The Diocese of Gloucester, with its 390 churches and 116 church schools, and all our worshipping communities is part of the Church of England, serving communities across Gloucestershire and beyond.

Almighty and everlasting God,  
by whose Spirit the whole body of the Church is governed and sanctified:  
hear our prayer which we offer for all your faithful people,  
that in their vocation and ministry they may serve you in holiness and truth  
to the glory of your name;  
through our Lord and Saviour Jesus Christ,  
who is alive and reigns with you, in the unity of the Holy Spirit,  
one God, now and for ever.  
Amen  
(Common Worship (Church of England) Fifth Sunday after Trinity)

This handbook is available in hard copy, and through the diocesan website: [http://www.gloucester.anglican.org/your-ministry/clergy-and-parish-handbook/](http://www.gloucester.anglican.org/your-ministry/clergy-and-parish-handbook/).

It hopefully provides a one stop resource for Clergy, Readers, and parishes who have any queries about everything from vacancies and appointments to rights, accountabilities and responsibilities.

Information is grouped into a range of sections as indexed below, and will be updated regularly, so we do recommend that you ensure you are familiar with the layout and double check from the website that you have the most up to date version of any document you need. Further advice and guidance can always be sought from your Archdeacon, or the Director for the Department of People, Pastoral and Safeguarding, which includes Human Resources support, Canon Judith Knight; jknight@glosdioc.org.uk

This Handbook is one important element in the resourcing, care, and support we offer to the clergy and parishes in the Diocese. The ministry of the Bishop and her staff, the prayers of the church and the commitment of diocesan officers, all combine to express our reverence for, and commitment to, the vocation we share. This is set out in our vision and values, that underpins our work [http://www.gloucester.anglican.org/about-us/our-vision/](http://www.gloucester.anglican.org/about-us/our-vision/)

Within this handbook the terms `The Diocese’ and `we’ are referred to – For the sake of clarity these refer to the Bishop, her senior staff team, and other professionals and members of the Gloucester Diocesan Board of Finance (GDBF) employed staff who are delegated particular appropriate roles in working with, and supporting our clergy, Readers, and parishes.
Our Vision

The vision for the Diocese of Gloucester over the next five years. “I have come that they may have LIFE, and have it to the full.” (John 10:10)

Leadership
Committed to transformation

- Developing diverse lay and ordained leaders from the communities we serve
- Piloting liberating models of leadership and ministry, especially in multi-parish benefices
- Creating learning networks for lay and ordained leaders

imagination
Opening new paths to faith

- Investing in our engagement with baptism families to spark an amazing adventure with Jesus Christ
- Placing schools at the heart of our mission with creative connections between churches and schools
- Encouraging new and courageous ways of worshipping, in different places, which connect with more people
- Approaching the use, upkeep and future of our church buildings in bold and creative ways
Enabling people to discover new depths to prayer and spiritual growth, individually and together
Nurturing confident disciples to live out their faith seven days a week
Sharing our stories in new and different ways, including through digital media

Being advocates for human flourishing, through initiatives which combat injustice, environmental destruction, exclusion and isolation
Using sport, music and art to build relationships and share the Christian faith
Connecting with new housing developments in innovative ways
Investing in people and programmes, which excite young people to explore and grow in faith
Section 1: Introduction – Affirmation and Accountability

- Common Tenure
- The role of/support by Human Resources (HR) and others in the Diocese

Section 2: Equality and Dignity

- Equality Statement
- Bullying and Harassment Policy

Section 3: Starting and Ending a Clergy Role

- Recruitment Guide for Clergy and Parishes
- Fixed Term / Temporary Appointments
- Personal Information
- The Statement of Particulars and Clergy Roles and Responsibilities
- The Appointment of Clergy Couples

Section 4: Day to day activities and working arrangements

- Changes in Personnel Details
- Stipends, Expenses and Payments
- Synod Duties
- Public Duties
- Security Arrangements
- Health and Safety Responsibilities
- Use of personal computers

Section 5: Family Friendly Policies and Factsheets (April 2009)

- Maternity Leave Policy
- Adoption Leave Policy
- Paternity Leave Policy
- Parental Leave Policy
- Dependants Leave Policy
- Family Assistance (financial) Fact Sheet (tax credits and child care vouchers) and links to Church Commissioners
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| Section 7: | Performance (Capability), and Personal & Ministerial Development (MR, ER, CMD) |

| Section 8: | Grievance, Discipline, Appeals, Whistleblowing and Capability |

| Section 9: | Accessing Information (HR, Finance, IT, Diocesan information, unions) |

| Section 10: | Parishes as employers (good practice, templates, employment law advice) |

| Section 11 | Information and advice for Curates |

| Section 12 | Information and advice for House for Duty clergy |

| Section 13 | Information and advice for Non Stipendiary (all self supporting clergy) |

| Section 14 | Professional code of conduct for Readers |