

SERVING IN THE DIOCESE OF ELY

Welcome! You may already be serving as an ordained minister within the Diocese of Ely or you may be preparing to take up an appointment there; alternatively, you may be exploring a possible future role in the Diocese, or perhaps you are investigating a call to ordained ministry. Whichever is the case, this page is designed to signpost you to some basic and accessible information about serving in the Diocese of Ely.

The Diocese of Ely is strongly committed to the health and wellbeing of its clergy. One of the levers of change in the Diocesan Strategy is to 'develop healthy churches and leaders' with an expressed aim to refresh leadership so that both clergy and laity feel energised, empowered and liberated to grow in their ministry. The flourishing of the clergy is key to the flourishing of the church.

“It is hugely important that we take care of our own wellbeing, and that of our colleagues. It is not selfish to take proper time off and retreat time, or to challenge unreasonable and unrealistic expectations, and it will better equip us for the ministry to which we are called.” [Bishop Stephen’s Letter to Clergy, Epiphany 2018]

Clergy wellbeing encompasses all that promotes the health and wholeness of the clergy of the diocese, with a view to encouraging such flourishing. The theological imperative behind this is that each of us, whatever the shape of our ministry, is designed by God to experience life in all its fullness (John 10 v10).

Since 2013 the Bishop’s Clergy Wellbeing Forum has been undertaking major work across the diocese to better understand what supports and sustains clergy wellbeing, and to put in place measures that will facilitate this. You can find more information about the diocesan commitment to clergy wellbeing at:
<http://www.elydiocese.org/ministry-and-training/clergy/clergy-wellbeing>

Hopefully, the Frequently Asked Questions (FAQs) and accompanying responses in this booklet will provide you useful information on policy and practice for clergy serving in the Diocese of Ely so that you can feel informed and supported in your ministry. For some of the areas covered below, more detailed information can be found in the relevant documents at national level, e.g. *Guide to Common Tenure* [http://www.elydiocese.org/application/files/1314/8898/8452/Church_of_England_Guide_to_Common_Tenure_-_2016_Edition_vs1.pdf]

or The Ecclesiastical Offices (Terms of Service) Regulations 2009 [<http://www.legislation.gov.uk/ukxi/2009/2108/contents/made>]

or in documents at local level, such as the *Statement of Particulars* which is issued on your appointment to a post in the Ely Diocese.

GROWING IN YOUR MINISTRY

What is the Diocesan policy on Ministerial Education and Development?

The Diocese of Ely has a comprehensive process of ministerial development review (MDR) spread over a 3-year cycle. The purpose of the MDR process is to give you an opportunity to:

- reflect on your ministry in the previous year
- value and sustain your vocation
- refresh your calling in the Diocese of Ely

Its aim is to further your personal and professional development so that you can have a healthy balance in your life and be an effective leader in a changing church. Its ethos is to provide support for you, to help you own the review process and to have a supportive dialogue with your reviewer.

Further details can be found at: <http://www.elydiocese.org/ministry-and-training/clergy/mdr> .

A programme of continuing ministerial education (CMD) is in place which includes:

- Initial Ministerial Education (IME) 4-7 for the first three years of a curacy
- regional training events for which Ely Diocese joins with the other dioceses of the Eastern Region to provide a series of short residential courses for clergy e.g. incumbency skills, change management, preparation for retirement and Rural Deans Theological Refreshment for Ministry
- Continuing Ministerial Development (CMD) Funding: there is a grant available of up to £240 per year on application for stipendiary clergy.

All clergy in the Ely Diocese are expected to take part in and benefit from the MDR and CMD processes. Grants may be available and further details can be found at <http://www.elydiocese.org/ministry-and-training/training/continuing-ministerial-development> .

Are there opportunities for Study Leave?

Study leave – or Extended Ministerial Leave - is normally 6-12 weeks' long and may only be taken after ten years in ministry, or at least ten years following any previous study leave.

Permission for study leave is granted by the Diocesan Bishop on a discretionary basis and it will usually originate from the Clergy Development Scheme.

More information is available at: <http://www.elydiocese.org/ministry-and-training/clergy/study-leave-and-sabbaticals>

Is the Diocese of Ely a good place for women?

A Diocesan audit in 2017 showed that, compared with the national picture, the Diocese of Ely had the highest ratio of women serving as full time incumbents, 45 out of 112. The numbers of women serving on diocesan committees, senior staff,

cathedral staff and in self-supporting ministry are steadily growing with the support of our Bishops, Senior Staff and Diocesan Directors.

The Bishop's Adviser for Women's Ministry represents the needs and circumstances of ordained women as a member of the Bishop's Senior Staff team as well as being a local vicar. Her role as Adviser is to promote the full inclusion of women with the following three priorities:

- encouraging young vocations (under 32 years)
- supporting well-being and aspiration for women in ministry at every level
- monitoring Diocese of Ely HR for good practice, habits and ethos

She is supported in her role by other ordained women, including the women's Focus Group, and she participates in the Clergy Well-Being Group, as well as sending out a digital newsletter with regular updates for women clergy. More encouraging results from recent research undertaken by the Women's Focus group can be found at: <http://www.elydiocese.org/ministry-and-training/clergy/women-s-ministry>

What about self-supporting ministers?

There are as many ways to be a Self-Supporting Minister (SSM) in the Diocese of Ely as there are people doing it – 56 out of 177 clergy in parish ministry (a little over 30%) in March 2018. Some work full time in ministry, either in a parish context or elsewhere; some are part-time in the parish, but also have another significant commitment part-time (other work, caring for family members, voluntary work); others have a full-time commitment outside the church, and can only take part in services and parish activities at weekends and in the evenings. All SSMs have a Working Agreement, which makes quite clear what the commitment they can offer is and ensures that they have appropriate time off.

The Bishop's Adviser for SSMs coordinates the SSM network across the Diocese, organises opportunities for SSMs to gather together from time to time to share their perspective and experience, supports SSMs pastorally, and is involved in the training of SSM curates. For more information go to: <http://www.elydiocese.org/ministry-and-training/clergy/self-supporting-ministers>

ACCOMMODATION MATTERS

What arrangements exist concerning housing and accommodation?

Ely Diocese supports stipendiary and house for duty clergy and their families with suitable housing which is safe, comfortable and fit for purpose, both as a place of work and as a home.

The Property Department is responsible for the provision and maintenance of these houses and the department also support clergy house moves. For more information on the types of support available, go to: <http://www.elydiocese.org/ministry-and-training/clergy-housing> .

As responsibility for maintaining a property is shared between the Diocese and the occupant, the Diocese has produced a practical and informative guide which explains how our houses are maintained, who is responsible for what, and when.

The guide has been produced in conjunction with the Houses Committee's current policies and provides vital information for the day-to-day maintenance and running of your home. The Guide to Living in a Parsonage House is available at: http://www.elydiocese.org/download_file/view/2512/528

MONEY MATTERS

Does the Diocese offer any grants?

If you're taking up a fulltime stipendiary post in the Diocese, then you're eligible for a 'moving in' grant arranged by the Ministry Department and payable from the Diocesan Board of Finance (DBF).

Grant funding to support Continuing Ministerial Development (CMD) is referred to above.

There are discretionary grant-making funds which may provide limited support in specific circumstances of need. Information about such support is available in confidence from the relevant Archdeacon.

How does the Diocese deal with clergy expenses?

You're entitled to the reimbursement of expenses that are reasonably incurred in connection with the exercise of your ministry. The parochial church council(s) of the parish(es) in which you serve is/are responsible for any reimbursement.

The Diocese covers travel expenses for SSM clergy outside their parish(es) when travelling to and from ministerial activity in the parish, or training events.

For further details, see *The Parochial Expenses of the Clergy 2017: a guide to their reimbursement*, published by the Central Stipends Authority <https://www.churchofengland.org/sites/default/files/2017-10/Parochial%20Expenses%20Guide%20-%202017.pdf> .

What happens to parochial and other fees?

If you have a stipendiary post, you aren't entitled to receive any parochial fees when you officiate at occasional offices. These are paid direct to the Diocesan Board of Finance.

If you are an SSM, not in receipt of any stipend or housing allowance, then you are entitled to 80% of the DBF fees for weddings and funerals.

TAKING LEAVE OF VARIOUS SORTS

What are the arrangements for rest periods and annual leave?

The leave year begins on 1 April and as a fulltime stipendiary minister you're entitled to a minimum of 36 days' annual leave in each leave year. If you hold a part-time post, the number of annual leave days is calculated on a pro-rata basis and is set out in your Statement of Particulars. You are expected to arrange appropriate cover for

your absence, and it is clearly good practice to inform colleagues and the Churchwardens that you will be on leave.

You're entitled to an uninterrupted rest period of 24 hours in each period of 7 days. Your Statement of Particulars may specify the maximum number of Sundays which you may take as leave, as well as certain key dates in the church's annual calendar, e.g. the Principal Feasts of the Church of England as set out in the Canons and Common Worship; Ash Wednesday; and Good Friday.

In particular circumstances, the Bishop has the discretion to allow you an additional period of special leave.

What are the arrangements for maternity, paternity and adoption leave?

You're entitled to maternity, paternity, parental and adoption leave as specified in Regulation 23 and the Ecclesiastical Offices (Terms of Service) Directions 2009 <http://www.legislation.gov.uk/ukxi/2009/2108/contents/made> and in accordance with directions given by the Archbishops' Council as Central Stipends Authority (this includes Shared Parental Leave with effect from 1 December 2015) <https://www.churchofengland.org/sites/default/files/2017-11/Parental%20Pay%20and%20Leave%20Advice%20December%202015.pdf> .

You're also entitled to time off to receive ante-natal care as specified in Regulation 25 of the Ecclesiastical Offices (Terms of Service) Directions 2009.

Can I request time off to care for children or other dependants?

The clergy role allows some flexibility in responding to the need for time off to care for dependants (i.e. your partner/child/parent, or someone who lives with you as part of your family). It is expected that in most cases, the amount of leave will be no more than 1 or 2 days.

You're entitled to request time off, or adjustments to the duties of the office, in order to care for dependants in accordance with the Ecclesiastical Offices (Terms of Service) Regulations and subsequent Directions given by the Archbishops' Council as Central Stipends Authority in 2015. This document outlines the formal process for requesting periods of leave lasting longer than 1 or 2 days:

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

The Bishop is able to exercise discretion regarding requests for time off on a case by case basis.

What happens if I become pregnant during my curacy?

You are eligible for maternity leave according to the Diocesan policy, except in cases where the qualifying criteria are not met.

Where the qualifying criteria for payment of statutory maternity pay are not met, (i.e. you have not been employed by the Diocese for at least 26 weeks), the Diocese will pay you an honorarium; the amount will be dependent upon the number of weeks without salary to a maximum of 13 weeks in the first instance.

Housing will be available and supported as per normal curacy arrangements.

Who can I go to if I need pastoral care of any sort?

The Clergy Wellbeing page of the Diocesan website gives a link to a pdf leaflet on Pastoral Care and Counselling with a range of advice and contacts:

http://www.elydiocese.org/application/files/8214/9511/5821/Pastoral_Care_and_Counselling_Leaflet_-_18052017_vs1.pdf .

IN TIMES OF ILLNESS

What happens when I'm ill?

If you're stipendiary and unable to work because of illness for a full day or more, up to 7 days, then you should self-certify, i.e. keep a record of your illness. You don't need to submit this record to the diocese unless requested.

For periods of illness lasting 7 consecutive days or more, you will need to inform the Bishop's Senior Chaplain (who will share the information with other senior colleagues as needed) and you will need to supply him/her with some relevant paperwork. For full details, see the *Clergy Sickness Brief (2017)* at:

<http://www.elydiocese.org/ministry-and-training/clergy/clergy-handbook>. You should also inform your Rural Dean so they can offer you pastoral support and assist you in ensuring appropriate cover during your absence. The Bishop's Chaplain will also be pleased to hear from you when you are recovered and able to return to work.

The reporting requirements above are intended to be primarily pastoral and practical to ensure that both the individual concerned and the parish are properly supported if the illness lasts for any substantial period of time. You may be asked to undergo a medical examination where the bishop has reasonable grounds for concern about your physical or mental health.

As far as is reasonable, you're expected to make appropriate arrangements for cover during absence due to illness. This may, of course, be accomplished by notifying a responsible person or authority of your situation.

Financial and other assistance of various kinds is available to support clergy when they are ill and information is available from the Bishops' Senior Chaplain.

What information is available on personal safety and safeguarding matters?

The Guidelines for Professional Conduct of the Clergy (2015) acknowledges that there is risk in all pastoral work. Nevertheless, the Diocese is committed to providing guidance and practical support to ensure our clergy can live and work as safely as possible. Clergy themselves are expected to attend to their own safety and to undertake risk assessments as appropriate. Valuable advice is given in the document *Lone Worker Policy 2017* (available from the Safeguarding section of the Diocesan website) which explains how the Ely Diocesan Board of Finance (EDBF) seeks to protect all staff and volunteers as far as is reasonably practical from the risks of lone working.

Where Clergy are particularly vulnerable in the nature of the housing provided by the Diocese, help may be available from the Diocesan Surveyor.

The Safeguarding section of the Diocesan website contains a wealth of information on policy and practice guidance, all of which has been approved by the House of Bishops <http://www.elydiocese.org/safeguarding/policy-and-practice-guidance> .

FACING PROFESSIONAL CHALLENGES

What about professional conduct, disciplinary rules and procedures?

The *Guidelines for the Professional Conduct of Clergy* are available via the Diocesan website: <http://www.elydiocese.org/ministry-and-training/clergy/clergy-handbook>

The disciplinary rules and procedures applicable to your post are contained in the Clergy Discipline Measure 2003 and the Ecclesiastical Jurisdiction Measure 1963.

Is there a Diocesan policy on bullying and harassment?

The Diocese is committed to creating a harmonious working environment, which is free from harassment or bullying and in which everyone is treated with dignity. Diocesan policy and procedure can be found in the document *Dignity at Work (2017)*, available at: <http://www.elydiocese.org/ministry-and-training/clergy/clergy-handbook>

What if I feel the need to raise a concern about something?

The Diocese of Ely is committed to the highest possible standards of integrity and recognises that clergy and others are often the first to become aware of or identify serious concerns. In light of this, the Diocese has developed a *Whistleblowing Policy (2017)* which is available on the Diocesan website at: <http://www.elydiocese.org/ministry-and-training/clergy/clergy-handbook>

What if I should have a grievance of some kind?

If you have a grievance, you are encouraged to take it up informally in the first instance, and, if appropriate, consider mediation. This will not affect your right to require formal consideration of your grievance.

The Archbishops' Council has issued a Code of Practice under Regulation 32 containing a procedure for enabling a member of clergy to seek formal redress for grievances. You may seek redress by using that procedure, which, together with the supporting advice issued alongside it, can be obtained from the diocesan office or from

What are the policy and procedures concerning capability?

The Archbishops' Council has issued a Code of Practice under Regulation 31. Diocesan Bishops are required to have regard to this Code if they have grounds for concern about the performance of an office holder and institute an inquiry into his or her capability. A copy of this Code – and the supporting advice issued alongside it – is available on the Diocesan website or from www.common tenure.org.

A capability procedure may be instigated where an office holder's performance gives cause for concern. It may, in the last resort, lead to removal from office in cases where performance is not satisfactory and fails to improve.

You have a right of appeal to an employment tribunal if removed from office on grounds of capability.

RETIREMENT AND PENSIONS

Is there any help to prepare for retirement?

Pre-retirement courses and mid-career courses are available as part of the annual programme of Ministry Training and Workshops. See the latest issue of the *Training, Workshops and Dates for your Diary* booklet issued by the Ministry Division.

If you feel you may need to retire on the grounds of ill health, you should talk to your Archdeacon in the first instance.

What pension arrangements are in place?

If you hold a stipendiary post, your service is pensionable within the terms of the Church of England Funded Pensions Scheme. Further information on this is available at: <https://www.churchofengland.org/more/pensions/clergy-pensions>

If you hold a non-stipendiary post, your service is not pensionable.

Does the Diocese of Ely welcome retired priests?

The Diocese of Ely benefits from a considerable number of retired priests, well over 150 in number, most with Permission to Officiate. They represent 'a wealth of wisdom and treasure of talent' as they serve alongside stipendiary and self-supporting clergy throughout the Diocese.

A team of Retired Clergy Officers seeks to support all retired clergy in the diocese through personal contact and an annual programme of events for clergy and their spouses/partners (including widows/widowers), including an annual conference and a service at Ely Cathedral. For more information go to:

<http://www.elydiocese.org/ministry-and-training/clergy/retired-clergy>