

**Statement Of Particulars For A INSERT HERE**  
**Ecclesiastical Offices (Terms of Service) (Isle of Man) Regulations 2012**

Statement of Particulars of Office for the Reverend .....

as XXXXX of the parish of ..... within the benefice of .....

This Statement is issued under regulation 3(1) of the Ecclesiastical Offices (Terms of Service) (Isle of Man) Regulations 2012 ("the Regulations"). All references to 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 as it has effect in the Isle of Man ("the Measure").

Copies of the Diocese Handbook and Parsonages Handbook referred to in this statement may be inspected at the Bishop's office. Copies of the Measure and the Regulations are available on the Diocesan Registry website.

**1 Appointment and office**

This statement is issued by the Archdeacon of Man, the officer of the diocese nominated for this purpose under regulation 3 by the Bishop of Sodor and Man.

It relates to your terms of service.

Your appointment took effect on .....

You held office under common tenure from .....

**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 Bishop.

Your office may be terminated only in accordance with the circumstances set out in 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 £..... per annum as approved by the Diocesan Synod, payable by BACS transfer on the 28th of the month.

If in post on 1 April in any year, you are also entitled to a travel allowance of £....., payable with the April instalment of your stipend.

You will receive each month an itemised statement of stipend from the Diocesan Treasurer, 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 Sodor and Man Diocesan Board of Finance.

For further details of how your stipend is calculated, see the Diocese Handbook.

You must give details to the Diocesan Treasurer of any additional income you receive arising from your office. For further details, see the Diocese Handbook.

#### **4 Parochial and other fees**

You are entitled to receive certain fees in accordance with the current orders made under the Ecclesiastical Fees Measure 1986, the Burials Act 1986 and the Marriage Act 1984. Those fees are payable by you to the Diocesan Board of Finance, and you must report all fees received by you to the Diocesan Treasurer.

#### **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 of the parish of ..... in which you serve.

For further details, see [Diocesan Treasurer Fees and Benefits](#)

#### **6 Housing**

You are required for the better performance of your duties to occupy the parsonage house belonging to the benefice at .....

Your rights and responsibilities in connection with your housing are set out in the Parsonages Handbook.

You are not entitled under section 4(1) to be provided by the Diocesan Board of Finance with a house of residence as your office has been designated under section 4(2) as one to which section 4(1) does not apply.

Your place of residence is treated as your place of work (though you are entitled to privacy there), but in addition you will be provided as required with a workspace and meeting place in the parish in which you serve.

#### **7 Working time**

##### **Rest periods**

You are entitled to an uninterrupted rest period of 40 hours (from 5.00 pm on day 1 to 9.00 am on day 3) in each period of 7 days (or time off in lieu). -

The intervening day (day 2) may not be (a) a Sunday; (b) Christmas Day; (c) Good Friday; (d) Ascension Day.

## **Annual leave**

The leave year begins on 1st January

You are entitled to 42 days' annual leave in each leave year, and so in proportion for any part of a leave year in accordance with regulation 22. You are entitled in addition to the bank holidays fixed under the Bank Holidays Act 1989 (or time off in lieu).

You are required to take annual leave of up to one week (i) in the month following Christmas and (ii) in the month following Easter.

Your days of annual leave may not be taken on

- a) more than 6 Sundays a year;
- b) Christmas Day;
- c) Good Friday;
- d) Easter Day;
- e) Ascension Day;
- f) Whitsunday or Pentecost.

You may not take more than 3 consecutive weeks' annual leave without the Bishop's permission. You may carry forward not more than 7 days' annual leave to the following leave year.

You are required to inform the officer of the diocese designated for this purpose of your intended arrangements for annual leave and for the performance of the duties of your office in your absence.

## **Time off in lieu**

If you do not take a rest period or leave on a bank holiday, you may take time off in lieu, except that time off in lieu (a) may not be taken on more than 2 days in any period of one month; (b) may not exceed 3 consecutive days; (c) may not be taken more than 3 months after the rest period or bank holiday in question.

For further information on leave, see the Diocese Handbook.

## **Special leave**

The Bishop may grant you an additional period of special leave (paid or unpaid) in particular circumstances.

## **Maternity, paternity, parental and adoption leave and time off work to care for dependants**

You are entitled as appropriate to maternity, paternity, parental and adoption leave, all as specified in regulation 23 and in the Ecclesiastical Offices (Terms of Service) Directions 2012, and time off to receive ante-natal care as specified in regulation 25.

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 2012.

For further details, see the Diocese Handbook.

## **Time on public duties**

You are entitled to spend time on public duties, as specified in regulations 24 and 26. You will not suffer any reduction in stipend for time spent on public duties, except the amount of any

attendance allowance which you are entitled to receive. You must report all such entitlements and payments to the Diocesan Treasurer.

## **8 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 on the diocesan website at [www.sodorandman.im](http://www.sodorandman.im)

## **9 Continuing ministerial education**

You are required by regulation 19 to participate in arrangements approved by the Bishop for your continuing ministerial education. Where appropriate this may include an annual retreat.

Further details can be found on the diocesan website at [www.sodorandman.im](http://www.sodorandman.im)

## **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.

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 arrangements for cover in case of sickness, see the Diocese Handbook.

## **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 Part III of the Pensions Schemes Act 1993. Information about the Scheme is available on the Church of England Pensions Board website ([cepb.org.uk](http://cepb.org.uk)).

## **12 Disciplinary procedures**

The disciplinary rules and procedures applicable to your office are contained in the Clergy Discipline Measure 2003 and the Ecclesiastical Jurisdiction Measure 1963, as those Measures have effect in the Isle of Man.

## **13 Capability procedure**

The Archbishops' Council has issued a Code of Practice under section 8 of the Measure as it has effect in England dealing with capability procedures. The Bishop is required to have regard to this code, so far as applicable to the Isle of Man, if he has 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 with it, is included in the Diocese Handbook.

## **14 Grievance procedure**

The Archbishops' Council has issued a Code of Practice under section 8 of the Measure as it has effect in England containing a procedure for enabling an office holder to seek redress for grievances. A copy of this code, and the supporting advice issued with it, is included in the Diocese Handbook.

If you have a grievance, you may seek redress by using that procedure (so far as applicable to the Isle of Man). 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.

Information on advice and support can be obtained from the Manx Industrial Relations Service ([www.gov.im/mirs/](http://www.gov.im/mirs/)).

## **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 the Employment Tribunal is the Sodor and Man Diocesan Board of Finance.

***Date:***

***Signed:***

Officer of the diocese nominated by the Bishop of Sodor and Man for this purpose under regulation 3 of the Ecclesiastical Offices (Terms of Service) (Isle of Man) Regulations 2012

***I acknowledge receipt of this Statement of Particulars***

***Date:***

***Signed:***