

**DIOCESE OF CHELMSFORD**  
**Summary of Standard Terms of Appointment**

The following clauses constitute a summary of the standard terms of appointment and remuneration for the full time stipendiary clergy within the Diocese of Chelmsford. Further details can be obtained from the Diocesan Office.

**Terms of Service:** Clergy are appointed as office holders in accordance with the Ecclesiastical Offices (Terms of Service) Regulations which came into force in January 2011, and are also subject to statutory provision including (but not limited to) the Pastoral Measure 1983, and the Clergy Discipline Measure 2003. Non-office holders are employed on a Diocesan contract.

**Stipend:** Stipendiary clergy receive a stipend, or maintenance allowance, to allow them to live and minister without undue financial worry. From the 1 April 2018 the standard stipend for full time ministers of incumbent status in the Diocese of Chelmsford is £26,350. This is paid monthly in arrears by the Church Commissioners, on behalf of the Diocese, on the last working day of each month.

**Pension:** Stipendiary Office Holders are automatically enrolled into the Church of England Funded Pension Scheme (commonly known as the “clergy pension scheme”). This is a non-contributory defined benefit scheme. .

**Housing:** An unfurnished house is provided rent free for the post holder and their family for the better performance of duties during the tenure of the post. In certain circumstances a housing allowance may be paid as an alternative to provision of a house.

**Utilities:** Water Rates and Council Tax are payable by the Diocese. The post holder is responsible for heating, lighting and cleaning. Clergy are encouraged to keep detailed records of utility costs for tax purposes.

**Fees:** Stipendiary Office Holders are not entitled to statutory fees for weddings, funerals and some other services. Such fees are payable to the Diocesan Board of Finance and the PCC.

**Expenses:** Expenses necessarily incurred in carrying out ministry are the responsibility of the Parochial Church Council.

**Grants:** A resettlement grant of £2,428 is paid to assist with incidental cost of relocation. In some cases a decorations grant of up to £1,000 may also be provided. In addition, a first appointment grant of £2,428 is paid on taking up a curacy or a first incumbency (figures as from 1 April 2018).

**Removal expenses:** The Diocese pays for reasonable removal costs within the UK mainland, subject to verification by the diocesan office. In the case of a removal from overseas, the Diocese pays only those costs incurred from the port of entry.

**Pre-appointment checks:** Candidates should note that the Diocese will typically require a clear Enhanced DBS check; confirmation that the candidate has the right to reside and work in the UK; and a current Clergy Status Letter, in accordance with national guidelines. The Bishop also reserves the right to require an occupational health check. You will need to confirm to us that you have completed Safeguarding Training that complies with national guidance and requirements to “C3” standard by providing a certificate of training or other sufficient evidence.