Statement of Particulars of Office for the «Title» «ChristianNames» «Surname»

As Vicar of Everton St George

This Statement is issued under Regulation 3(1) of the Ecclesiastical Offices (Terms of Service) Regulations 2009 ("the Regulations"). All references to the particular numbered Regulations are to the relevant provision or provisions of the Regulations, and references to Sections of the Measure are to the relevant provision or provisions in the Ecclesiastical Offices (Terms of Service) Measure 2009.

Copies of the Ecclesiastical Offices (Terms of Service) Measure and Regulations 2009 are available at www.commontenure.org or from your diocesan office.

1 Appointment and office

This statement is issued by Mike Eastwood, Diocesan Secretary, the officer of the diocese nominated for this purpose under Regulation 3 by the Bishop of Liverpool.

It relates to your terms of service.

Your appointment took effect on «Appointment_Started».

2 Termination of appointment

You are required to give at least 3 months' notice before resigning your appointment. This period may be waived by agreement between you and the diocesan bishop.

Your term of office may be terminated only in accordance with the circumstances set out at Section 3 of the Measure.

3 Stipend, grants and other benefits

The office you hold is a full-time stipendiary post.

Under Regulation 11, you are entitled to a stipend of at least the National Minimum Stipend specified by the Central Stipends Authority.

The amount of your stipend is £24,895 per annum as at 1 April 2017 as approved by the Diocesan Synod, payable by BACS transfer on the last working day of the month.

You will receive each month an itemised statement of stipend from Payroll Services, who will also notify you of any change in the amount of stipend payable.

The body responsible for the payment of the stipend is the Diocesan Board of Finance.

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The Diocese of Liverpool
is an operating name of Liverpool Diocesan Board of Finance
a company limited by guarantee, no. 18301 and a registered charity, no. 249740
Registered address: St James' House, 20 St James Road, Liverpool, L1 7BY

You must give details to the diocesan office of any additional income you receive arising from your office. For further details, see your online clergy handbook on the diocesan website.

4 Parochial and other fees

You are not entitled to receive parochial fees.

5 Expenses

You are entitled to the reimbursement of expenses reasonably incurred in connection with the exercise of your office. Reimbursement is the responsibility of the parochial church council(s) of the parish(es) in which you serve. For further details, see *The Parochial Expenses of the Clergy: a guide to their reimbursement*, published by the Central Stipends Authority, and available on the Church of England website.

6 Housing

You are required for the better performance of your duties to occupy the parsonage house belonging to the benefice at:
St George's Vicarage
40 Northumberland Terrace
Liverpool L5 3QG

Your rights and responsibilities in connection with your housing are set out in the Repair of Benefice Buildings Measure 1972 and other legislation, which can be obtained at www.commontenure.org or from your diocesan office.

The house you occupy is owned by the Diocesan Board of Finance.

7 Ministerial development reviews

You are required by Regulation 18 to co-operate in any ministerial development review undertaken under that regulation.

Further details can be found in the online clergy handbook on the diocesan website.

8 Continuing ministerial education

You are required by Regulation 19 to participate in arrangements approved by the diocesan bishop for your continuing ministerial education.

Further details can be found in the online clergy handbook on the diocesan website.

9 Rest periods and annual leave and time off

You should follow the arrangements in your diocese for reporting leave and covering absence.

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Rest periods

You are entitled to an uninterrupted rest period of 24 hours in each period of seven days.

Your weekly rest period may not normally be taken on a Sunday, Christmas Day, Epiphany, the Annunciation of the Blessed Virgin Mary, Ash Wednesday, Maundy Thursday, Good Friday and Easter Day, Ascension Day, Whitsunday or Pentecost, Trinity Sunday, Patronal Festivals and All Saints' Day.

Annual leave

Enter number of leave days remaining at [n]

In the remainder of the leave year, which begins on 1 February, in which you were appointed, you are entitled to [n] days' annual leave, and thereafter to you are entitled to 36 days' annual leave in each leave year.

You are entitled in addition to 8 days for bank holidays or in lieu of bank holidays.

Your days of annual leave may not normally be taken on Christmas Day, Epiphany, the Annunciation of the Blessed Virgin Mary, Ash Wednesday, Maundy Thursday, Good Friday and Easter Day, Ascension Day, Whitsunday or Pentecost, Trinity Sunday, Patronal Festivals and All Saints' Day.

You should not take annual leave on more than 6 Sundays a year or more than 3 consecutive Sundays.

All annual leave and bank holidays are pro-rata for part time posts.

For further information on leave in the diocese, see the online clergy handbook on the diocesan website.

Special leave

The Bishop may allow you an additional period of special leave in particular circumstances.

For further information see the online clergy handbook on the diocesan website.

Maternity, paternity, parental and adoption leave and time off work to receive ante-natal care

You are entitled to maternity, paternity, parental and adoption leave (as applicable), under Regulation 23 and the Ecclesiastical Offices (Terms of Service) Directions 2010. These provide that an office holder is entitled to maternity, paternity, parental and adoption leave for the same periods and subject to the same conditions as apply in the case of an employee under the Employment Rights Act 1996 and regulations made under that Act. This includes shared parental leave. These entitlements are subject to any relevant changes in the applicable legislation.

You are entitled to time off to receive ante-natal care as specified in Regulation 25.

Time off work to care for dependants

You are entitled to request time off, or adjustments to the duties of the office, to care for dependants in accordance with the Ecclesiastical Offices (Terms of Service) Directions 2010.

For further details, see the guidance issued by the Archbishops' Council in 2015 at https://www.churchofengland.org/sites/default/files/2017-11/Parental%20Pay%20and%20Leave%20Advice%20December%202015.pdf and your online clergy handbook on the diocesan website.

Time off for public duties

You are entitled to spend time on public duties, as specified in Regulations 24 and 26.

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You shall not suffer any reduction in stipend for time spent on public duties unless specified otherwise in the online clergy handbook on the diocesan website.

10 Sickness

Your obligations and rights if you are unable to perform your duties because of sickness are set out in Regulations 27 and 28.

If you are stipendiary, you are required

- to inform the officer of the diocese designated for this purpose if you are unable to perform the duties of your office because of illness for any period of one day or more
- to provide a medical certificate for absence of more than 7 days.

Whether you are stipendiary or not, you are required to use all reasonable efforts to make arrangements for the duties of your office to be performed by another person during any absence because of illness – which may, where appropriate, consist of notifying a responsible person or authority of the absence.

Where you are unable to perform your duties due to sickness, please follow the reporting process as outlined in the online clergy handbook on the diocesan website.

This is important for purposes of calculating sick pay.

11 Pension

Your service is pensionable within the terms of the Church of England Funded Pensions Scheme.

There is no contracting-out certificate in force stating that the office is contracted out employment for the purposes of Chapter 1 of Part III of the Pensions Schemes Act 1993.

12 Disciplinary procedure

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

13 Capability procedure

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 - can be obtained from the diocesan office or from https://www.churchofengland.org/sites/default/files/2017-11/Capability%20Procedure%20Code%20of%20Practice%20Supporting%20Advice.pdf.

14 Grievance procedure

The Archbishops' Council has issued a Code of Practice under Regulation 32 containing a procedure for enabling an office holder to seek redress for grievances.

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If you have a grievance, 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 www.commontenure.org .

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 under the procedure.

15 Respondent in employment tribunal proceedings

The body to be treated for the purpose of the Regulations as the respondent in any proceedings you might bring before an Employment Tribunal is the Diocesan Board of Finance of the Diocese of Liverpool.

(signed) _____

Date _____

Mike Eastwood, Diocesan Secretary

Officer of the diocese nominated for this purpose under Regulation 3 by the Bishop of Liverpool

I acknowledge receipt of this Statement of Particulars

(signed) _____

Date _____

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