

Remuneration of Chaplains

Managing Expectations

This User Guide provides advice for chaplaincies as to what should be expected of a Chaplain dependent on the nature of the remuneration package (particularly the monetary element, accommodation, and pension support). It applies to clergy appointed and licensed as Chaplain/Assistant Chaplain to a specific chaplaincy post. It does not apply to clergy holding a 'Permission to Officiate' (PtO) who provide occasional support to a chaplaincy.

Introduction

For information, the following should be noted: Irrespective of the nature of the remuneration package, there are four canonically minimal expectations of a Chaplain's role:

Leading worship on Sundays and the principal holy days as defined by Canon B6*.

Conducting weddings, baptisms and funerals as required (noting that funerals can also be led by a trained Lay Reader).

Where possible, providing a priestly presence at times of emergency need (for example serious/life threatening illness and death).

Chairing Chaplaincy Councils as required. You can find more information on the broader role of a Chaplain in a further User Guide.

A 'remuneration package' may include the following three principal elements:

A monetary element: In England this is known as the 'Stipend' and is intended to enable the clergy person to

exercise their ministry without the need to take another job in order to earn their living. Across the nations in which we minister, there are differing legal requirements in respect of financial matters and therefore we have not used the term 'stipend'. However, the Diocese's position is that this does not change the intent of this element of a remuneration package.

Chaplaincies should consult with their Archdeacons to identify what is a sensible sum taking account of local circumstances and set against the UK average 'stipends'.

Any required support towards the Chaplain's pension. Unless the Chaplain elects to live in their own home, the provision of suitable accommodation (see further User Guide for what this means)

In addition, the overall package should identify any 'benefits in kind' including travel costs (either a chaplaincy car or the payment of appropriate travel expenses for chaplaincy duties) and medical insurance or equivalent.

Weekly 'time off':

It is a Diocesan requirement that all Chaplains are to have an uninterrupted rest period of 24 hours in any period of 7 days. The principle of proper time off is identical to expectations in other fields.

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The amount of time available for the Chaplain to take on tasks additional to the four canonically minimal expectations identified above must be proportional to the level of the three principal elements of the remuneration package (ie monetary, pension support and housing) and must allow for the diocesan requirements regarding 'time off'.

Wherever possible, the aim should be to seek a fully remunerated appointment (i.e. full monetary, pension support and accommodation provision) to enable Chaplains to fully apply themselves to their ministry and

growth within the chaplaincy. But where, for financial or other reasons, chaplaincies opt for a part-remunerated or a non-remunerated post it must be understood that this carries limitations on what a congregation can expect from the Chaplain.

Thus:

Full Remuneration: The Chaplain is appointed to a full-time post, and full remuneration (i.e. full monetary, pension support and accommodation provision) – this permits freedom to offer ministry during the week. This, together with any other ‘benefits in kind’ will be spelled out in a written agreement with representatives of the chaplaincy and the diocesan office linked to a Statement of Particulars agreed with the Bishop.

Reduced Remuneration: A licensed Chaplain will have terms and conditions (i.e. the level of monetary, pension support, accommodation and any other ‘benefits in kind’) spelled out.

Particular care is needed in agreeing the expectations on the Chaplain when there is less than full remuneration. Congregations should understand that time may be required by the Chaplain to undertake additional paid employment in order to supplement the chaplaincy remuneration package.

For guidance:

Accommodation might be given in return for the four canonically minimal expectations listed at the beginning of this Guide.

A reduced remuneration package would restrict the time available for the Chaplain to undertake duties beyond the four canonically minimal expectations. For example, a half-time model of working resulting from a package that is equivalent to half of a full remuneration could, dependent on the monetary element (and inclusion or not of housing and pension), involve Sundays plus 2 to 3 days during the week. If the package is a house, plus pension, plus half-monetary-remuneration, it may well be right to fix something closer to 3 days a week.

In all cases arrangements for chaplaincy accommodation, chaplaincy transport and the payment of expenses must follow the approach set out in the relevant User Guides.

In conclusion: whichever option for remuneration is agreed, everyone in the chaplaincy must have a clear understanding as to what this means regarding expectations of the availability of the Chaplain.

**Canon B6*

At the time of writing this User Guide, Canon B6 indicates that the feasts are: Christmas Day, Epiphany, the Annunciation of the Blessed Virgin Mary, Easter Day, Ascension Day, Pentecost, Trinity Sunday and All Saints’ Day, while the solemn days are Ash Wednesday and Holy Week, especially Good Friday.