

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: HOLY TRINITY, Madeira

Date of completing this form: 1st November 2025

Stipend

The annual gross stipend will be (local currency):

€24,000,00 (Sundays and three days)

The annual sterling equivalent gross stipend will be (state exchange rate used): **1:18 (£:€) = £20,339:00**

Have any allowances been included in the stipend?

NO

If yes, please give full details and amount

n/a

Is the stipend taxable locally? **YES**

If Yes, at what rate? **7.76%**

If No, give explanation.

The stipend will be paid monthly:

If no, please indicate regularity ie weekly / quarterly

Yes (Total Stipend divided into 14 equal payments with 2 payments being made in August and December each year)

The stipend will be paid in: **local currency (€)**

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:

Associacao Holy Trinity Church funds

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

n/a

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

NO

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

NO

Chaplaincy paying contributions to the Church of England

NO

Funded Pension Scheme (CEFPS) ?

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

No

Contributions to a pension scheme equivalent to or comparable with the CoFE Pension Scheme will be paid by the Chaplaincy Council

No

(If so, which scheme?) **If no, go to next section and answer question.*

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?

Yes

**If no, please give explanation*

Residence

Address: **The Parsonage**

18-20 Rua Quebra Costas

Funchal

Madeira, 9000-034

Please provide a brief description of the rooms and size:

Large 3 bedroom (plus 1 box room) self-contained, furnished apartment with 2 bathrooms, kitchen and a large, covered outside terrace area - situated on the upper floor of an old, colonial style, building - situated in the Church Grounds, which houses communal parish rooms and a large, well equipped catering kitchen on the ground floor

Official phone	Official email: htcmadeira@gmail.com
Furnished	
Note the approximate distance from regular place(s) of worship:	15 metres

Expenses	
<i>Please indicate which of the following will be met by the Chaplaincy Council:</i>	
Rent	Yes
Rates	Yes
Heating	Yes
Water	Yes
Electricity	Yes
Gas	n/a
Domestic Help	Yes (Cleaner 3-4 hours per week)
Telephone & Official Usage	Yes
Official Stationery	Yes
Official Postage	Yes
Official Entertaining Costs	Yes
Provision of Chaplaincy Car & Associated Running Costs	Yes (if required)
Allowance for use of own car	No
If Yes, give details of the allowance and / or rate per Km	n/a
Provision of Garage or Garage/Parking Expenses	On-Site
Allowance / reimbursed costs for Other Modes of Transport	Yes
Any other expenses covered by the Chaplaincy Council?	Yes as agreed by the church wardens / Chaplaincy Church Council
*If yes, give details	Attendance at Archdeaconry Synod
Other Financial Benefits or Benefits in Kind	
Please note any other benefits that may apply to the Office Holder: None	
Is tax payable locally on other financial benefits or benefits in kind? N/A If Yes, at what rate?	
If No, give explanation. House for Duty clergy post only	
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. The approval of the Archdeacon must be sought if there is a wish to be absent from the Chaplaincy for more than four 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 <u>may not</u> 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	Yes Scheme Portuguese National Insurance System

scheme & details):	Detail	
Private Health Insurance Scheme (name of scheme & details):	Yes	Scheme Detail For up to first 12 months (if required)
Repatriation Scheme (name of scheme and details):	No	Scheme Detail
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 Archdeaconries. 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? If yes, give details	No
Are there any future exceptional factors within the next 3 years that will decrease Chaplaincy income or the number on the Electoral Roll? If yes, give details	No
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): **Jonathan Pestana-Calvert**

Churchwarden (2): **Joy Menezes**

Treasurer: **Ian Norris**