

## ***ACT TWELVE***

### ***Of Clergy Stipends and Allowances***

#### The Clergy Package

- 1** A Clergy package financed by the Diocese will be determined annually by the Bishop in consultation with the Diocesan Board of Trustees, having received recommendation from the Remuneration Advisory Committee. Such determination shall be promulgated in a Bylaw and each Cleric shall be entitled to be advised in writing of the stipend and allowances applicable to him/her. The aforesaid Bylaw must be tabled in Synod and in a year in which Synod does not sit, it must be tabled in Diocesan Council. This provision does not preclude the benefits accruing to a clergy person which are the responsibility of the Parish.

#### Allowances in lieu of Residence

- 2** Wherever it is stated in the determination made in terms of Section 1 of this Act, that a Cleric shall have a house or residence, if there be no house provided, he/she shall receive an allowance for house rent to be determined by the Diocesan Board of Trustees after receiving a recommendation from the Parish council. The housing allowance must be paid by the Pastoral Charge except in the case of a Bishop Suffragan and the Bishop. In these latter instances the matter will be dealt with directly by the Board of Trustees.

#### Lease of Rectory

- 3** A cleric enjoying the right of residence in respect of a Rectory in terms of Act 9 Section 7 (a) may only vacate the Rectory or make alternative arrangements for his/her accommodation with the approval of Parish Council. The approval of the Parish Council must be supported by the Archdeaconry Property and Finance Committee and submitted via the Bishop Suffragan to the Bishop and Diocesan Board of Trustees for ratification.

#### Catechists and Lay Pastors - Package

- 4** The financial package of Catechists and Lay Pastors shall be determined in the same manner as the Clergy package as provided for in Section 1 of this Act.

Special arrangements as to Stipends

- 5** Nothing in this Act shall prevent the Bishop, in consultation with the Diocesan Board of Trustees, from making a special arrangement with any Cleric in respect of his/her stipend, provided that the stipend does not exceed the maximum stipend laid down in terms of Section 1 of this Act for Diocesan Clergy.

Entitlement to Stipend, Emoluments and Allowances

- 6** During any period when a Cleric is licensed to a pastoral charge or congregation, or holds a general licence and performs a Diocesan function he/she shall be legally entitled to the stipends, emoluments and allowances determined under this Act, save always that the provisions of Act 10 shall apply in respect of leave during the period he/she is licensed to such pastoral charge or congregation, or performs a Diocesan Function.

Additional Remuneration from Pastoral Charge

- 7** No direct payment other than that provided for in Section 11 of this Act may be made by any Pastoral Charge to any cleric by way of additional remuneration, except with the prior approval of the Diocesan Board of Trustees.

Travelling and other Expenses

- 8**
- (a) A sum to be determined by the Diocesan Board of Trustees shall be provided annually to meet travelling, secretarial expenses or other official expenses of the Bishop of the Diocese.
  - (b) A sum shall similarly be determined annually by the Diocesan Board of Trustees from which shall be paid the out-of-pocket travelling expenses of Clergy whilst travelling on Diocesan duty other than the attendance at Diocesan Synod, except in cases where travelling expenses are met by some other body or person.
  - (c) Any claim for reimbursement from funds provided for travelling expenses of Clergy on Diocesan duty must be made within forty days of the date of incurring the same.

Travelling and Removal Expenses of Priests, Deacons and Catechists on Appointment to Diocese, and on Transfer Within the Diocese

- 9**
- (a) Whenever a cleric, catechist or other functionary accepts an appointment made by the Bishop, which will involve him/her and his/her household relocating, he/she may be reimbursed reasonable actual travelling and relocation expenses.

- (b) The expenditure referred to in para. (a), will be paid from an account in the Central Fund to be known as the "Travelling and Removal Account" to which each pastoral charge shall contribute an annual amount determined by the Board of Trustees. That amount shall be paid to the Diocesan Secretary annually during the month of January. This fund shall be administered and controlled by the Diocesan Board of Trustees.
- (c) The Diocesan Board of Trustees shall, in addition, and especially in the case of an appointment from outside the Diocese, have power to make grants from Diocesan general income towards the removal, or settling-in expenses of any Cleric, Catechist, or other functionary, as the Board may consider reasonable.
- (d) (i) All reasonable relocation costs for a stipendiary cleric and her/his family retiring within the Diocese will be met by the Diocese.
- (ii) On retirement of a stipendiary cleric moving out of the Diocese, the Diocese will contribute to her/his and her/his family's relocation costs in an amount equal to the relocation costs which would be incurred in transport costs to the borders of this Diocese plus any other costs which would have been reasonably incurred if relocation had taken place within the Diocese.
- (iii) The provision of paragraphs (i) and (ii) of this sub-section also apply to the surviving spouse of a stipendiary cleric who dies in service.
- (iv) The provisions of this sub-section lapse 12 months after the retirement of a stipendiary cleric, or the death of a serving stipendiary cleric, unless the Bishop authorizes an extension of that period.

#### Medical Contributions

- 10** (a) (i) All clergy in receipt of a stipend or pension shall make a monthly contribution to a registered medical aid fund or scheme approved by the Diocesan Board of Trustees. Such fund must exist to help meet the medical expenses of clergy, retired clergy, clergy widows, widowers and their families.
- (ii) The Diocesan Board of Trustees is hereby authorised to determine –
- the amount of compulsory contribution as set out in (a) (i) above;
  - the exemption from payment, as above, where they consider it to be appropriate.

- (iii) The Trustees shall make an annual report to Synod and/or to Diocesan Council regarding the medical aid arrangements for clergy and for their dependants as well as for the Diocesan lay staff.
- (b) Every Pastoral Charge shall with its assessment make a monthly payment in respect of the clergy medical aid as laid down from time to time by the Board of Trustees.

Accessibility of Information

- (c) The Diocesan Secretary must ensure that all clergy are furnished with up to date rules of the fund, details of contributions and particulars of benefits.
- (d) Every person prior to admission to a paid Office of the Church in this Diocese shall be required to furnish the Bishop with a Medical Certificate of health.

Benefits being the Responsibility of a Parish

**11** Over and above the Clergy package provided by the Diocese in terms of Sect 1 of this Act, a parish shall within parish budget limits provide its licensed stipendiary clergy with:

- (a) Housing and utilities including a stove and fridge (subject to the possibility of an arrangement referred to in Sect 2 of this Act)
- (b) Transport – vehicle and actual costs or an adequate travel allowance in lieu thereof.
- (c) Reimbursement of reasonable and necessary personal vestments, books, telephone, cellphone and e-mail expenses.

In addition

- (d) It is the responsibility of a Parish to provide its clergy with an Easter/Whitsun (Pentecost) offering, whichever is appropriate. The Easter/Whitsun gift offering and disbursement must be reflected in the accounts of the Parish. The amount paid to clergy must be reflected on the Return of Information for Tax Purposes. Such an offering shall not be diverted to meet the costs of running the Parish.

The benefits referred to in this section represent support by a parish to its clergy and are not part of the clergy package financed by the Diocese.

Packages : Bishop and Bishops Suffragan

- 12** (a) A Bishop shall receive a package approved by the Board of Trustees from time to time.
- (b) Bishops Suffragan shall likewise receive a package approved by the Board of Trustees from time to time.
- 13** The Bishop may from time to time issue by-laws on any aspect of clergy packages/related matters.