

The majority of clergy in the Church of England hold their Ecclesiastical Office under Common Tenure.

The Ecclesiastical Offices Terms of Service Legislation Measure (2009) is a significant piece of legislation that created Common Tenure. It provides for the appointment and termination of office and for the making of Regulations on various different matters. A Measure passed by the General Synod and then passed by Parliament is equivalent, in law, to an Act of parliament.

The Ecclesiastical Offices Terms of Service Regulations (2009) cover a range of matters, including Statement of Particulars, entitlement to stipend, Ministerial Development Review, entitlement to maternity, paternity, shared parental leave and of capability and grievance procedures.



The number of occasions since 2009 as Common Tenure has worked through made.

Manchester Diocese

# Terms of Service legislation, regulations and guidance

- [Terms of Service Regulation: composite](#) (335.07 KB)
- [Age Limit Measure](#) (237.28 KB)
- [Interim Posts basic guidance](#) (244.07 KB)
- [Interim posts supplementary advice](#) (248.51 KB)
- [Ecclesiastical Terms of Service \(2009\) Measure](#) (146.35 KB)
- [Ecclesiastical Offices Regulations 2009 Capability Procedure](#) (120.43 KB)
- [Capability Procedure Code of Practice Supporting Advice](#) (1.12 MB)
- [Ministerial Development Review Guidance](#) (43.32 KB)
- [Requesting time off or adjustments to care for a dependant - April 2019](#) (161.21 KB)
- [House of Bishops Policy on PTO July 2018](#) (444.68 KB)
- [Clergy Appointments Guidance 2015](#) (366.75 KB)
- [Annexes to the Guidance](#) (446.48 KB)
- [Clergy application form](#) (385.39 KB)
- [Guidance on appointing clergy to offices without a stipend](#) (387.01 KB)
- [Guidance on housing flexibility for clergy office holders](#) (374.13 KB)

From the introduction of Common Tenure an office holder who is occupying a full-time stipendiary post is entitled to receive an annual stipend of not less than the National Minimum Stipend (NMS). The NMS is also used to calculate the value of the clergy pension on retirement. The Archbishops' Council sets the level of the NMS each year and recommends a National Stipend Benchmark (NSB) for incumbents and clergy of incumbent status. An annual **Central Stipends Authority Report** to General Synod explains the stipend setting process and sets out the stipends paid in the previous year and recommendations for the coming year.

Recommendations are made on the basis that parochial expenses are reimbursed in full. If clergy do not claim all their expenses, or their expenses are not fully reimbursed, they are receiving less than their full stipend. The **Parochial Expenses of the Clergy** is a guide for PCCs to ensure that clergy expenses are reimbursed in full.

## Stipend and expenses

- [Parochial expenses](#) (466.34 KB)
- [House for Duty Guidance](#) (178.21 KB)
- [Central Stipends Authority \(CSA\) Report 2022](#) (474.45 KB)

Fair and transparent terms and conditions contribute to well-being at work. Access to adequate and timely support at times of ill health are particularly significant to maintaining the well-being of clergy. So too are mechanisms for addressing incidents of bullying and harassment. The Remuneration and Conditions of Service Committee is currently reviewing how policy and practice can better support clergy in their personal thriving and ministerial flourishing.

## Well-being

- [Occupational health: guidance](#) (107.88 KB)
- [Ministry of retired clergy \(under review\)](#) (181.8 KB)
- [Grievance Procedure: code of practice](#) (42.95 KB)
- [Grievance procedure: supporting advice](#) (63.64 KB)

## Dignity at Work

Every diocese should have its own dignity at work policy and anti-bullying and harassment policy.

You can view two examples below:

- [Diocese of Norwich Dignity at work policy](#)
- [Diocese of Derby Dignity at work policy](#)

Please note that a previous 2008 document *Dignity at Work* is no longer current

## Disability

The guidance below provides suggestions to help dioceses and employers support deaf and disabled ministers in applying for support from the Government's Access to Work scheme.

- [Guidance on Access to Work](#)

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