

Locum Ministry in the Diocese in Europe

Our priests with Bishop's Permission to Officiate (PTO) provide an invaluable service to the Diocese by undertaking locum duties in chaplaincies during periods of vacancy, at holiday times and during times of sickness.

These notes are offered to Chaplaincies to enable them to welcome and support their Locum chaplains, and to priests to inform them about the duties expected of them when offering locum cover in the Diocese.

Booking locum cover

All priests undertaking any locum duty or ministry in the Diocese must hold the Bishop in Europe's Permission to Officiate (PTO), which is a guarantee that safeguarding checks and training are up to date. Details of priests with PTO who are resident in or near the Chaplaincy, and details of how a priest may apply for PTO can be obtained from the [Locum Ministry Administrator](#).

When a Chaplaincy is entering a period of vacancy, and at relevant intervals during the vacancy, the Churchwardens should contact the [Locum Ministry Administrator](#) for a list of PTO clergy who are available to serve. It is the Churchwardens' responsibility to discuss and discern with potential Locum priests, and then to proceed with inviting them and finalising travel dates. However, there is no obligation for the Churchwardens to invite a priest whom, after discernment, they do not consider to be suitable to serve in the Chaplaincy.

Often, there are priests known to the Chaplaincy whom the Churchwardens wish to invite to provide locum cover. The Churchwardens should ascertain (through contact with the [Locum Ministry Administrator](#) or the [Archdeacon](#)) that the priest in question holds a current PTO in Europe. (A PTO issued in another Church of England Diocese does not authorise the priest for ministry in Europe except in the circumstances detailed in section 3M of the Diocesan Protocols).

When booking a priest for locum cover, there is much to be gained by an open exchange of expectations by both parties at the outset.

Before a Locum priest is asked to book travel, the Churchwardens should:

- ❖ Ensure that potential Locum priests are fully briefed about the duties which will be expected of them, so that they can take an informed decision about whether to offer locum cover in the Chaplaincy
- ❖ Ensure that the remuneration offered by the Chaplaincy (see *Costs*, below) is acceptable to the Locum priest. Where travel expenses are to be covered, the priest should before booking, ascertain that the estimated cost of travel to be reclaimed from the Chaplaincy is acceptable to the Churchwardens.
- ❖ The [Locum Ministry Administrator](#) should be informed of the dates of Locum priests' presence in the Chaplaincy, so that the Diocesan records can be kept up to date.

Arrival

The Churchwardens should arrange for the Locum priest to be:

- ❖ Met on arrival at the airport, seaport or railway station and taken to the accommodation (usually the chaplaincy house)
- ❖ Taken round the house/apartment, and provided with domestic information about the accommodation including how to operate the telephone (fixed line and/or mobile); the heating/hot water system; the cooker; washing machine; what to do in the event of a power cut etc.
- ❖ Given directions to the local shops, doctor, hospital, dentist – and if in any way complicated, the Locum is taken on a tour of the area to have these places pointed out.
- ❖ Given directions to the church/es, cemeteries, crematoria.
- ❖ Given instructions on the use of the chaplaincy car (if there is one) including any restrictions and any road safety rules that might be unique to the country and also insurance and what to do in the event of an accident.
- ❖ Given a map (or Sat Nav) of the locality and chaplaincy for use in a car.
- ❖ Provided information about the use of public transport, bus, tram, train etc including where to buy tickets etc.
- ❖ Given directions to the church and any keys needed.
- ❖ Briefed on the affairs of the Parish / Church / Chaplaincy including diary events eg baptisms, weddings blessings, funerals.
- ❖ Informed of any people that are sick at home or in hospital or in other pastoral need.
- ❖ Given a list of local contacts eg priests in the locality; local funeral directors.
- ❖ Given the name and contact information of a member of the congregation who can be called upon to assist with any information needed or in case of difficulty if the Churchwardens are not available.

Accommodation

- ❖ The Churchwardens must ensure that the accommodation is ready for occupation ie has been cleaned; the beds made; clean linen provided; a few essential food items put in the cupboard / fridge; cleaning materials supplied.
- ❖ It is important that everything in the accommodation is working properly and that the property is in a good state of repair.
- ❖ A laptop/computer and printer with access to high speed internet and a TV able to receive UK TV programmes must be available for the Locum priest to use.

Costs

The Chaplaincy Church Council is responsible for paying:

- ❖ Travel costs, being the fares, as from UK, or if from outside the UK from the point of entry into Europe, of a Locum priest and any accompanying spouse. Locum priests should have due regard for economy when booking tickets.
- ❖ An honorarium at a rate set by the Diocesan Board of Finance (currently £150 a week), paid in local currency. Variations to the set amount must be agreed with the Archdeacon. Clergy already in receipt of a stipend do not receive an honorarium.

❖ Locum Rates where the cost of living is much higher than the UK should be according to the following table (as at June 2019):

Country	Archdeaconry	% Cost higher than UK	Weekly rate in GBP with currency equivalent
Denmark	Germany and Northern Europe	15%	£175 = DKK1,500
Iceland	Germany and Northern Europe	35%	£200 = ISK 27,525
Monaco	France	35%	£200 = €230
Norway	Germany & North	35%	£200 = NOK 2,240
Switzerland	Switzerland	50%	£225 = CHF 290

- ❖ The cost of all utilities including heating, lighting, telephone (fixed line/mobile) and high speed broadband.
- ❖ Authorized working expenses incurred by a Locum priest such as travel expenses (including for example, season tickets on public transport) or motoring costs, which should be reimbursed at the Archdeaconry mileage rate (rate available from Archdeacon) unless other exceptional local reasons make another rate appropriate.

It is to be noted that:

- ❖ Fees for wedding blessings and funerals are paid into Chaplaincy funds and not to the Locum priest.
- ❖ Locum priests are responsible for ensuring that they have adequate travel and medical insurance in place for the period of the locum duty for themselves (and spouse), including cover for repatriation in case of illness or death, for the period of the locum duty. Some chaplaincies can assist with the cost of this but not all can.
- ❖ Locum priests travelling alone should provide Churchwardens with the contact details of a next-of-kin or other person to be contacted in case of an emergency.

Departure

On the day of departure, the Churchwardens should make arrangements for:

- ❖ The Locum priest to be taken to the airport, railway station or seaport.
- ❖ The Chaplaincy accommodation to be made ready for the next Locum priest or new Chaplain.

Responsibilities of a Locum Priest

- ❖ Maintenance of the normal pattern of church life including all Sunday and mid-week services, baptisms, marriages, funerals, visiting, sick communions and pastoral care. Advice must be sought from the Churchwardens or [Archdeacon](#) in situations where there are local laws governing marriages and funeral. Any useful background information should be provided by the Churchwardens, before a Locum priest visits members of the chaplaincy.
- ❖ Changes to the usual pattern or style of worship are not normal but if it is considered necessary then it should be done in consultation with the [Archdeacon](#).
- ❖ A Locum priest is not required to attend any Council meetings although the Lay Chair of the Chaplaincy may, as a courtesy, extend an invitation to attend and occasionally an invitation to speak. It is the decision of the Locum priest whether he/she accepts the invitation or not.
- ❖ The Locum priest should never chair any meetings of any kind and is not permitted to be involved in any of the decision-making processes of the chaplaincy.
- ❖ The maintenance of good ecumenical relationships is an important area of work in the Diocese and Locum priests are asked to ensure that this is continued by being courteous to local priests and pastors.
- ❖ At the end of the period of locum duty the priest should leave their successor(s) a brief report (copy to the [Archdeacon](#)) on their time in the Chaplaincy. In particular, the churchwardens should be given the names of those who are sick or in need of ongoing pastoral care.

Any Problems?

The Diocesan Handbook [Diocesan Protocols | Diocese in Europe \(anglican.org\)](#) is a good guide to the general law of the Church of England within the Diocese in Europe.

The Churchwardens, who can, if necessary, contact the Archdeacon for advice, should deal with any problems, which may arise. The Locum priest is also welcome to contact the Archdeacon for advice or guidance at any time. Contact addresses and telephone numbers are listed on the Diocesan website [Our Archdeacons | Diocese in Europe \(anglican.org\)](#).

Postscript

These guidelines can best be summarized in the advice once given by a Bishop who said "A good locum should take the services, visit the sick, smile at everyone and keep his/her head down"! The Diocese is extremely grateful for the ministry of our locum priests, and it is hoped that their ministry will be a happy and rewarding experience for both Priest and Chaplaincy.

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