

2019 Addendum

All references to the Assistant Diocesan Secretary have been amended to refer to the Diocesan Surveyor.

All references to the Children and Youth Advisers have been amended to refer to the Children & Youth Mission and Ministry Advisers

A6.2 Removal costs and expenses – amended:

“The Diocese is responsible for the cost of clergy removals (ie "the van") on taking up a full-time stipendiary post within the Diocese and the removal will be carried out in accordance with the corporate contract arranged by the DBF. The contract includes a full packing service. Under the terms of the Diocese’s contract with the removal company, garden furniture and shed contents are not included within the cost of moves if they take the volume over the capacity of one van. Any unusual requests will be referred to the Diocese for agreement. The removal contractor will not ask you to pay any deposit for packing materials. Your goods need to be insured whilst in transit and your own contents policy may cover this. Please let us know if it does not, as the Diocese can arrange insurance through the EIG.”

A 10 Housing – amended:

See also [statement of particulars](#) and the [Clergy Houses Strategy](#).

A10.10 Sub-Letting – added:

“Furthermore, when letting wider family and friends stay medium to long-term in the property it is worth remembering that in this diocese all DBS checks for clergy are ‘working from home.’ This allows the police to consider information held not only on the applicant, but also others living at the address.”

A10.16 When an incumbent leaves – added:

“Please contact the Diocesan Surveyor for more detailed guidelines.”

Added: A10.20 The Clergy Housing Strategy

“Inspired by the Called Together vision, a new Clergy Houses Strategy has been developed.

It sets out the Clergy Housing Committee's approach to clergy housing for the coming years, and reaffirms the work and aspiration of the committee.”
<https://www.rochester.anglican.org/resources/clergy-houses-strategy/>

You can find the complete text of the Housing Strategy on the [Diocesan website](#).

A18 Clergy Spouses – amended

“Our newly appointed Co-ordinator, Margaret Wooding Jones will be in touch with you shortly after your arrival in the parish/role.”

A18 Clergy Spouses - added

“Clergy Spouses Co-ordinator: Margaret Wooding Jones (margaret@woodingjones.net | 01732 667099).”

A19 Well-Being - added

See also: [Guidelines for the Professional Conduct of the Clergy \(2015\)](#);
the Sheldon Hub ‘[Covenant for Clergy Care and Wellbeing](#)’ draft document (prepared by a working party following a debate in the Church of England’s General Synod in July 2017).

A20.2 Minimise Risk – added:

“Do not encourage strangers (eg homeless individuals) to stay in your house without first seeking advice.”

A21.3 Other counselling agencies - added

- [Tonbridge Counselling Service](#) Tonbridge Counselling Service, First Floor, Gilbert House, River Walk, Tonbridge, TN9 1DT (01732 605046)

A27.2 Dignity At Work - amended

“The [Rochester Dignity at Work](#) policy and its companion document, the [Anti-bullying and Harassment](#) policy, set out indicators of both bullying and harassment and sets out how to make a complaint and what will happen.”

B6.2 Who may conduct a wedding? - amended

(The [Archbishops guidelines](#) regarding the solemnization of marriage by deacons may be found in the supplementary material of the Canons of the Church of England.)

B13 Churches in Communion with the Church of England - deleted

“and also in the document [CCU Resources 2014 \(Our Partners\)](#).”

B14.2 Our Link Dioceses – amended:

B.14.2.1 Estonia

(for information, please contact Mike Fawcett (details below))

B14.2.2 Harare, Zimbabwe

(Chair - Dom de Mattos; Bishop’s Leadership Team sponsor – The Ven Dr Paul Wright)

[text added] ... Bishop Chad retired at the end of 2018, with Farai Mutamiri elected as his successor.

B14.2.3 Kondoa, Tanzania

(Chair - Sue Chalkley; Bishop’s Leadership Team sponsor – Bishop James)

B14.2.4 Mpwapwa, Tanzania

(Chair - Stephen Barbor; Bishop’s Leadership Team sponsor – The Ven Julie Conalty)

[text added] ... Bishop Jacob served additionally as Archbishop of Tanzania from 2013-2018.

B 14.2.5 Links through Rochester Cathedral

Rochester Cathedral has a partnership with Chennai (South India) which continues to engage members of the Cathedral congregation. There is also a connection with St George’s Cathedral Jerusalem – Hosam Naoum, the Dean of Jerusalem, is an Honorary Canon of Rochester.

C4.7 Remuneration for ministry – amended

“Retired clergy who minister with PTO are entitled to receive [remuneration for occasional Sunday duty](#) when they offer ministry in a parish not their own usual place of worship”

“Clergy with PTO are also entitled to 80% of the DBF portion of the fees for *Life Events* (AKA Occasional Offices)”

C4.7 Remuneration for ministry – omitted:

“(not least from parishes where they have a strong personal involvement)”

C5 Licensing, Institution, Collation, Induction - amended

“When a new incumbent receives an appointment letter from the Bishop, the parish will need to contact Bishops court. When a new incumbent receives an appointment letter from the Bishop, the parish will need to contact Bishops court to arrange the next steps.

C5.1 Forms Of Service

The generic term 'Commissioning' is used at some points in these notes and in the service itself. In legal terms, a Commissioning Service takes one of four main forms,”

C5.2 The Process - amended

“For an installation service, Bishops court will normally arrange the printing;”

C7.3 Visiting Clergy and Other Preachers - added

If, however, the visiting minister is coming from overseas, or if they were ordained in another province, the local incumbent does not have the authority to permit them to minister, but permission **must be sought from Lambeth Palace**. Failure to do so is an offence under canon law.

Furthermore if you are inviting clergy for a period greater than seven days, or for a frequency greater than twice a year, Permission to Officiate should be sought.

Therefore please contact the [Bishop's Office](#) in good time before you have a visiting minister from another church or Diocese, so that their credentials and standing may be checked and, where necessary, the relevant permissions sought.

C 10.1.3 Extended Ministerial Development Leave (EMDL) - amended

“Clergy and stipendiary lay ministers become eligible for consideration for study leave in the tenth year of holy orders/post commissioning.”

C 10.1.4 Retreats - amended

“Clergy and lay ministers needing help with setting up or resourcing retreats should discuss the matter with their Archdeacon or the Director of Formation and Ministry.”

C13.6 Authorised Ministers - added

We now have our first Licensed Lay Funeral Minister who has a certificate in Christian Ministry and has completed our bereavement and funeral module and now has the Bishop's license to conduct funerals. It is hoped that others may follow this route to Licensed Lay Funeral Ministry.

There is also a growing number of lay people commissioned as [Anna Chaplains and Anna Friends](#) (40 at the end of 2018). Anna Chaplaincy is an ecumenical, community-based chaplaincy to older people.

D3.3 The focus of a SIAMS Inspection – added

“For more information see the [Church of England](#) website.”

E1 The Communications Team – revised

The Communications Team, based in the Diocesan Office, is responsible for both internal and external communications in the Diocese. It aims to support parishes, the Diocesan Office and the Bishop, to share and promote the work and mission of the Church locally, as expressed through its shared Called Together vision.

It also works with parishes to encourage high standards of press and media relations and to

promote good communications within parishes themselves. The department can offer help and advice on a wide range of communications issues, as well as provide media and communication training sessions.

As well as managing the Diocese's various social media channels ([Facebook](#), [Twitter](#)) , they also produce the monthly [e-newsletter](#) and the quarterly magazine – [Together](#). The Diocesan website can be found at: www.rochester.anglican.org/

If you have an interesting story that could be shared, relating to a person or initiative in your church, please email: communications@rochester.anglican.org You can also add an event to the Diocesan 'What's On Calendar' [here](#).

You are also encouraged to keep you're [A Church Near You](#) (ACNY) page up to date with your church's contact details, services, events and facilities. Every church has a free page and it is now a key way that those who do not regularly attend church are accessing information about their local church. Vicars need to approve people to become authorised editors of a page. Find out more [here](#)

The Communications Team are available to support parishes with communication at times of crisis. It is always best to seek advice sooner rather than later regarding any issue that you think might have difficult or negative consequences. The department can also help with media relations where a church service (such as a funeral) is likely to attract a high level of media attention.

Some simple guidelines on how to respond to calls from the media are:

- If you speak to a member of the media, you must assume that everything you say will be on the record. If you don't want to be quoted, don't say it!
- If the call is in response to a news release that you have distributed and you are confident about the subject then please carry on. Out of courtesy, could you let the Communications Team know you have a story running it might be something they can share with the wider diocese too!
- If the call is unexpected and/or unwanted, take the name and contact details of the journalist. Then please call the communications team and discuss the way forward with us.
- If the call concerns a national or controversial issue, please take the name and contact details of the journalist. Then please call the communications team and discuss the way forward with us.
- In the event of a media crisis out of office hours, please call: 07526 171 583

Diocese of Rochester Communications Team: 01634 560000

Communications Officer: Jennifer Ross: jennifer.ross@rochester.anglican.org / 07526 171 583