



## **Clergy Retirement Officer:**

### **Role Description**

The pastoral care of the retired clergy and their spouses and civil partners living within a pastoral area of the diocese (“chaplaincy”) is primarily the responsibility of the chaplain or priest-in-charge. To assist them in this the Clergy Retirement Officer (CRO) shall provide good communication with the Bishops on behalf of the clergy, and with the Area Deans, the Archdeacons and the Pensions Board, if required.

- 1 The CRO is directly responsible to the Bishop to whom he or she refers, as appropriate, news of sickness, bereavement, financial or other needs, as well as matters for celebration.
- 2 The CRO shall encourage the work of the Retired Clergy Association.
- 3 Good links shall be maintained with the Pensions Board especially in the event of bereavement and changes of address.
- 4 A full, regularly updated address and contact list must be maintained of all clergy, spouses and civil partners. These will include NSMs (and OLMs) who have retired from the licensed ministry in the Diocese in Europe and are resident in the Diocese, as well as those from other English dioceses who have retired in Europe. Separated and divorced spouses should be included. These retirees may or may not hold the Bishop’s Permission to Officiate.
- 5 Changes in the address and contact list should be communicated as they occur to the Diocesan Secretary or his assistant, with a copy to the Archdeacon and lead bishop’s chaplain.
- 6 The CRO keeps abreast of charitable grants which may be available to clergy and widows in financial need. (Not all UK based charities are open to funding those resident in continental Europe).
- 7 Reasonable working expenses of the CRO are paid by the DBF, and travel if required must be approved in advance, if reimbursement is required.
- 8 Retired Clergy will be encouraged to register a next-of-kin address with the Diocesan Secretary where it will be kept securely in the database.
- 9 Retired Clergy will be encouraged to make known any gifts they feel they wish to offer to the churches of the diocese.
- 10 The CRO shall advise the bishops on appropriate ways to honour retired clergy, through a special service or social gathering.