may, depending on the nature of the issue, send a copy of the summing up note to the Diocesan Bishop who may ask for a meeting with the ordained minister to help him/her reflection the situation, would be appropriate.
- If a note is to be made in the ordained minister's Blue File the Bishop should give a draft copy to the minister who has ten days to comment. If the note is changed the minister should receive the final copy.

Possible outcomes

The situation is satisfactorily resolved	<p>No further action is necessary.</p> <p>The Bishop may want to meet the ordained minister and/or the complainant to review what has happened.</p>
The situation is resolved but with some potential remaining issues or the possibilities of recurrence, or with reservations on either side	<p>A further formal meeting with either party is convened by the Archdeacon to set out a clear set of expected behaviours in moving forwards.</p> <p>The Bishop may want to meet the ordained minister and/or the complainant to review what has happened.</p>
The situation is not resolved	<p>A further meeting individually with the complainant, and the ordained minister is arranged by the Archdeacon to explore possible next steps.</p>
The situation is satisfactorily resolved but recurs - depending on the circumstances	<p>Either:</p> <p>A further meeting individually with the complainant, and the ordained minister is arranged by the Archdeacon with the Diocesan HR Manager and/or Safeguarding present to explore possible next steps,</p> <p>Or:</p> <p>A formal CDM complaint is brought - see flow chart below,</p> <p>Or:</p> <p>A formal capability process is instigated (Terms of Service).</p>

The Clergy Discipline Measure (CDM) Process





GDPR and the Parish

As an office holder you will hold personal data that might relate to individuals within your parish, for example databases of PCCs, correspondence regarding funerals, weddings, baptisms etc.

You should make yourself familiar with your obligations within the GDPR regulations.

As a minimum you should take all reasonable steps to:

- Be familiar with all devices and their security features so that the safety of the information held can be ensured
- Maintain devices
- Ensure that devices are not used for any purpose that would be at odds with Church of England policies
- Prevent theft and loss of data; keep devices in a secure place when not in use, do not leave devices on display in a car, ensure device screens automatically lock when not in use, etc
- Keep information confidential where appropriate
- Be careful of what software and apps are installed on any device



- Set up passwords, passcodes, passkeys or biometric equivalents of sufficient length and complexity for the particular type of device
- Set up remote wipe facilities if available and implement a remote wipe for a lost device
- Use cloud based storage for files and emails
- Not hold any more information than is necessary and in line with current Church of England Record Management Guides for parishes and be especially aware of sensitive, personal or confidential information
- Carry out regular “housekeeping” and delete any information as soon as possible once it is no longer required, including information contained within emails, unless required for audit trail purposes
- Report the loss of any device containing Diocese or PCC data (including email) or security breach to the Archdeacon (there is a legal requirement to report data loss under the General Data Protection Regulations)
- Ensure all data is erased completely if a device is disposed of, or sold/transferred to a third party

Further information and guidance is available on the diocesan website: elydiocese.org/data-protection--helpful-links and the Church of England website: churchofengland.org/media/stories-and-features/gdpr-whats-it-all-about



Communications and the Parish

Communications with the wider parish are an essential part of the mission and ministry of the church.

The Diocesan Communications Team have developed guidance to support effective communications which is available on the website:

elydiocese.org/communications

Further help and support can be accessed by emailing the team:

communications@elydiocese.org

Finding Support through the Diocesan Parish Support Team

Parish Finances and Giving

Ministry Share:

Information about Ministry share and details about payments made to the diocese can be found on the website: elydiocese.org/ministry-share/

Parochial Fees:

Up to date information about payment of parochial fees (including the updated Parochial Fees Table) can be found on the diocesan website: elydiocese.org/parochial-fees

Supporting Parish Giving:

The diocesan central support team offers support to parishes to help encourage giving and generosity. Resources can be found on the diocesan website: elydiocese.org/parish-giving and through contacting Martin Kenward: martin.kenward@elydiocese.org



Church Buildings

The Church Buildings and Pastoral Department of the Diocese of Ely exists to help support, advise and guide parishes on all matters relating to the care, maintenance, repair and development of their churches and other parochial buildings.

Resources, guidance and best-practice information can be found on the diocesan website: elydiocese.org/church-buildings

This department also heads up the work that we are undertaking to address Climate Change and in particular the diocesan Net Zero Carbon plan.

Mission and Ministry

The Mission and Ministry Department focuses on supporting parishes and local leaders (lay and ordained).

The Bishop's Advisors who each hold a specialist brief are also an integral part of the Mission and Ministry Department.

More information about the department can be found on the diocesan website: elydiocese.org/mission-and-ministry

Keeping up to date:

The weekly Ministry Mailing is a key way that we communicate, ensuring that those in leadership positions are regularly kept up to date.

To subscribe to the weekly email newsletter:

elydiocese.org/subscribe-to-the-ministry-newsletter

