

Diocese in Europe – Financial Questionnaire

For use only in connection with the appointment of a new Chaplain – all questions must be answered

The Anglican Church of: ST NICHOLAS BASEL, SWITZERLAND Date of completing this form: JUNE 2025

Stipend

The annual gross stipend will be (local currency): **CHF 53,520** The annual sterling equivalent gross stipend will be (state exchange rate used): **GBP 48,168 using exchange rate of 0,9**

Have any allowances been included in the stipend? **NO**

If yes, please give full details and amount

Is the stipend taxable locally? **YES**

If Yes, at what rate? A tax rate of approximately 9-15% is applied to the total of stipend, housing and other benefits. The rate depends on the family situation. 3 examples are shown.

The stipend will be paid monthly:

YES, monthly by bank transfer

If no, please indicate regularity ie weekly / quarterly

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The stipend will be paid in: local currency / sterling

Swiss Francs

Note: in order that there is an awareness of an approximate net stipend a sample salary slip for (a) single person; (b) married person (no children); (c) married person (one child) showing all deductions must be attached.

The source(s) of the stipend will be:

Chaplaincy income from planned and occasional giving, collections and income from the Christmas bazaar.

If no stipend, or part-stipend-only is payable by the chaplaincy, please set out on a separate sheet how the office-holder will be supported, with any dependents

UK Citizens (stipendiary clergy): National Insurance Class II contributions:

NO as we are required by Swiss Law to pay into the state Swiss Pension Scheme AHV. The incumbent may choose to make their own voluntary NI contributions

Non-UK citizens (stipendiary clergy): contributions to similar national scheme

NO (As above)

Chaplaincy paying contributions to the Church of England Funded Pension Scheme (CEFPS) ?

NO

Bishop's Licence

The duration of licences is governed by Sections 17A and 17B of the Diocesan Constitution. Licences are in principle of unlimited duration, but subject to the conditions in these Sections. In particular, in accordance with Section 17B 1 (i) and in order not to prejudice the interests of the licence holder or the diocese, the Bishop may grant a limited term licence to a postholder.

Pension

Clergy who do not meet the requirements of the CEFPS will need to have alternative arrangements provided: any alternative must be a contributory scheme, and offer equivalent or comparable benefits to the CEFPS – it will remain the case that the Chaplaincy will be responsible for such contributions.

Contributions to the CofE Pension Scheme will be paid by the Chaplaincy Council
Contributions to a pension scheme equivalent to or comparable with the CofE Pension Scheme will be paid by the Chaplaincy Council
(If so, which scheme?) **If no, go to next section and answer question.*

NO as we are required by Swiss Law to pay into a Swiss private pension scheme

YES the Chaplaincy Council will contribute into a local pension scheme

For posts where no stipend or a reduced stipend is being paid (normally to clergy who have retired and are in receipt of a CofE or other Church pension), contributions to the CofE Pension Scheme may not apply.

Is this the case for the post being offered?

N/A

**If no, please give explanation*

Residence

Address: The Chaplain is required to live in the Church apartment located above the Church offices. The address is 92 St Johann's Ring

Please provide a brief description of the rooms and size:
A large 1st and 2nd floor apartment with spacious kitchen, separate spacious living room, 2 bathrooms, 2 double bedrooms, 1 small bedroom, 1 study and a large attic space. A garden is included to the rear of the property.

Official phone 0041 (0)61 321 7477	Official email: admin@anglicanbasel.ch
furnished / partially furnished / unfurnished?	Chaplaincy Council will cover reasonable removal costs
Note the approximate distance from regular place(s) of worship:	2km

Expenses	
<i>Please indicate which of the following will be met by the Chaplaincy Council:</i>	
Rent	YES
Rates	N/A
Heating	YES
Water	YES
Electricity	YES
Gas	YES
Domestic Help	NO
Telephone & Official Usage	YES (excluding private calls)
Official Stationery	YES
Official Postage	YES
Official Entertaining Costs	YES
Provision of Chaplaincy Car & Associated Running Costs	YES – Chaplaincy car is provided including all running costs (the Chaplain has to contribute for private fuel costs)
Allowance for use of own car	NO
If Yes, give details of the allowance and / or rate per Km	
Provision of Garage or Garage/Parking Expenses	YES
Allowance / reimbursed costs for Other Modes of Transport	Actual costs for official business will be reimbursed
Any other expenses covered by the Chaplaincy Council?	Yes
*If yes, give details	Mobile phone and internet access will be paid by the Chaplaincy
Other Financial Benefits or Benefits in Kind	
Please note any other benefits that may apply to the Office Holder:	Up to 40 hours German language group lessons will be paid for each family member. Is tax payable locally on other financial benefits or benefits in kind?
Is tax payable locally on other financial benefits or benefits in kind? Yes/ No	YES – tax is payable on the benefits for housing cost and other benefits – examples will be provided.
If No, give explanation.	
Annual Leave	
There is an entitlement to thirty-six days annual leave and a typical pattern might be a week's leave after Christmas and Easter (including where possible a Sunday) and the remaining entitlement at other times of the year, after consultation with the wardens. The approval of the Archdeacon must be sought if there is a wish to be absent from the Chaplaincy for more than three consecutive Sundays.	
Maternity, Paternity, Parental and Adoption Leave	
There is an entitlement to Maternity, Paternity, Parental and Adoption leave, and time off to care for dependents in accordance with directions given by the Archbishops' Council as Central Stipends Authority.	

Medical Cover

It is a Diocesan requirement for ****stipendiary licensed clergy and their families** to be fully covered for medical care. This must be in place from the date of the commencement of the term of office. The cost must be covered by the Chaplaincy Council. The level of benefit must cover the full costs of treatment, including hospital treatment, in the country concerned, and provision made for all emergencies including repatriation where necessary.

Note(s)

1. Fully covered means that there must be no cost to the Office Holder.
2. *This may not apply to a few clergy more usually assistant clergy in the NSM (Non-Stipendiary Ministry) or SSM (Self-Supporting Ministry) category: refer to the Remuneration Information in the Recruitment Pack for a post or to the Remuneration / Financial Information provided by the Senior Chaplain / Chaplain / Chaplaincy Council at the beginning of any recruitment process.
3. **stipendiary would include those who receive a benefit in kind eg House for Duty.
4. Costs of dental treatment are not covered by the Chaplaincy Council and, therefore, are the responsibility of the Office Holder.

National / State Scheme in country of residence (name of scheme & details):	NO – not applicable in Switzerland
Private Health Insurance Scheme (name of scheme & details):	YES – A sum of up to 500CHF/ family member to cover the cost of obligatory medical insurance, accident insurance and hospital treatment in a public ward. Support will be given in the choice of a suitable insurer. Dental costs are generally not covered in the medical insurance in Switzerland and will be the responsibility of the post holder.
Repatriation Scheme (name of scheme and details):	N/A

CME

The appointee agrees to take part in the Diocesan programme of CME. The Chaplaincy Council undertakes to make provision for CME at the rate approved each year by the Diocesan Board of Finance. Note that arrangements vary between Archdeacons. CME Guidance Notes are available from the Diocesan Office or on the Diocesan Website: www.europe.anglican.org/. The Chaplaincy Council make an annual contribution towards this cost (£200 per annum as from 01/01/12) set by the DBF.

Sabbatical Leave

Policy and Guidance Notes available from the Diocesan Office or on the Diocesan Website: www.europe.anglican.org/

Ministerial Development Review

MDR Policy available from the Diocesan Office or on the Diocesan Website: www.europe.anglican.org/

Capability Procedure

Policy available here <https://europe.anglican.org/downloads/resources/diocese-in-europe---capability-procedure-for-office-holders---march-2020.pdf>

Grievance Procedure

Policy available here <https://europe.anglican.org/downloads/resources/diocese-in-europe---grievance-procedure-for-office-holders---march-2020.pdf>

Local Law

Please indicate whether there are any local legal requirements which have a material effect on any of the above:

Travel and Removal Costs

Travel for Office Holder and family at the **start and end** of the appointment:

Chaplaincy Council pays

Cost of transporting personal effects at the **start and end** of the appointment:

Chaplaincy Council pays

Cost of storage of furniture to be met by Chaplaincy Council:

NO

Cost of removal to storage to be met by Chaplaincy Council:

NO

Financial Confirmation (A budget projection for 3 years must be attached)

Is the package being offered sustainable for at least 3 years out of Chaplaincy and other agreed funding? YES

Have there been any unusual financial variations during the previous 3 years that may affect the sustainability of the package? NO
If yes, give details

Are there any future exceptional factors within the next 3 years that will decrease Chaplaincy income or the number on the Electoral Roll? NO
If yes, give details

If a Diocesan grant is needed to support the package, has this been agreed and confirmed by the Diocesan Finance Committee? N/A

If no, has a formal application been made to the Diocesan Finance Committee? N/A

Signatures

Please ensure that ALL sections are completed, and questions answered before submission.

Signed for the Chaplaincy Council by:

Churchwarden (1): Eleanor Arnander
Eleanor Arnander

Churchwarden (2): Philip Smith
Philip Smith

Treasurer: Michael Pickering
Michael Pickering