**Diocese of Salisbury**

**Guidelines for Associate Deacons and Priests**

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***Issued March 2014***

**Preface by the Bishop of Salisbury**

The life and mission of our diocese owe much to the valuable ministry of Associate Deacons and Priests, licensed clergy who do not receive stipends from the Church but maintain themselves and their families from their own resources. Some of these clergy feel called to witness to the truth and love of God in their places of work. Others feel called to minister primarily to those among whom they live. Their patterns of ministry are varied and each one is unique, so from time to time issues and questions arise on which advice and clarification are needed. Many of these are addressed in these useful Guidelines. I commend them very warmly to our Associate Deacons and Priests, to the colleagues with whom they work and to all who benefit from their ministry.

+ Nicholas Sarum

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**1. Introduction**

1.1 The Diocese of Salisbury encourages and values the ministry of clergy who receive no stipend from the Church but support themselves and their dependants from their own financial resources.

1.2 These ***Guidelines for Associate Deacons and Priests*** apply to all non-stipended clergy exercising licensed ordained ministry in the diocese of Salisbury, whether originally trained and ordained as Ordained Local Ministers (OLMs) or Non-Stipended Ministers (NSMs). They also apply to clergy who were originally ordained to stipended ministry but have since been licensed as Associate Deacons or Priests.

1.3 They do not apply to non-stipended clergy who are in Initial Ministerial Education years 4 - 7. The current ***IME 4 - 7 Handbook***provides guidance to Assistant Curates undergoing post-ordination training. There are also ***Guidelines for House-for-Duty Clergy***(issued on 12th May 2009).

1.4 Non-stipended clergy who are licensed as Associate Deacons and Priests hold their offices under Common Tenure in accordance with The Ecclesiastical Offices (Terms of Service) Measure. They receive a ***Statement of Particulars*** which outlines the terms and conditions of their appointments. The ***Statement of Particulars*** refers to the Ministry Specification and to the ***Diocesan Clergy Handbook*** to which reference should be made for further and more specific information.

1.5 These ***Guidelines for Associate Deacons and Priests*** are supplementary to the ***Statement of Particulars*** and the ***Diocesan Clergy Handbook*** and are intended to clarify and enlarge upon a number of issues specific to non-stipended clergy. They are designed for reference by Associate Deacons and Priests and those with and amongst whom they minister.

**2. Designations**

2.1 During IME 4 – 7 a non-stipended deacon or priest is designated ***Assistant Curate***. When an Assistant Curate has satisfactorily completed his/her post-ordination training the Coordinator of IME recommends to the Bishop that s/he be licensed as an ***Associate Deacon*** or ***Associate Priest*** according to his/her order. This designation is used on the Associate’s Licence and in the Diocesan Directory. By agreement with the appropriate Archdeaconry Support Officer for Associate Clergy, alternative informal designations may be used on a local basis.

2.2 The transition from Assistant Curate to Associate Deacon or Priest is marked by the development of a Ministry Specification (see 6.5 below) and should be celebrated by the Associate’s worshipping community.

**3. Forms of Associate Ministry**

3.1 The principal forms of ministry to which Associate Deacons and Priests are normally licensed include:

* Ministry in secular employment exercised by those called to minister primarily in the workplace;
* Parish ministry exercised by those called to minister on a full or part-time basis in parochial settings;
* Parish ministry exercised by clergy holding paid non-parochial appointments (for example as Prison or School Chaplains or at Church House or Sarum College) who also minister in parochial settings on a regular, non-stipended basis.

3.2 These Guidelines do not apply to clergy who:

* are undergoing IME 4 - 7 (see 1.3 above)
* hold House-for-Duty posts (see 1.3 above)
* receive stipends from the Church Commissioners
* have retired from stipended or non-stipended ministry
* hold Permission to Officiate
* are members of religious communities (unless also exercising some form of regular licensed non-stipended ministry in the Diocese outside their communities)
* hold Chaplaincies in the Armed Forces, Prisons, Hospitals, Schools or Colleges, or work at Church House, Sarum College, or on the Bishop’s staff (unless also exercising some form of licensed ministry in the Diocese on a regular, non-stipended basis).

**4. Support for Associate Deacons and Priests**

4.1 Associate Deacons and Priests are in the pastoral care of the Bishops, Archdeacons and Rural Deans. They have access to the senior clergy of the Diocese on the same basis as all licensed clergy.

4.2 In view of the patterns of life and ministry of Associate Deacons and Priests, which can be particularly demanding, each Archdeaconry has a Support Officer for Associate Clergy. Their names are given in Appendix A. Their contact details can be found in the Diocesan Directory.

4.3 The Archdeaconry Support Officers have a common Role Specification which is at Appendix B.

4.4 The Archdeaconry Support Officers are coordinated and supported by the Bishop’s Adviser for Associate Ministry, whose name is given in Appendix A and whose contact details are in the Diocesan Directory.

**5. Deployment**

5.1 Associate Deacons and Priests are full members of the Diocesan clergy complement, and should be prepared to be deployed as far as they are able to meet the needs of the Diocese. Deployment is a matter for episcopal decision following consultation with the Associate in which his/her calling, availability, gifts, family circumstances, secular employment, mobility and any other relevant factors are considered.

5.2 If an Associate is deployed away from his/her local parish or Benefice, time spent travelling to and from the place of ministry will be covered in the Ministry Specification and regarded as an integral part of the time the Associate devotes to ministry. Expenses incurred in travelling between home and the place of ministry may be claimed at Diocesan rates from the parish in which the ministry is exercised.

5.3 Suitably qualified and experienced Associate Deacons and Priests are eligible to be considered for appointment as Training Ministers, Rural Deans and Non-Residentiary Canons of the Cathedral.

**6. The Ministry Specification**

6.1 All Associate Deacons and Priests must hold a Ministry Specification describing his/her current agreed pattern of ministry. Copies are also held by the Associate’s Ministry Team Leader, Rural Dean and the local Archdeaconry Support Officer, one of whose roles is to assist in the drawing up and agreement of Ministry Specifications.

* 1. The principal purposes of the Ministry Specification are:
* to ensure that the pattern of ministry of the Associate Deacon and Priest takes account of the needs of setting in which s/he is to minister, the Associate’s gifts, experience and development needs, and is carefully considered, described and agreed;
* to ensure that the people and other ministers in the parish(es) to which the Associate is licensed know that they can rely on him/her to exercise the agreed pattern of ministry (except when sick., on leave or prevented by unforeseen circumstances);
* to protect the Associate from unrealistic demands;
* to ensure that the Associate maintains a balance between ministry, secular work (if applicable), domestic and family life, prayer life and spiritual growth, development in ministry and leisure.

6.3 The Ministry Specifications of Associate Deacons and Priests in secular employment should give details of the place and nature of their secular work and describe the opportunities, challenges and special features of their workplace ministry.

6.4 The agreed patterns of ministry of all Associate Deacons and Priests should include leading public worship (which, for a Priest, should normally be the celebration of the Eucharist) and preaching on an average over the year of at least one Sunday a month.

6.5 As soon as the Coordinator for Initial Ministerial Education confirms that a non-stipended Assistant Curate is to be recommended to the Bishop for transition to Associate ministry (see 2.1 above), the Archdeaconry Support Officer meets the minister and the leader of his/her future ministry team to develop a Ministry Specification. When complete, copies of the agreed Ministry Specification are signed and retained by the Associate, his/her Ministry Team Leader, the Rural Dean and the Archdeaconry Support Officer (on behalf of the Archdeacon).

6.6 The Ministry Specification is normally reviewed (and if necessary amended) every three years at a meeting between the Associate Deacon or Priest, his/her Ministry team Leader and the Archdeaconry Support Officer. The Ministry Specification is also reviewed if there is a significant change in an Associate’s circumstances or pattern of ministry.

6.7 The Ministry Specification template used in the Diocese is at Appendix C.

**7. Ministry Review**

7.1 As provided in their Statements of Particulars, Associate Deacons and Priests are required to participate in the Diocesan Ministry Review Scheme. Suitably experienced and qualified Associate Deacons and Priests are eligible for appointment as Peer Reviewers.

**8. Continuing Ministerial Development**

8.1 As provided in their Statements of Particulars, Associate Deacons and Priests are required to participate in Continuing Ministerial Development. When planning training and selecting CMD events, priority should be given to addressing development needs identified during the most recent Ministry Review. Associates with limited availability for Continuing Ministerial Development are expected to take full advantage of CMD events and other developmental opportunities offered on occasions when they are available.

8.2 The commitment an Associate is able to give to Continuing Ministerial Development (CMD) will be discussed and agreed when his/her Ministry Specification is drawn up, and be regarded as an integral part of the time s/he gives to ministry.

8.3 Associates are encouraged to notify the Learning for Discipleship and Ministry Team at Church House of training and development experienced in their secular employment or voluntary work which is relevant to their ministries. These will be added to their Diocesan Training Records and may count as acceptable alternatives for similar CMD provided by the Diocese.

**9. Spiritual Direction**

9.1 The Bishop requires every Associate Deacon and Priest to have a Spiritual Director whom s/he meets regularly.

9.2 Associate Deacons and Priests are encouraged to take sufficient spiritual refreshment through quiet days, retreats and other means they find helpful.

9.3 The time an Associate spends with his/her Spiritual Director and on spiritual refreshment will be regarded an integral part of the time s/he gives to ministry and be reflected in the Ministry Specification.

**10. Welbeing**

10.1 Associate Deacons and Priests are entitled and encouraged to take full advantage of the Wellbeing opportunities and resources provided by the Diocese and described in the Diocesan Clergy Handbook.

**11. Meetings**

11.1 Incumbents and Rural Deans should arrange a reasonable number of Clergy Team and Deanery Chapter meetings on occasions when Associates (including those in secular employment) are able to attend.

11.2 The commitment an Associate is able to make to attending Deanery Chapter, Deanery Synod, PCC and other meetings will be discussed and agreed when his/her Ministry Specification is drawn up, and regarded as an integral part of the time s/he gives to ministry.

**12. Expenses**

12.1 Associate Deacons and Priests are eligible to claim from the parishes to which they are licensed reimbursement of expenses necessarily incurred in fulfilling their agreed patterns of ministry, including attending approved CMD events. Car mileage and other travelling expenses are reimbursed at Diocesan rates.

12.2 Expenses incurred in exercising ministry in places other than the Benefice or parish to which the Associate is licensed should be claimed from the parish(es) in which the ministry was exercised (see 5.3 above).

12.2 Eligibility for other expenses necessarily incurred in exercising ministry, such as telecommunications, stationery and postage should be clarified in the Associate’s Ministry Specification. His/her authority to commit to expenditure (for example on ministry resources) should be clarified in the Specification.

12.3 Associate Deacons and Priests who are UK income tax payers and who do not wish to accept reimbursement of expenses should consider claiming the expenses due to them and gift-aiding an equivalent sum back to their parishes.

12.4 Further useful information is given in the latest edition of the Diocesan Clergy Handbook.

**13. Fees**

13.1 Associate Deacons and Priests are not entitled to receive any fees (either in full or in part) for weddings or funerals at which they agree to officiate, or for participating in any other ministry for which a fee is payable. Any fee in respect of ministry performed by an Associate Deacon or Priest must be paid to the Diocese through the Associate’s Incumbent or Ministry Team Leader. Further useful information is given in the Diocesan Clergy Handbook.

**14. Conduct and Discipline**

14.1 Associate Deacons and Priests are under the same expectations of conduct, discipline and holiness of life as all other clergy. They are expected to be aware of and abide by the Church of England’s ***Guidelines for the Professional Conduct of the Clergy.***

14.2 ***The Clergy Discipline Measure 2003*** (which came into effect in 2006) provides a structure for dealing efficiently and fairly with formal complaints of misconduct against members of the clergy. All who are admitted into Holy Orders in the Church of England, whether in active ministry or not, are covered by the Measure.

**15. Retirement**

15.1 Associate Deacons and Priests normally retire on reaching the age of 70, but by mutual agreement between the Associate, his/her Incumbent or Ministry Team Leader and the Bishop, an Associate may be permitted continue in licensed ministry for a specified period beyond the age of 70. Associate Clergy are encouraged to reflect on and prepare in good time for retirement and to avail themselves of pre- and post-retirement courses and events provided from time to time by the Diocese.

15.2 After retirement from licensed ministry, former Associate Deacons and Priests may apply for Permission to Officiate under the same conditions as other retired clergy. Advice and support in preparation for and following retirement is provided by the Diocesan Clergy Retirement Officers, whose names and contact details are in the current Diocesan Directory and you are encouraged to contact them if you are experiencing problems. (The Revd Canon Ann Philp for Wiltshire: acphilp55@virginmedia.com; and The Very Revd Alun Woods for Dorset: alanandbarbarawoods@hotmail.com as at March 2014.)  ***Guidelines for the Retirement of Non-Stipended Ministers*** are also available.

**Appendix A**

 **Archdeaconry Support Officers for Associate Clergy**

Wilts The Reverend Dr David Maurice

 Sarum The Reverend Jenny Taylor

 Sherborne The Reverend Jean Saddington

 Dorset

 **Bishop’s Adviser for Associate Ministry**

 The Reverend Canon Alan Deboo

**Appendix B**

**Common Role Specification: Archdeaconry Support Officer for Associate Ministry**

**Portfolio Holder's Role and Responsibilities**

* The Portfolio Holder is responsible to the Archdeacon for the support and encouragement of Associate Ministers in the exercise and development of their ministries.
* The Portfolio Holder looks to the Bishop's Adviser for Associate Ministry for specialist advice and guidance s/he may need in exercising his/her role.
* S/he is a member of the Associate Ministry Support Group.
* S/he helps ensure that Associate Ministers maintain proper life balances between secular work (if appropriate), ministry, family commitments, spiritual life, ministerial development and relaxation.
* S/he advises and encourages Associate Ministers in secular employment in the exercise and development of their ministry in the work place.

**Ordained Ministers in scope to the Portfolio Holder**

* All licensed Associate Ministers in the Archdeaconry who have completed IME 7 are in scope to this Portfolio Holder.
* (Non-stipended ordained ministers in IME 4 - 7 are in scope to the Coordinator for IME).

**Principal Duties**

* Get to know personally (and be known by) all the Associate Ministers in the Archdeaconry who are in scope to the role, and their Incumbents/Priests in Charge.
* At least once a year, meet Associate Ministers individually to discuss and review their ministries.
* On indication by the Coordinator for Initial Ministerial Education that an non-stipended Assistant Curate is to be recommended for transfer to Associate Ministry, to meet him/her with his/her Incumbent or Priest in Charge to develop an agreed Ministry Specification describing the pattern of ministry to be offered by the Associate taking full account of secular work (if appropriate), family commitments, spiritual life, ministerial development and leisure time.
* Ensure that Ministry Specifications are reviewed and (if necessary revised) every three years or when significant changes occur in an Associate's pattern of ministry and/or life.
* Support and advise Associate Ministers on any special needs in relation to their participation in the Diocesan Ministry Review Scheme.
* Advise, support and encourage Associate Ministers in any form of full or part-time secular employment in the exercise and development of their ministries at work.
* Be available to respond quickly when an Associate Minister needs pastoral support, help or guidance, or when an Incumbent/Priest in Charge seeks help or advice in relation to an Associate's ministry.
* Attend occasional meetings with the Bishop's Adviser for Associate Ministry and of the Associate Ministry Support Group.

**Appendix C**

 **Diocese of Salisbury**

 **Associate Priest or Deacon**

 **Ministry Specification Template**

**1. Associate’s Personal Details**

* Name
* Names of spouse and children

**2. Context of Ministry**

* Associate’s Designation (and local designation, if appropriate)
* Place of ministry
* Names and Titles of Ministry Team Leader and colleagues (ordained, lay and active retired)

**3. Secular Employment (if any)**

* Associate’s job title
* Paid or voluntary?
* Employer (or charity), place and nature of work
* Full or part-time?
* Nature of Associate’s ministry in the workplace

**4. Sunday Worship Commitment**

* Associate’s availability on Sundays
* Worship leadership pattern (preaching, celebrating, leading and participating)

**5. Weekday Worship Commitment**

* Associate’s availability on weekdays
* Worship leadership pattern (if any)
* House/care home Communions?
* Weekday prayer and house groups

**6. Time Off**

* Sundays off
* Weekdays off and Rest Time
* Annual Leave
* Arrangements for reporting sickness and other unforeseen absences

**7. Occasional Offices**

* Associate’s availability for baptisms, weddings and funerals
* Does the Associate do the pastoral and administrative work?
* Numbers of each Office the Associate conducts in a year (on average)

**8. Pastoral Work**

* Availability for visiting (home, hospital, care homes)
* Preparation for Confirmation
* Work with children, schools, assemblies, young people
* Work with the elderly.
* Engagement with the wider community
* Any other pastoral work?

**9. Associate’s Attendance at Meetings**

* Ministry Team Meetings
* PCCs
* Deanery Chapter
* Deanery Synod
* Any other?

**10. Spiritual Development**

* Does Associate have a Spiritual Director?
* How often does s/he see him/her?
* Quiet days and retreats
* Any other spiritual refreshment?

**11. Continuing Ministerial Development**

* Confirmation of the Associate’s participation in the Ministry Review Scheme
* Associate’s availability for Clergy Conference and Clergy Days
* Participation in diocesan CMD programme
* Any other Ministerial Development/learning activities?

**12. Other Spheres of Ministry**

* Has the Associate a special role?
* Mission/Fresh Expressions?
* National/diocesan role/membership of working groups/committee(s)?
* LPA/LfD/Lay Learning role?
* Any other special ministry?

**13. Expenses**

* (See Diocesan Clergy Handbook and Section 12 of the Guidelines).
* (Name) is entitled to claim car mileage (diocesan rate) and expenses such as telephone, postage and computer consumables necessarily incurred in the course of his/her Associate ministry.

**14. Non-Eligibility for Fees**

* (See Diocesan Clergy Handbook and Section 12.2 of the Guidelines)

**14. Date of Next Review of Ministry Specification**

* Date when Ministry Specification was signed and date of next review (normally 3 years on).

**15. Signatures**

**……………………………….. Associate Deacon or Priest**

**………………………………... Ministry Team Leader/Incumbent**

**………………………………... Rural Dean**