



Chelmsford Diocesan Board of Finance

Summary of Standard Terms of Appointment for Stipendiary Clergy

The following information provides a summary of the standard terms of appointment and remuneration for stipendiary clergy within the Diocese of Chelmsford. Further details can be obtained from the HR Team at the Diocesan Office by emailing HR@chelmsford.anglican.org

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. There are some examples where clergy are employed under an employment contract with the Chelmsford Diocesan Board of Finance, and they will receive separate information about their appointment.

Stipend: Stipendiary clergy receive a stipend to allow them to live and minister without undue financial worry. From the 1 April 2023, the standard stipend for full-time ministers of incumbent status in the Diocese of Chelmsford is £29,926 per annum. 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. Further information about the scheme can be found [here](#).

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. Further information about housing can be found at the [Property pages of the Diocesan website](#) and the [Guide for Residents](#).

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.

Heating, Lighting and Cleaning (HLC): The HLC scheme allows stipendiary clergy to claim tax relief on the heating, lighting, cleaning, and garden upkeep (HLC) of your official property. It is viewed as a taxable benefit. Further information about the scheme can be found [here](#), including the eligibility criteria, costs covered by the scheme and how the scheme works.

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 Parochial Church Council (PCC).

Expenses: Expenses necessarily incurred in carrying out ministry are the responsibility of the PCC.



Grants: A resettlement grant of £2,680 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 £2,680 is paid on taking up a curacy or a first incumbency (figures as from 1 April 2023).

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.

Safeguarding Training: You will need to confirm that you have completed the relevant Safeguarding Training that complies with national guidance and requirements by providing a certificate of training or other sufficient evidence or undertake this as soon as possible after commencing in role.

Handbook for Ecclesiastical Office Holders: the Handbook provides further information about matters relating to Clergy Terms of Service and individual responsibilities. It can be accessed [here](#).