



THE CHURCH  
OF ENGLAND  

---

BIRMINGHAM

# FLOURISHING IN MINISTRY

Licensed  
Clergy  
Handbook



**TRANSFORMING  
CHURCH**

## Contents

Useful contact details .....	2
Appointment and Office .....	1
Benefits of Office.....	3
Rest, Annual Leave and Time Off.....	7
Personal and Professional Development.....	11
Care and Wellbeing in Ministry.....	0
Dealing with Difficult Issues.....	1
Dignity at Work - Preventing bullying and harassment.....	4
Health and Safety .....	6
Safeguarding Arrangements.....	6
Trade Union / Professional Association Membership.....	7

## Foreword



As your Bishop, I am privileged to share the cure of souls and ministry with you as we each live out the pattern of our calling in a variety of contexts and communities.

My hope is that this handbook will help us to take better care of ourselves and to navigate well the responsibilities of being a minister in Holy Orders.

I am grateful for our partnership in living the good news of Jesus Christ and pray that we shall be faithful in all things.

*+David Birmingham*

## Purpose of handbook

This handbook is part of a series of *Flourishing in Ministry* resources which are in development, designed to inform, support and equip our ministers in their roles. Other resources to be available include *Practical Matters in the Parish* and *Wellbeing in Ministry*.

The provisions in this handbook may be altered as occasion requires or as legislation / regulations demand. Such changes as are mandatory on the diocese shall be deemed to take effect from the effective date of the legislation / regulations. The diocese shall use all reasonable endeavours to notify office holders of changes.

Please note that most terms of service covered in this handbook are for Clergy Office Holders only. Those who are employed, ie. under a contract of employment should refer to their contract or employing body for details of their terms of service.

Licensed Lay Ministers with oversight ministry will find some of these materials useful and applicable to their role, however will need to refer to their license or working agreement for full details of their terms of service, raising any queries with their archdeacon.

## Useful contact details

### Bishop of Birmingham: The Rt Revd David Urquhart

Bishop's Croft, Old Church Road, Harborne, Birmingham B17 0BG  
T: 0121 427 1163

Chaplain: The Revd Beccy Allen

E: [BishopsChaplain@cofebirmingham.com](mailto:BishopsChaplain@cofebirmingham.com)

Executive Assistant: Pat Brydon

E: [PatB@cofebirmingham.com](mailto:PatB@cofebirmingham.com)

Executive Assistant: Mary Rose

E: [MaryR@cofebirmingham.com](mailto:MaryR@cofebirmingham.com)

### Bishop of Aston: The Rt Revd Anne Hollinghurst

c/o 1 Colmore Row, Birmingham, B3 2BJ

Chaplain: The Revd Claire Turner

E: [ClaireT@cofebirmingham.com](mailto:ClaireT@cofebirmingham.com)

T: 0121 262 1854

Executive Assistant: Rosie Evans

E: [RosieE@cofebirmingham.com](mailto:RosieE@cofebirmingham.com)

T: 0121 426 0436

### Archdeacons

Archdeacon of Aston:

The Ven Simon Heathfield

T: 0121 426 0428

E: [SimonH@cofebirmingham.com](mailto:SimonH@cofebirmingham.com)

The Archdeacon of Birmingham:

The Ven Jenny Tomlinson

T: 0121 426 0441

E: [JennyT@cofebirmingham.com](mailto:JennyT@cofebirmingham.com)

Archdeacons' Support Officer: Jenny Harris

T: 0121 426 0437

E: [JennyH@cofebirmingham.com](mailto:JennyH@cofebirmingham.com)

### Director of Ministry

The Revd Canon Dr Mark Pryce

T: 0121 426 0430

E: [MarkP@cofebirmingham.com](mailto:MarkP@cofebirmingham.com)

### Learning & Development Support Team

T: 0121 426 0435

E: [LandD@cofebirmingham.com](mailto:LandD@cofebirmingham.com)

### HR Team

#### Head of HR:

Ben Franks

T: 0121 426 0401

E: [BenF@cofebirmingham.com](mailto:BenF@cofebirmingham.com)

#### HR Adviser (Lay employed posts):

Laura Cohen

T: 0121 820 9842

E: [LauraC@cofebirmingham.com](mailto:LauraC@cofebirmingham.com)

HR Support Officer (clergy posts): Chris Booth

T: 0121 426 0446

E: [ChrisB@cofebirmingham.com](mailto:ChrisB@cofebirmingham.com)

### Bishops Adviser for the Pastoral Care of the Clergy

Catrin Thorp

T: 07918 850183

E: [PastoralAdviser@cofebirmingham.com](mailto:PastoralAdviser@cofebirmingham.com)

## Appointment and Office

For all clergy, details regarding rights and responsibilities of office may be found in [The Ordinal](#), [The Canons](#), their licence/deed of appointment and statement of particulars, the diocesan profile for the post and the [Guidelines for the Professional Conduct of the Clergy](#).

In addition, it should be noted that all clergy, regardless of their form of tenure, are subject to the provisions contained within the Canons, the [Clergy Discipline Measure](#), current legislation related to safeguarding, patronage and the appointments procedure and anti-discrimination legislation (apart from the specific exemptions granted).

### Common Tenure appointments

From 31 January 2011 the Terms of Service legislation conferred a new form of tenure on clergy, called Common Tenure. This automatically covered team vicars, priests in charge, assistant curates, fixed term appointments, house for duty clergy, self-supporting ministers, canonically licensed lay workers in receipt of stipend and/or housing and all new appointments to ecclesiastical offices made after the legislation came into effect.

Clergy with the freehold in 2011 were invited to indicate, in writing, whether or not they agreed to the application of the Measure to themselves. If they did not wish to do so, they continued to hold the freehold on all its existing terms. If or when they move to another post any appointment will automatically be under common tenure. Clergy who retain a freehold appointment are encouraged to participate in regular MDR, and to participate in CMD events as part of their commitment to study I order to strengthen their ministry. CME grants and support for Sabbaticals are integral to this.

Office holders on common tenure have the right to a Statement of Particulars which sets out the matters relating to the general day to day aspects of their appointment and indicates key related rights and responsibilities. This will be issued by the HR Director (as the officer delegated this responsibility) around the time of the appointment.

It is the aim of the legislation to provide greater security and equality of rights. Time limited tenure will only be given, therefore, if the appointment is:

- designated as covering another office holder's absence from work
- held by an office holder over 70
- designated as a training post
- designated as subject to sponsorship funding
- designated as a probationary office
- created by a Bishop's Mission Order under the Dioceses Pastoral and Mission Measure 2007
- designated as held in connection or conjunction with another office or employment
- held by someone with limited leave to remain in the UK
- designated as a locally supported ministry post
- designated as an interim post

Assistant Curates in formation and assessment for Common Tenure have a time limited post of 3.5 years, designated as a training post. Details relating to the formation and assessment of curates are available in the handbook issued to Assistant Curates in Training and their Training Incumbents.

Some clergy are designated as employees and are not covered by common tenure. Clergy may be employees of the Diocesan Board of Finance (DBF), or the Diocesan Bishop in their corporate capacity. Employees will be issued with contracts of employment. These contracts are needed where post holders are not considered to be ecclesiastical office holders. Dual role clergy will have both a Statement of Particulars and a contract of employment.

**IMPORTANT:** The terms and conditions of contracts held by **employed** clergy will differ from common tenure provisions and therefore employed clergy are not covered by the terms of service covered in this handbook except if they hold an ecclesiastical office in addition.

### Termination of office

For all clergy office holders, unless resigning, their term of office may only be terminated by the Bishop in accordance with the following circumstances:

- a) on the death of the office holder;
- b) on attaining the retirement age specified in relation to that office in section 1 of the Ecclesiastical Offices (Age Limit) Measure 1975 (1975 No. 2) or on the expiration of any period which the office holder is permitted to continue in office after the retirement age under section 2 or 3 of that Measure;
- c) where the office holder is removed from office following a finding of an offence under Part VI of the Ecclesiastical Jurisdiction Measure 1963 (1963 No. 1) or under any provision of the Clergy Discipline Measure 2003 (2003 No. 3);
- d) where the term is fixed or is otherwise limited, on the expiry of the term or the occurrence of the event in question, as the case may be;
- e) where the office ceases to exist as a consequence of a pastoral scheme or order made under the Pastoral Measure 1983 (1983 No. 1) or reorganisation scheme made under Part II of the Dioceses, Pastoral and Mission Measure 2007 (2007 No. 1)
- f) where the office is held in connection or conjunction with another office or employment, and that office or employment is legally terminated.

### Common Tenure appointments

As set out at Section 3 of the Ecclesiastical Offices (Terms of Service) Measure 2009 the Bishop may also terminate office:

- g) where the Bishop revokes the licence of the office holder under the capability procedures
- h) where the office holder does not have the right of abode and only has limited leave to remain in the U.K.

### Resignation

If you are intending to resign your appointment, you should in the first instance contact the Bishop's Chaplain who will be able to advise on the steps to be taken.

## Benefits of Office

In the Church of England there are three orders of ministry - Bishops, Priests and Deacons and a person is ordained into the ministry of the whole Church. Some office holders will engage mainly in parochial work whilst others will exercise a ministry in their workplace or in a chaplaincy. Some office holders will be paid a stipend by the Church whilst others will continue to be financed principally by their secular employment or other sources of income. All office holders should receive expenses of office. All office holders are under the authority of their Bishop. There is therefore no qualitative distinction between stipendiary and self-supporting office holders.

### Stipend

The National Minimum Stipend (NMS) is calculated and set by the Central Stipend Authority (CSA) annually. All full time stipendiary clergy under Common Tenure are legally entitled to receive at least the NMS. The DBF sets other stipend rates, guided by stipends benchmarks also provided by the CSA. Stipends are reviewed annually in April and are usually agreed at the AGM of the Diocesan Board of Finance in the July the year before the date of effect.

Any local income, including retained fees (for a limited number of clergy retaining this right) and chaplaincy income should be notified to the HR Team at the diocesan office to ensure the correct calculation of stipend.

For the purposes of National Insurance, stipendiary office holders are treated as being of employed status. Employee contributions are deducted from stipend payments each month alongside 'pay as you earn' tax deductions. Employer's contributions are paid by the DBF.

If you change name, address or email address and receive a stipend paid through the Church Commissioners, please inform the HR Adviser, who acts as the Stipends Officer, who will arrange for the changes to be made. Changes to your bank details should be communicated directly with the Church Commissioners through myView.

### HLC allowances

Full-time stipendiary clergy who are resident in a provided house are required to complete an annual return in order to receive a tax adjustment in connection with their costs of Heating, Lighting, Cleaning and Garden Upkeep of their official residence, which is normally due for completion [online](#).

### Removals

The DBF will meet the reasonable costs of clergy removals (a list of preferred movers is available from the HR Team) for all clergy moving to a new post in the diocese. Three quotations should be obtained and forwarded to the HR Team, who will normally authorise acceptance of the lowest quotation.

### First appointment grant

The DBF will pay a grant to those taking up an appointment for the first time after being ordained. The object of the grant is to help towards the cost of robes, theological books and other equipment that will be needed; any other use of the grant could be liable to tax. The grant payable is that recommended by the Archbishop's Council each year and is normally equal to 10% of the National Minimum Stipend. A further grant of the same amount will be payable on the first occasion of taking up a post of primary responsibility.

### **Resettlement grant**

The DBF will pay a resettlement grant to those moving to a new full-time office, of a fixed maximum sum, toward incidental expenses including alteration to, or purchase of, furnishings. This grant is also normally set at the rate of 10% of National Minimum Stipend.

You will be informed of your entitlement to the above diocesan grants when you confirm your acceptance of a new office.

### **Self-Supporting Ministry**

The term Self-Supporting Minister or SSM is used to include all ordained clergy who hold the Bishop's licence but are not in receipt of a stipend for the exercise of their ministry.

The majority of SSMs hold a full licence and are actively engaged in a wide range of ministries both parish and work based. A working agreement will normally be put in place to summarise the responsibilities of an SSM minister and community amongst whom they will minister.

Clergy appointed on a House for Duty basis are categorised as self-supporting ministers for whom residence in the benefice house is a requirement for the better performance of their duties.

Holding Permission to Officiate is not the same as being a Self-Supporting Minister holding a licence under Common Tenure.

### **Transfer to stipendiary ministry**

No SSM can normally be considered for transfer to stipendiary ministry until s/he has completed their curacy. Thereafter, each case is considered individually on its own merits by the Bishop and their advisers and the minister is likely to have to go before a Ministry Division Candidates' Panel.

### **Other Financial Support**

A number of charities exist to assist clergy and their dependents in particular need. Your Archdeacon will be able to offer advice regarding grant making bodies. It is always advisable to inform your Archdeacon before making any grant application to cover debts as further support and advice can be made available.

### **Car Loans**

The Church Commissioners' car loan scheme has been discontinued, however you may be able to access car loans through the Churches Mutual Credit Union ([www.cmcu.org.uk](http://www.cmcu.org.uk)). Other providers, including other credit unions are available. The DBF is unable to recommend a particular product or provider.

### **Parochial Fees**

Major changes to the parochial fees system came into effect from 1 January 2013. Statutory fees for occasional offices comprise an element due to the PCC and an element due to the DBF. There is no longer any part of the statutory fee due to the officiant (other than for a very small number of incumbents appointed prior to Common Tenure who retain their fees).

In the Church of England Birmingham, 2/3rds (two thirds) of the DBF's fee is offered to all holders of a licence who are not in receipt of a stipend, salary or other remuneration from the DBF:

- Officiating ministers should be reimbursed for expenses connected with the occasional offices.
- Fees may only be waived with the express permission of the Archdeacon.
- Officiating ministers and PCCs are required to keep accurate records of occasional offices and make a return to the diocesan Finance Team on a regular basis; preferably monthly but at the least quarterly.

## Expenses

Parishes are responsible for the reimbursement of the proper parochial expenses incurred on their behalf by their parochial clergy and other licensed staff. These sums do not form part of the stipend calculation but the level of stipend presupposes full reimbursement of these expenses.

At the outset of an appointment Office Holders are advised to discuss working expenses with the PCC via the Churchwardens. This should include discussion of invoices to be met directly by the PCC and the claim form for expenses.

The booklet entitled 'The Parochial Expenses of the Clergy 2017' is issued by the Church Commissioners and may be found on the Church of England [website](#).

You are recommended to agree a mileage rate with your PCC. Current HMRC guidance can be found on their website.

The Archdeacons are available to give advice or to help in matters of interpretation of working expenses.

Some parochial office holders bear at their own wish a proportion of parochial working expenses. Despite this, it is recommended that rather than forego some reimbursement, clergy should charge their expenses in full and then make a contribution to parochial funds so as to ensure that the parish is aware of the full extent of its liability towards the costs of ministry. Furthermore it will ensure that misunderstandings as to the correct level of expenses do not occur on a change of minister.

For tax purposes full and accurate records should be kept of all working expenses received. There are commercial tax advisers available who specialise in dealing with clergy.

## Pension

Stipendiary office holders are automatically enrolled in the clergy pension scheme.

Full details of the scheme and retirement housing provisions are available from:

Church of England Pensions Board  
PO Box 2026  
Pershore WR10 9BW  
Tel: 020 7898 1802 [www.churchofengland.org](http://www.churchofengland.org)

It is your responsibility to make changes to your personal details with the Pensions Board. You will also need to make your own arrangements with the Pensions Board prior to retirement, to start drawing on your pension and you should allow up to six months for arrangements to be made.



## Housing

In The Church of England Birmingham, the Diocesan Board of Finance is designated as the Diocesan Parsonage Board as required by statute. The functions of the Parsonages Board are delegated to the Finance, Investments and Property Sub-Committee (FIPS).

Those office holders provided with a house of residence, for the better performance of their duties, need to be aware of both their rights and responsibilities. These are detailed in the Repair of Benefice Buildings Measure and/or the Ecclesiastical Offices (Terms of Service) Measure and their associated regulations, and other legislation, but may be summarised as follows:

Duties of the relevant housing provider:

- to repair the structure and exterior of the buildings of the property, including windows, doors, drains, gutters and external pipes
- to repair all relevant walls, fences, gates, drives and drains of the property
- to repair and keep in proper working order installations related to; the supply of water, gas and electricity; sanitation; space heating or heating water
- to arrange for a qualified surveyor to inspect the property at least every five years and submit a report describing its state and condition
- to send the office holder a copy of this report and after consultation carry out within a reasonable time frame any appropriate repairs
- to pay the council tax
- to insure the property against all risks related to buildings.

Duties of the office holder:

- to permit the officers acting for the DBF to enter the property after giving reasonable notice; in order to inspect or carry out repairs or for another reasonable purpose consistent with its powers and obligations
- to keep the property and contents provided clean and free from deterioration
- to keep any garden or other grounds belonging to the property in a good state of upkeep
- to notify the property team of any repairs required as soon as possible
- to pay the whole or part of any repairs which they are responsible for
- to use the property as a private residence for his or her household only and for any other purpose only as agreed by the property team.
- not to make any repairs, alterations or additions to the property without the consent of the DBF or officers acting on its behalf
- where the property is held on a lease, to observe any binding term, condition, or covenant
- to vacate the property within one month of either ceasing to hold office or changing office and to leave the property clean, tidy and clear of all personal possessions
- to make their own arrangements for contents insurance to cover their personal possessions.

**IMPORTANT;** The DBF insures the building but NOT the contents. This is your responsibility.

The DBF expects each parish to undertake the following duties, through its PCC:

- to assist with the decoration of the property (a room a year is recommended) to be agreed with the office holder
- to support the office holder in keeping the property in good order

If a property is provided by a secondary housing provider (such as parish or private landlord) the secondary housing provider will assume the relevant housing provider's role. It will be the responsibility of the PCC to ensure that the secondary housing provider complies with those duties associated with being a relevant housing provider.

It should be noted that the housing provider for Assistant Curates is usually the PCC of the relevant parish, who will normally be providing the housing directly or through renting a property.

Any concerns or complaints about housing should in the first instance be addressed to the Property Team. Property disputes may also be dealt with through the grievance procedure, though we encourage informal resolution where possible.

Incumbents have the right of absolute veto over the sale of the parsonage house. Priests in Charge on Common Tenure have a right of objection to the Church Commissioners in the event of a proposed sale. You will be informed of your rights should any such occasion arise.

On retirement or following the death of an office holder, the office holder or their family will be granted a reasonable amount of time to remain in the property, this will be in consultation with the Bishops and Archdeacons who will always seek to be pastorally sensitive at such times.

### **Property Helpdesk**

If you need to report repairs or problems with your diocesan provided housing, or have any questions, the Property Team can be contacted on 0121 426 0409 or [property@cofebirmingham.com](mailto:property@cofebirmingham.com)

## **Rest, Annual Leave, Time Off and Sickness**

You are encouraged to take seriously your wellbeing by developing a pattern of prayer, work and leisure which works for you, acknowledging the needs and claims of your family and friends and reflecting on a protecting the leisure time you need to sustain you, ensuring God is honoured in the way you inhabit your role.

### **Rest Periods**

You should ensure you take an uninterrupted rest period of 24 hours in each period of seven days.

For your wellbeing, there are occasions when it would be beneficial to take an uninterrupted rest break of two consecutive days and there is the flexibility for you to do this if needed without using annual leave.

Your weekly rest period may not be taken on:

- A Sunday or for Fresh Expressions, the principal day of public worship
- Any of the Principal Feasts of the Church of England as set out in Canon B6, paragraph 2
- Ash Wednesday - without specific permission from the Bishop
- Good Friday - without specific permission from the Bishop

## Annual Leave

All office holders are encouraged to take regular holiday breaks for the benefits of their health and well-being.

It will be normal for full-time office holders to work on six days each week. As a consequence you are entitled to take 36 (thirty six) days annual leave in each calendar year (adjusted pro rata for part-time ministers) this will enable you to take six weeks holiday subject to the following restrictions:

Your days of annual leave may not be taken on:

- More than 6 Sundays a year or for Fresh Expressions, the principal day for public worship.
- any of the Principal Feasts of the Church of England as set out in Canon B6 paragraph 2 or your parish(es) Patronal Festival)
- Ash Wednesday - without specific permission from the Bishop
- Good Friday - without specific permission from the Bishop

All office holders should keep a record of annual leave taken. The leave entitlement for clergy starting or leaving a post part way through a calendar year will be on a pro rata basis and should be reduced accordingly. The diocesan office or your archdeacon can advise as necessary. You are responsible for ensuring that cover has been arranged during annual leave.

You are also entitled to take the following Bank and Public holidays or time off in lieu (TOIL) as indicated:

- New Years Day
- Easter Monday
- Good Friday (TOIL)
- Early May Bank Holiday
- Spring Bank Holiday
- August Bank Holiday
- Christmas Day (TOIL)
- Boxing Day

Days may be taken in lieu of the Bank Holiday entitlement for Christmas Day and Good Friday.

## Retreats

Office holders should plan to take the inside of a week on retreat each year and this is not to be considered as a part of the annual holiday entitlement.

## Special Leave

The Bishop may grant you an additional period of special leave in particular circumstances.

## Maternity, Paternity, Parental and Adoption Leave and Time off to care for Dependents

Office holders are entitled as appropriate to maternity, paternity, parental and adoption leave, all as specified in Regulation 23 and the Ecclesiastical Offices (Terms of Service) Directions and time off to receive ante-natal care as specified in Regulation 25. All parents/adopters to be should contact their archdeacon and the HR team as early as possible so that they can support you and explain entitlements to leave.

Subject to qualifying for Statutory Maternity Pay (SMP), a stipendiary mother-to-be will receive:

- payment of full stipend (including SMP) for up to 26 weeks. This may start any time after the 11th week before the expected week of childbirth and no later than the day after childbirth.
- SMP or 90% of average earnings (whichever is the lower) for up to a further 13 weeks.
- an additional 13 weeks' maternity leave without pay.

Stipendiary fathers-to-be are entitled to two weeks' leave on full stipend, which may be taken at the time of birth, or subsequently if this is more helpful to the family.

Adoptive parents-to-be are entitled to provisions mirroring the above entitlements.

You are entitled to request time off, or adjustments to the duties of the office, to care for dependents in accordance with the Ecclesiastical Offices (Terms of Service) Directions.

Shared Parental Leave may be possible subject to certain qualifications. For further details please contact your archdeacon or the HR Team.

### **Time spent on public duties**

You are entitled to spend time on public duties, as specified in Regulations 24 and 26, however these must be discussed in advance with your bishop. This will include such duties as are associated with the running of a trade union, a charitable body/trust and non-diocesan mission trips etc. You shall not normally suffer any reduction in stipend for time spent on public duties subject to the conditions specified in clause 23 of the Regulations.

These may be summarised as:

- The amount of time spent must be reasonable, taking into account the time required for the duty and how much time has already been spent on this (or other) public duties
- The impact of the public duties on the office holders day to day duties must be reasonable in all circumstances
- Agreement for performance of such public duties must be granted by the bishop
- Consideration should be taken of any remuneration that is received in connection with the duties of the office to determine whether a reduction in stipend is reasonable (When attending Jury Service please remember to claim the attendance allowance and forward this to the stipends officer.)

## **For Self Supporting Ministers:**

### **Rest periods and availability for duty**

If you are an assistant minister, you are entitled to one Sunday (or for Fresh Expressions, the principal day for public worship) free of duty each month as stated in your Working Agreement. You should discuss and agree with your incumbent the extent to which you will be available for duty on the Principal Feasts of the Church of England as set out in the Canons and Common Worship, and other significant days such as the Parish Patronal Festival.

If you are an SSM ministers of incumbent status, you should agree with your Archdeacon your availability for duty under the guidance given above and with reference to your Working Agreement. You should consult and agree with your churchwardens, time off and annual leave. A incumbent status minister is responsible for ensuring that cover has been arranged during annual leave.

## Sickness

In the first instance please contact your Area Dean (or Incumbent if you are an Associate Priest or Team Vicar) to seek help for pastoral cover and support. Area Deans are required to let the Archdeacon know of clergy illness to enable appropriate pastoral care.

### For all Stipendiary Ministers:

If your sickness absence lasts more than seven days a medical certificate (also referred to as a 'fit note') signed by a GP or other medical practitioner must be submitted to the HR Team. This is in order to comply with the rules of the statutory sick pay (SSP) scheme. Where sickness absence is correctly reported and documented, full stipend will be paid for the first 28 weeks of sickness absence in any rolling period of twelve months, thereafter there is no entitlement to stipend during any further period of sickness. If you have no entitlement to payment during a sickness absence, you will be sent an SSP1 form to enable you to make a claim for sickness benefit.

After lengthy sick leave, surgery or a serious or ongoing diagnosis, an occupational health referral may be considered as part of a return to work strategy and phased return to work may be discussed with your archdeacon.

### Common Tenure appointments

The rights and responsibilities related to sickness absence are set out at Regulation 27 and, in addition to the details above, include the following points:

- All reasonable endeavours should be made to ensure that the duties of the office are performed by another person during a period of absence
- If the time off is prolonged, the Bishop or Archdeacon may make other arrangements for the discharge of these duties
- If the Bishop has reasonable grounds for concern about the office holder's physical or mental health they may direct that the office holder undergo a medical examination and he/she may, in serious cases, consider instigating the capability procedure.

## Personal and Professional Development

### Ministerial Development Review (MDR)

The Clergy Terms of Service legislation requires all diocesan bishops to provide a Ministerial Development Review scheme for their clergy. In turn, all those licensed under Common Tenure are required to participate in MDR. The same invitations will be made to freehold clergy with the expectation that all clergy will benefit from these arrangements.

Newly appointed incumbents normally see their Archdeacon or Area Dean after 3 months for an initial ministerial development conversation and will then be integrated into the ongoing MDR process.

We ask office holders to undertake MDR on an annual basis, though in practice holidays, illness, study leave or normal ministerial demands around festivals may mean the interval between reviews is not strictly 12 months.

Clergy in employed posts will need to participate in the appropriate procedure for Performance Review and their Contracts of Employment may also require them to undertake MDR.

Assistant Curates in the IME 2 programme have separate supervision and do not participate in MDR.

Full details of the MDR scheme, which is currently being reviewed, can be found on our [website](#).

### Continuing Ministerial Development (CMD)

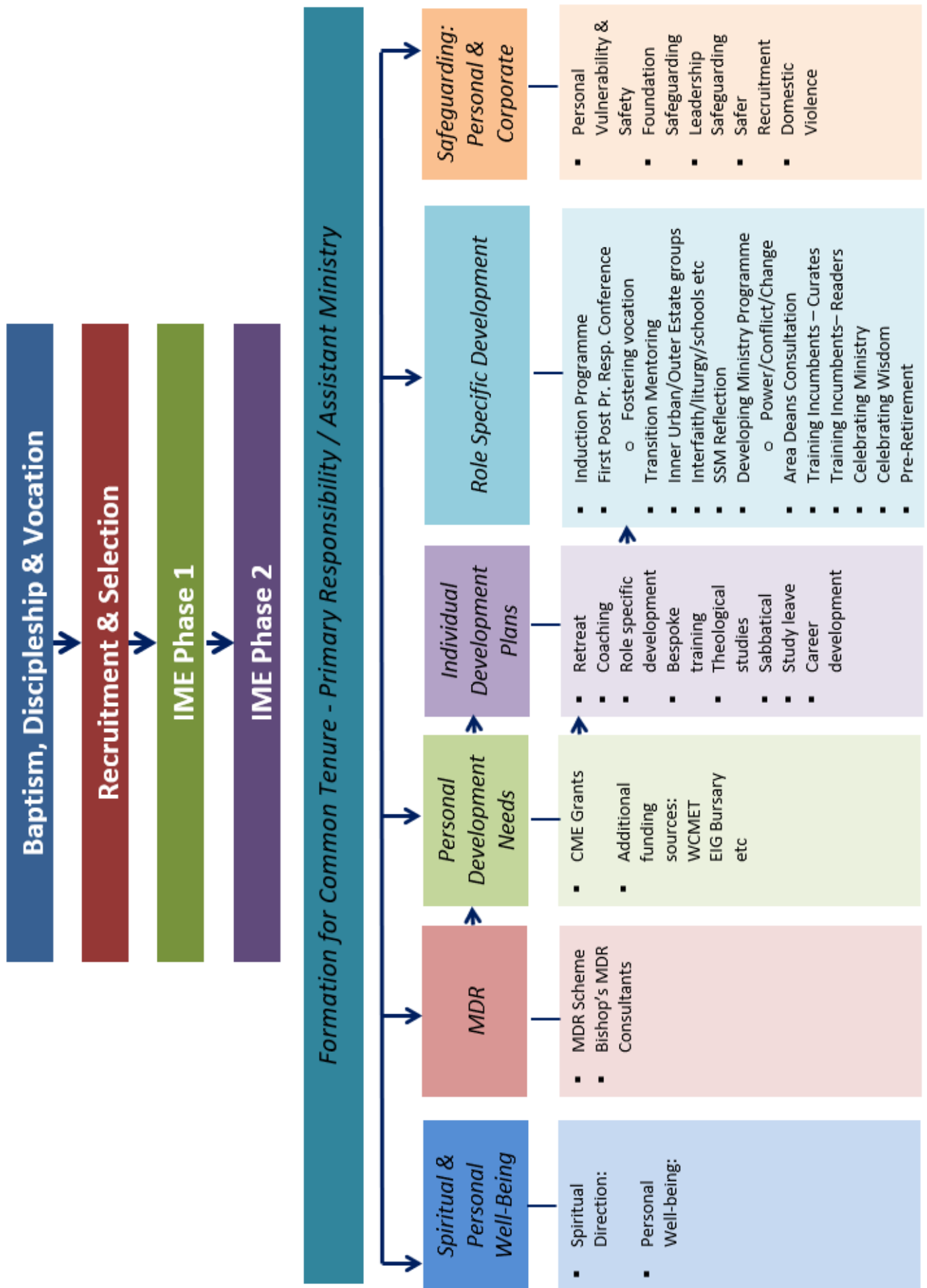
In the Common Worship Ordinal, those to be ordained Deacon and Priest are asked the following question by the Bishop:

*Will you be diligent in prayer, in reading Holy Scripture, and in all studies that will deepen your faith and fit you to bear witness to the truth of the gospel?*

In addition, the Statement of Particulars signed by each Cleric under Common Tenure reiterates the requirement made under Common Tenure (Regulation 19) to participate in Continuing Ministerial Development (CMD).

From this we can see that the Church of England understands lifelong learning for Clergy to be a solemn undertaking which is at the heart of a dynamic mission focused ministry. This learning is to be self-directed, and to support this, the Bishop makes provision for CME in a number of ways. It takes the shape of regular reflection on the practice of ministry through MDR, and the identification of personal learning needs relevant to ministry in the current context, and in response to particular circumstances that arise.

The Schedule on the next page shows the range of CMD provision available to ordained ministers:



The CMD programme is built around several elements including:

- Induction days for those new to the diocese or in their first post of primary responsibility.
- Bishop's Study Days (mandatory for all stipendiary clergy) are held usually twice a year.
- Common Tenure, 'Stages of Ministry' training courses including
  - **First Post of Primary Responsibility** - Mostly first-time incumbents, though chaplains, pioneers etc are also very welcome.
  - **Developing Ministry: Leading in a Changing Church** - A year long course focusing on leadership especially in early years of ministry.
  - **Developing Missional Imagination** - May follow the Developing Ministry course or provide input for those who are mid-ministry.
  - **Celebrating Ministry** - A mid-ministry course re-connecting vocation and preparing for the years ahead.
  - **Celebrating Wisdom** - A later ministry course for renewing vision.
  - **Letting go to Live Anew** - A pre-retirement retreat for clergy and their spouses.
  - **Transforming Conflict** - Part of a suite of three courses on the dynamics of leadership and pastoral relationships.
  - **Working with Change** - Part of a suite of three courses on the dynamics of leadership and pastoral relationships.
  - **Handling Power** - Part of a suite of three courses on the dynamics of leadership and pastoral relationships.
  - **New Area/Rural Deans** - A look at the role and responsibilities of Area/Rural Deans.
  - **Multi-parish Benefices** - A course for those new to ministry in multi-parish benefices.

You will be invited to these as appropriate. Some of these CMD opportunities are provided within Church of England - Birmingham, and some other aspects are provided in partnership with the six Dioceses in the [WM region](#).

### CMD grants

In order to encourage office holders to take responsibility for the development of their own ministry, each office holder eligible under the scheme may claim in-service training grants. Grants are available after consultation with the Director of Ministry. Full details of the grants are available from the Director of Ministry. Further details and the form can be found [here](#).

### Other Sources of CMD Funding

Further details of a variety of sources of funding for CMD can be found [here](#).

### Formal Theological Studies

Clergy intending to embark on a research degree or other formal theological studies are encouraged to discuss this in advance with the Director of Ministry, setting out details of the proposed programme using the forms below.

[Incumbent Status Clergy](#)      [Curates in Training](#)



## Spiritual Direction

Spiritual direction is the general term for the ministry of those supporting others in their relationships with God. Everyone is encouraged to make use of this ministry, but licensed ministers are especially recommended to find a spiritual director as many find this helps them keep their personal relationship with God fresh while giving out so much to others.

Revd Canon John Austen ([johnausten151@hotmail.co.uk](mailto:johnausten151@hotmail.co.uk)) has a list of ecumenical directors, lay and ordained, for the diocese and can help and advise in finding one. The National Retreat Association ([see below](#)) also has a lot of information about the ministry and can help you find a director.

## Retreats

All clergy are encouraged to take an annual retreat and quiet day, which is not taken from the annual leave allowance. Clergy are encouraged to claim this as a legitimate expense from their PCC. Where PCCs are unable to contribute to all of the costs of an annual retreat, clergy should make an application for a CME grant towards the cost.

The Director of Ministry is also able to give advice on locations for retreats or quiet days. The National Retreat Association [www.retreats.org.uk](http://www.retreats.org.uk) has a list of programmes and venues for retreat.

## Quiet Days

Clergy are encouraged to take regular Quiet Days as part of their ministerial formation and renewal. A list of local places which host Quiet Days and Retreats can be found at Appendix 1.

## Sabbatical & Extended study leave

Clergy are encouraged to apply to the Bishop for permission to take Sabbatical and also Extended Study Leave to pursue particular research projects. The Director of Ministry will help clergy make their applications to the Bishop. The guidelines for this are to be found [here](#).

## Care and Wellbeing in Ministry

Christian ministry, in all its forms, is demanding and diverse. It is a very public role, and the pressures are often felt by ministers' partners, children and wider family and friendship networks. A large part of the work is unseen by others. It can be hard to regulate working hours and to know whether you're 'at work' or not. There is a need for office holders to focus on personal resilience and wellbeing in their ministry, focussing on your own care as you care for the flock committed to your charge.

### Counselling and other pastoral support

Counselling can be accessed by any member of clergy, their partners, and children over the age of 16 who live at the same address. Up to 12 sessions of Individual or Couples Counselling with an accredited Counsellor is available. The cost of the counselling will be met by the Bishop but each client will be asked to make an affordable contribution.

Counselling can help with a number of issues, including feeling depressed or anxious, relationship difficulties, bereavement, stress, coping with illness, issues around sexuality and identity, childhood abuse and managing transitional life events.

To register an interest, or to discuss any aspect of the process, please contact Catrin Thorp, the Bishop's Adviser for Pastoral Care of Clergy and their Families on [pastoraladviser@cofebirmingham.com](mailto:pastoraladviser@cofebirmingham.com)

### **Forthcoming resources for wellbeing in ministry**

A [covenant on clergy care and wellbeing](#) is currently being developed by the national church. Once this has been finalised, we will be considering how this will be adopted and implemented for the Church of England Birmingham.

We are also currently undertaking work on a new, practical resource for clergy to reflect on their own wellbeing and this will be published shortly.

### **Coaching and Mentoring**

As part of People & Places, a coaching and mentoring framework will be put in place to enable all ministers to have access to suitably trained coaches and mentors (in addition to spiritual directors) to support their ministry and development.

### **Other sources of support**

[The Clergy Support Trust](#) - Help clergy and their families in times of need  
[St Luke's Healthcare](#) - for flourishing healthy clergy  
[Sheldon Community](#) - heart & soul for ministry

The Bishop also has a network of advisers who may be able to offer support to those from, or working with those from specific groups such as:

Bishop's Adviser for Women's Ministry - The Revd Becky Stephens - [BeckyS@cofebirmingham.com](mailto:BeckyS@cofebirmingham.com)  
Bishop's Adviser on Disability - The Revd Steve Jones - [revdstevejones@gmail.com](mailto:revdstevejones@gmail.com)  
Dean of BAME Affairs - Vacant (Chair of Racial Justice Group) Revd Canon Dele Sotonwa [canonbamidele@gmail.com](mailto:canonbamidele@gmail.com)  
Retirement Officer - The Revd Canon Rob Morris - [morrisrob4@aol.com](mailto:morrisrob4@aol.com)

## **Dealing with Difficult Issues**

### **Professional Guidelines for Conduct of the Clergy**

These guidelines are an invaluable resource and guide to living and working as a Christian minister. Please make sure you are familiar with them. They are available on the Church of England [website](#).

**Grievance procedure** (*available to those holding office under Common tenure, however at their discretion, the Bishop may make this available to other office holders*)

Office holders have the right to seek redress if they have concerns that cannot be resolved during the normal course of their duties.

The objective of the grievance procedure to deal with such complaints promptly, fairly, and consistently, with a focus on mediation and conciliation wherever possible.

The underlying principles of the procedure are as follows:

- All grievances will be taken seriously and responded to fairly and quickly
- Grievances will be dealt with informally wherever possible
- All matters will be kept confidential
- The focus will be on issues not personalities
- Account will be taken of the legitimate interests of all concerned
- Office holders will have the right of representation by a colleague, trade union/ professional association representative at any meeting under the grievance process
- Genuine grievances may be pursued without fear of sanction

This grievance procedure is available to all Office holders under Common Tenure and is intended to provide a means of addressing grievances related to the office held.

The key stages of the procedure are as follows:

- **Informal stage** - wherever possible attempts should be made to address the person or body responsible for the matter directly and attempt to resolve the grievance informally
- **Formal stage** - if the grievance has not been resolved informally or within a reasonable time period, the office holder may choose to proceed to the formal stage which is comprised of:
  - **Stage one** - the grievance needs to be set out in writing to the Archdeacon, describing what attempts have been made to resolve the matter informally and what is the desired remedy.
  - **Stage two** - the person handling the grievance will investigate the matter and then hold a meeting to discuss the issues. This will be followed by a letter detailing the decisions made regarding appropriate resolution.
  - **Stage three** - if the matter has not been resolved satisfactorily then the office holder may appeal in writing to the Bishop. They will then be invited to attend a meeting to discuss the issues. The decision of the appeal will be given in writing. There is no further right of appeal.

#### **Capability procedure** (*Common tenure appointments only*)

The main objective of the capability procedure is to help office holders whose performance falls below an acceptable minimum standard, to improve in a fair and just way. The capability procedure can only lead to dismissal after all other avenues have been explored.

The procedure contains many built in safeguards including:

- The right to be informed in advance, and in writing, of the nature of the performance issue, the procedure to be followed, and the possible actions that may be taken
- The involvement of a panel, not an individual, at every formal stage
- The requirement to take HR advice
- The right to be supported by a friend or trade union representative during the formal stages of the process
- The right to respond to all points raised
- The right of appeal

The capability procedure will not be used in trivial or unsubstantiated cases, and can only be invoked by the Bishop, Archdeacon or someone specifically designated on their behalf, after a thorough investigation of the facts, and an interview with the clergy concerned.

The procedure will normally consist of the following stages but can be discontinued at any point if the required improvements are made:

- Informal warning
- Formal procedure stage one - formal written warning
- Formal procedure stage two - final formal written warning
- Formal procedure stage three - removal from current office

In exceptional cases stage one of the formal procedure may be bypassed but should this be the case, the requirements of natural justice will always prevail and appropriate pastoral support and care will always be provided.

We will adhere to the Code of Practice issued by The Archbishops' Council at all times. Copies of this code and the supporting advice issued alongside it, as well as the full capability procedure can be found at: [www.cofe.io/common tenure](http://www.cofe.io/common tenure)

### **Disciplinary Procedures**

The [Clergy Discipline Measure 2003](#) (that came into effect in 2006) provides a structure for dealing efficiently and fairly with formal complaints of misconduct against any member of the clergy.

All admitted to holy orders in the Church of England are covered by the Measure, whether or not in licensed ministry.

A disciplinary process can only be started by a formal written complaint of misconduct, which is made to the Bishop.

There are four grounds on which misconduct may be alleged, namely:

- acting in breach of ecclesiastical law;
- failing to do something which should have been done under ecclesiastical law;
- neglecting to perform or being inefficient in performing the duties of office; or
- engaging in conduct that is unbecoming or inappropriate to the office and work of the clergy.

The complainant must produce written evidence in support of the complaint and verify the complaint by a statement of truth.

The complaint and evidence in support are referred by the bishop to the diocesan registrar for advice.

Having received the registrar's advice, the Bishop may decide that the complaint should be dismissed, in which case it will proceed no further under the Measure.

If on the other hand the bishop considers that the complainant has a proper interest in complaining and that the complaint deserves further consideration, he/she will invite the Priest or Deacon about whom the complaint is made to send a written answer verified by a statement of truth, together with evidence in support.

The Bishop will then decide which of five possible courses of action available to them under the Measure is the appropriate one to pursue.

The Bishop can:

- take no further action
- record the complaint conditionally for a period of up to five years, such that if another complaint is made within that time, the two complaints may then be dealt with together
- refer the complaint to a conciliator in an attempt to obtain agreement between the complainant and the respondent as to how the complaint should be resolved
- impose a disciplinary penalty (but only with the consent of the respondent); or
- require the complaint to be formally investigated by the Designated Officer.

## Dignity at Work - Preventing bullying and harassment.

The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. Abuse, harassment and bullying – however rare – will not be tolerated in this diocese. All complaints of abuse, harassment and bullying will be taken seriously and thoroughly investigated.

### What is bullying and harassment?

Any behaviour that could potentially undermine someone's dignity and respect should be regarded as unacceptable. If it is not challenged it is likely to escalate and lead to significant difficulties for all concerned.

In establishing the links between 'unacceptable behaviour', 'bullying' and 'harassment' as well as drawing together the common themes and issues the following broader definition may be helpful:

*Any behaviour, always involving a misuse of power, which an individual or group knows, or ought reasonably to know, could have the potential effect of offending, humiliating, intimidating or isolating an individual or group should be regarded as unacceptable.*

*'Unacceptable behaviour' changes its label to 'bullying' or 'harassing behaviour' when it causes actual harm or distress to the target(s), normally but not exclusively, after a series of incidents over a prolonged period of time.*

*Lack of intent does not diminish, excuse or negate the impact on the target or the distress caused. The degree of intent is only relevant in terms of how the behaviour should be challenged and the issues subsequently resolved.*

Bullying is most easily identified when it is continuous, frequent, repetitive and part of an overall pattern. However, some abuse is serious enough to be recognised even if the behaviour occurred only once and is therefore not defined as bullying.

### How can bullying and harassment be recognised?

The following list, while not exhaustive, gives examples of the sorts of actions that could constitute bullying:

- insulting someone by word or behaviour
- spreading malicious rumours
- copying memos that are critical about someone to others who do not need to know
- ridiculing or demeaning someone – picking on them or setting them up to fail
- exclusion or victimisation

- unfair treatment
- overbearing supervision or other misuse of power or position
- unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected
- making threats or comments about job security without foundation
- deliberately undermining a competent worker by overloading and constant criticism
- preventing individuals progressing by intentionally blocking promotion or training opportunities
- creating an unsafe working environment
- putting someone's health physically, emotionally or psychologically at risk by making them upset, frightened and/or ridiculed

On the other hand it is important to distinguish between bullying, and behaviour that is reasonable in a particular context. For example there may be occasions where shortcomings in performance are being addressed and more incisive behaviour is interpreted as bullying simply because the recipient is unused to being challenged or asked to account for their actions.

The law defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The protected characteristics in the Equality Act 2010 include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The unwanted conduct may be persistent or an isolated incident. The important point is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

While definitions can be helpful, if a person complains that they are being bullied or harassed, then they have a grievance, which should be dealt with regardless of whether or not their complaint fits with a standard definition. How such complaints are dealt with may fall under a different procedure from the one described here.

### **What to do if you think you are being bullied or harassed**

#### **A. When both the perpetrator and the target is a clergy person or a licensed lay minister.**

The complaint can be dealt with under the Grievance Procedure.

If the perpetrator is a clergy person, it may be more appropriate for the target, or an archdeacon with the target's consent, to make a complaint under the Clergy Discipline Measure.

#### **B. When the perpetrator is a layperson, and the target is either ordained or lay**

The complaint may, with the target's consent, be dealt with in one of a number of ways according to the circumstances. The following may be appropriate:

- Parish Complaints Procedure
- Complaints relating to an employee of the Birmingham Board of Finance ("Diocesan Staff")

If you are unsure about how to proceed you can contact the HR Team for advice on which route is most appropriate.

**Where to find help**

The HR Team can signpost you to various sources of support and information. They can identify someone who has been trained to support you by listening to you in an informal atmosphere and allowing you the space to decide what action you may want to take and what support you think you may need. They will not make judgements, recommendations or reports.

The HR Team can also signpost you to professional counsellors, trades unions, professional associations and other useful sources of information and support for individuals.

**Confidentiality**

It is our policy that matters relating to bullying and harassment will be treated with absolute confidentiality and that no action will be taken without the willing consent of the person who feels he or she has been a target.

**False accusation**

False accusations are a serious matter. The behaviour of anyone who is found to have made an unfounded, deliberately malicious complaint or allegation will be regarded with the utmost seriousness and where possible formal action taken. In the case of a clergy person this may be a complaint under the Clergy Discipline Measure. A member of either the clergy or laity could be subject to an action for defamation if they have knowingly made false accusations against someone else.

**Health and Safety**

Office holders are deemed to be responsible for their own health and safety. However you should follow any local policies or procedures for your place of ministry.

Any advice or guidance required may be sought from the Property Team at the diocesan office, Ecclesiastical Insurance, or the Health & Safety Executive (HSE) website.

Office holders are strongly encouraged to notify their Archdeacon of significant health and safety/ personal safety incidents affecting them and ensure that, if appropriate, the PCC are informed of any concerns relating to church premises.

**Safeguarding Arrangements**

All office holders are responsible for ensuring that they have a current DBS check (currently renewable every 5 years) and must participate in initial safeguarding and refresher training as required (currently every 3 years).

Information or advice regarding this may be sought from the Safeguarding Team at the diocesan office.

All clergy must comply with the diocesan policies concerning the safeguarding of children and vulnerable adults. This includes matters of training and awareness raising; safer recruitment; parish policy and practice, ensuring that the PCC are included in discussions. Copies of current policies can be obtained from the diocesan office or from the [Diocesan Website](#).

For further support with safeguarding policies or procedures please contact [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) or 0121 426 0407

If you have any safeguarding concerns about a child, a young person, an adult who may be vulnerable or someone who works for or volunteers in a church or the diocese, please contact the Bishop's Safeguarding Adviser, Steph Haynes on 07342 993844

## **Trade Union / Professional Association Membership**

All clergy are entitled to be a member of a Trades Union or Professional Association and this is a matter for individual decision. Members of a Trades Union or Professional Association may be represented in matters affecting them as individuals by their Trades Union or Professional Association representative. (However it should be accepted that in certain situations, the representative must not be someone who could prejudice any hearing or who might have a conflict of interest.)



## **West Midlands QUIET DAY/RETREAT PLACES**

A note for those who wish to partake: Many places have a set scale of charges. Others (especially religious communities) often suggest an appropriate donation. Every place is nowadays very expensive to run (many have been forced to close in the last few years), so please make sure you contribute realistically.

### **A. Places where you can join in with the rhythm of daily worship:**

#### **Monastery of Our Lady and St Bernard**

Brownhill, Stroud.

Cistercian convent. Beautiful setting, warm hospitality. Fully understanding of the need for and provision of silence. Possible to stay overnight the evening before a Quiet Day.

[www.bernadine.org](http://www.bernadine.org)

[brownhillbookings@bernadine.org](mailto:brownhillbookings@bernadine.org)

#### **Society of St Francis**

Glasshampton Monastery, Shrawley, Worcs

Anglican Franciscans. Remote beautiful setting. Silence throughout. Rather austere, and can be very cold - wear warm clothes!

[www.franciscans.org.uk/Page34.htm#Glasshampton](http://www.franciscans.org.uk/Page34.htm#Glasshampton)

[glasshamptonssf@franciscans.org.uk](mailto:glasshamptonssf@franciscans.org.uk)

#### **Community of St John the Divine**

113 Coleshill Road, Marston Green, Birmingham B37 7HT

Anglican order. Warm, comfortable house. Can be collected from Marston Green Station. Plenty of parking. Warm, hospitable welcome, and excellent lunch, which is sometimes taken in silence. Two guest bedrooms. "God Pod" in the garden for day retreats or spiritual accompaniment. Small groups up to 8 people in the house.

<https://csjdivine.wordpress.com/>

[csjdivine@btinternet.com](mailto:csjdivine@btinternet.com)

#### **Mucknell Abbey**

Near Pershore, Worcs.

Anglican Benedictine Community. In my experience, more geared up to individual residential retreats of between 2-6 days than a Quiet Day venue, but the Abbey is occasionally able to offer accommodation for Quiet Days.

<http://www.mucknellabbey.org.uk/>

[bookings@mucknellabbey.org.uk](mailto:bookings@mucknellabbey.org.uk)

#### **Mount Saint Bernard Abbey**

Coalville, Leicestershire.

Cistercian Monastery. Good countryside around

[monks@mountsaintbernard.org](mailto:monks@mountsaintbernard.org)

<http://www.mountsaintbernard.org/>

#### **House of the Open Door**

Childswickham, Broadway, Worcestershire

Roman Catholic lay community. Very hospitable, and a silent lunch can be provided in your room.

[www.houseoftheopendoor.org](http://www.houseoftheopendoor.org)

[hod@houseoftheopendoor.org](mailto:hod@houseoftheopendoor.org)

**Community for Reconciliation**

Barnes Close, Chadwich, Bromsgrove  
Peaceful and homely. Some en-suite rooms  
[www.cfrbarnesclose.co.uk](http://www.cfrbarnesclose.co.uk)  
[cfrenquiry@aol.com](mailto:cfrenquiry@aol.com)

**Belmont Abbey, Hereford**

A Roman Catholic Benedictine community. Individuals can stay and join in the worship.  
<http://www.belmontabbey.org.uk>

**St Mary's Convent, Handsworth**

Home to the Sisters of Mercy. Some overnight accommodation available. Visitors eat & worship with the Sisters.  
[sisters@mercyhandsworth.org.uk](mailto:sisters@mercyhandsworth.org.uk)  
<https://www.mercyhandsworth.co.uk/>

**B. Diocesan Retreat Houses.**

These may not necessarily be able to offer a silent space to retreatants as they often have things going on in the house.

**Shallowford House**

Near Stafford. Lichfield Diocese. Very near train station.  
email via contact page on website.  
<http://www.shallowfordhouse.org>

**Holland House**

Near Pershore. Diocese of Worcester. Very well furnished rooms, wonderful food, lovely gardens.  
[enquiries@hollandhouse.org](mailto:enquiries@hollandhouse.org)  
<http://www.hollandhouse.org>

**Launde Abbey**

Diocese of Leicester. Beautiful setting. Well appointed rooms.  
[info@launde.org.uk](mailto:info@launde.org.uk)  
<http://www.laundeabbey.org.uk>

**C. Other places..**

... some of which may be suitable for an individual wanting a retreat or quiet day, and others for a group needing a venue for a day or weekend.

**Community of the Holy Name - Derby**

Anglican order. At the Convent, we have rooms available for a day or part of a day. Rooms can be booked by individuals or groups wanting space for prayer, study, reading or just 'being'. There is also a guest cottage  
Day Guests: [bursarofficechn@gmail.com](mailto:bursarofficechn@gmail.com)  
Residential Guests: [guestsisterchn@gmail.com](mailto:guestsisterchn@gmail.com)  
<http://www.chnderby.org>

**Reflection Gardens Cannock Chase**

The Reflections Garden illustrates connections between care for the environment and the Christian spiritual journey. We welcome visitors during April-Oct by arrangement. There are facilities for individuals to make retreats in a self-catering unit, and meeting rooms on site, or nearby, for groups.

<http://www.reflectiongardens.org.uk>

**Red Hill – Stratford**

Red Hill Christian Centre was established as a charity in 1992 “to create a sanctuary of peace, space and comfort for Christians of all denominations to come and experience a closer encounter with God, by the ministry of caring, counselling, healing and teaching and through the holding of services and meetings.”

<http://www.red-hill.org>

**St Swithin’s House Trust – Barston (near Knowle)**

Self-catering accommodation for 24 (in bunk beds). Meeting room for up to 60 people for awaydays. (Church adjacent)

<http://stswithinshouse.co.uk>

**The Old Hall at Temple Balsall (near Knowle)**

The Old Hall at Temple Balsall dates from the 13th Century. It is available to hire for a wide variety of functions. Its secluded location makes it ideal for retreats and quiet days, as well as meetings and conferences, receptions and parties.. There are two large rooms each with a seating capacity of up to 50.

<http://www.leveson.org.uk/templebalsall/oldhall.htm>

**Purley Chase - near Atherstone**

Purley Chase Centre is a retreat and conference centre. Our primary aim is to foster a spiritual foundation for people in their lives. The Centre’s spirituality is universal in its outlook and welcomes people of all backgrounds and beliefs. Whilst being rooted in a Swedenborgian approach to Christianity, we validate all faiths and welcome open dialogue between people of all religions and those with none at all. Accommodation for up to 60 people

<http://www.purleychasecentre.org.uk>

**Lenchwood Christian Centre – Vale of Evesham**

is set on a 240 acre farm high above the Vale of Evesham close to the Cotswolds. Its fields, woods and conference facilities make an ideal destination for groups both large and small to come and be refreshed, renewed and restored in body and Spirit.

Lenchwood is also an ideal location for individual retreat for those who are looking for somewhere to meet with God. It is a conference facility for groups looking for a camping based week or weekend away. Our static caravans are available for individual retreat, conference accommodation or holidays and come fully equipped with duvets, pillows and linen.

**New Place – Shropshire**

New Place has been a Christian retreat house since 1992, where people have come to find spiritual direction, a place to pray, or rest. Our visitors come for time apart to deepen their spiritual lives or deal with life's choices. Guidance is available for those who want it. Suitable for individuals or small groups up to 4. Simple cottage accommodation set in the Shropshire hills

<http://www.newplace.org.uk>

**The Princethorpe Retreat and Conference Centre – near Coventry**

A conference and seminar venue, and a centre for spirituality. Owned by the (RC) missionaries of the Sacred Heart. Available for booking by private groups

<http://www.princethorperetreatcentre.org>

**Woodbrooke – Selly Oak, Quaker Study Centre.**

Space can be booked for a group wanting a day or weekend event. Individuals wishing to take time apart from the busyness of everyday life are very welcome to come to Woodbrooke in Birmingham on personal retreat.

[enquiries@woodbrooke.org.uk](mailto:enquiries@woodbrooke.org.uk)

<http://www.woodbrooke.org.uk>

**Oasis – Handsworth**

Oasis is a small terraced house in Handsworth, available for those who desire time out from the busyness of life, and can be booked for a half or full day. There is a prayer room, art room (with materials for painting & clay work), kitchen and garden, with two upstairs rooms for individual use. It is suitable for individuals or a small group. One-one spiritual accompaniment can be arranged.

For further information & bookings, contact Sr Maureen Marston S.P.:

[maureen.marston1@btinternet.com](mailto:maureen.marston1@btinternet.com) Tel: 07746 981259

**Polesworth Abbey**

Polesworth Abbey welcomes individuals or groups to use the facilities in the Refectory, Abbey Church and Garden for Visits, Quiet Days and Parish Meetings. The Refectory is ideal for groups up to about 50 people. There is a Quiet Garden and walks along the river. The location is deeply spiritual and has inspired anchorites and poets, medieval and later writings. The Refectory is comfortable. Drinks can be made and food brought in. Visitors are always welcomed by local people who will help with the practical things that make the day go well. There are regular services in the Abbey and in the future the present parsonage will be available and will provide rooms for individuals and groups to stay. Presently we can offer accommodation in the Gatehouse. See <http://polesworthabbey.heralded.org.uk/index.php?q=node/773> or contact Fr Philip directly: [polesworthabbey@aol.com](mailto:polesworthabbey@aol.com)

**The Olde House Retreat – Southam, Warwickshire. CV47 1PP**

Individuals or groups are welcome for a Quiet Day, with or without input from the staff.

Residential retreats offered (4 bedrooms), either DIY or an individually guided retreat. Teaching available on the Enneagram, and the Ignatian Exercises.

Val Berridge 01926-812822 [vberridge@btinternet.com](mailto:vberridge@btinternet.com)

or Sr Sharon Peters 01926-815765 [sharon@manmete-in-me.org](mailto:sharon@manmete-in-me.org)

**St Beuno's Jesuit Spirituality Centre – St Asaph, North Wales**

Located in rural North Wales and commanding spectacular views of the Vale of Clwyd and Snowdonia. St Beuno's offers a range of long and short individually guided retreats. Rooms are also available to hire for groups.

[secretary@beunos.com](mailto:secretary@beunos.com)

<https://www.pathwaystogod.org/org/st-beunos>

**Hillcrest Cottage – The Centre for Life Management - Tamworth**

Training courses; quiet weekends or days; rooms for hire; counselling & coaching; team building.

[enquiries@lifetraining.co.uk](mailto:enquiries@lifetraining.co.uk)

<http://www.lifetraining.co.uk/hillcrest-cottage.html>