

Memorandum of Understanding Template for SSOM Incumbents

The Memorandum of Understanding Template below can be downloaded from the Diocesan website and edited accordingly but is reproduced here for information purposes.

NB, it is EXPECTED all SSOM Incumbents will have a Memorandum of Understanding.

When drawing up the Memorandum of Understanding, please always refer to the information re:

- Common Tenure
- Memorandums of Understanding

Please also consult the Bishop's Adviser for Self-Supporting Ordained Ministry, and the Bishop's Adviser for Curate Development and Clergy Transitions, when devising and/or revising a Memorandum of Understanding.

All Memorandums of Understanding, including every amended, reviewed or updated version thereof, MUST be 'lodged' with both the Bishop's Adviser for Self-Supporting Ordained Ministry and the Bishop's Advisor for Clergy Development and Transition at Church House.

The Memorandum of Understanding (MoU) is not for use by SSOM clergy who are not Incumbent level post-holders – alternative arrangements are in place for them. Please see the *SSOM Handbook* for further details and guidance.

Memorandum of Understanding for Self-Supporting Incumbents

The Memorandum of Understanding for SSOM clergy,
appointed to Incumbent roles within the Diocese of Chester

When drawing up a 'local' Memorandum of Understanding (MoU), clergy are reminded to read the 'SSOM Handbook' on the Diocesan website.

It is important that this MoU reflect the SSOMs Statement of Particulars (SOP).

NB, this template is for use by SSOMs who are in the process of being appointed or who have been appointed to the role of an 'SSOM Incumbent'. The Bishop's Adviser for Self-Supporting Ordained Ministry, and the Bishop's Adviser for Curate Development and Clergy Transitions, should be consulted when devising and/or revising a Memorandum of Understanding.

Name of SSOM Incumbent	<i>Enter name here...</i>
Parish / Benefice	

Contact details (preferred email and phone details for contact regarding parish matters)	Home: Mobile: Email:
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Employment / Other Commitments

Enter details of employment and how this can / could impact upon availability in the Parish. If not employed, there may well be other demands on your time, such as childcare or care commitments etc. Indicate also, any non-Parochial commitments in the Diocese, such as spiritual director, or community commitments, such as school governor etc.

Time commitment within the parish

The Self-Supporting Incumbent's time spent on parochial duties will include time for leading worship, taking occasional offices (including preparation and follow-up), meetings, reading, prayer and sermon preparation. Time spent within the parish must take account of special responsibilities and commitments outside the faith community, as well any at a Diocesan level.

Days and times:

On average, how many hours per week is the SSOM Incumbent offering to the parish?	<i>Refer to the SOP, and be as specific as possible</i>
Are there specific day(s) of availability / unavailability?	<i>Again, be specific</i>

'Sunday' expectations:

How many Sundays per month will s/he be leading worship?	<i>This needs not be a 'hard and fast' rule, but more a generalisation, such as 'at least...' or 'at most...'</i>
What will happen on Sundays when the SSOM Incumbent is 'absent'?	<i>Who will arrange 'cover'. This may not always be the SSOM Incumbent, but they should be fully consulted re: who undertakes cover if this 'role' is delegated</i>
How many times per month will s/he be preaching, including homilies and other addresses?	<i>This needs not be a 'hard and fast' rule, but more a generalisation, such as 'at least...' or 'at most...'. What will happen when the SSOM Incumbent isn't preaching?</i>

'Other' expectations around worship:

Approximately how many funerals, weddings and baptisms will the SSOM Incumbent be doing through the year?	<i>This needs not be a 'hard and fast' rule, but more a generalisation, such as 'at least...' or 'at most...', as well as detailing circumstances, such as 'congregants only' etc.</i>
How will any 'occasional offices' be conducted if not taken by the SSOM Incumbent? Who will 'oversee' them within the parish?	<i>It is perhaps unrealistic to expect the SSOM Incumbent to arrange services they are not taking. What provision will the parish make to ensure appropriate arrangements are made and cover provided? This may not always be the SSOM Incumbent, but they should be fully consulted if this 'role' is delegated</i>

What are the expectations around services on days other than Sunday (e.g., mid-week services)	<i>Will the SSOM Incumbent take these? How often? What are the arrangements and who makes them, if the SSOM Incumbent is not available?</i>
What are the expectations around services on 'high days' and 'holy days' other than Sunday (e.g., Ash Wednesday, Ascension etc)	<i>Will the SSOM Incumbent take these? How often? What are the arrangements and who makes them, if the SSOM Incumbent is not available?</i>
What are the expectations regarding the daily offices?	<i>Work commitments may prohibit saying the Offices with other clergy and lay ministers within the Parish</i>
When will the SSOM Incumbent and other 'staff', including Wardens, pray together?	<i>Indicate when, where, frequency etc</i>

Other commitments

What other 'activities' will the SSOM Incumbent participate in?	<i>List these here, e.g., school's work, visiting parishioners, hospital visiting, services in care homes etc</i>
Nature of activity 1: (e.g., School's work)	<i>Detail what the activity is, and expectations around it</i>
Add / delete rows as required...	<i>Detail what the activity is, and expectations around it</i>

Time off

What times / days will the SSOM Incumbent be expected to be 'available'?	<i>Details re: when, as well as not. Also provide details re: what happens in 'emergencies'</i>
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Holidays

What holidays will be taken, and how will holiday dates be coordinated between the SSOM Incumbent and the Parish?

Refer to the SSOM Handbook. It is important that holidays are taken by the SSOM Incumbent, in addition to however many Sundays per year may be taken as 'time off'. It is unhelpful for SSOMs to be limited to only six Sundays per year off, especially if they are in fulltime employment. However, communication and clarity around what and when are key. Also, detail briefly (see above) how 'cover' will be arranged

Support and Supervision

These meetings are for mutual support, personal review and growth, and theological reflection.

Mentor Meetings

Name of Mentor	<i>Enter name</i>
How often will they take place?	<i>Suggest at least four times per year?</i>
Where will they take place?	<i>Indicate where and when...</i>
What will the "rules" of meeting be?	<i>These may include standing items</i>
What are the intended 'outcomes' of this type of support?	<i>Detail how these meetings will enhance and support the SSOM</i>

Parochial Support

Detail what support (not captured elsewhere in this MoU) the parish will give to the SSOM Incumbent. This support should be practical

Deanery Support

Detail what support (not captured elsewhere in this MoU) the Deanery and Rural Dean will give to the SSOM Incumbent. This support should be practical

Diocesan Support

Detail what support (not captured elsewhere in this MoU) the Diocese and its officers / advisers / staff, will give to the SSOM Incumbent. This support should be practical

Other meetings

At what meetings (e.g., ministry team, Chapter, Synod) will attendance be expected (subject to availability)? What meetings will the SSOM Incumbent not attend?

Be realistic in terms of time commitment.

Office space

What office space and/or administrative support will the SSOM Incumbent have?

This can include support towards the purchase of consumables etc. Capture anything here not detailed elsewhere in this document.

Clerical dress

What is normal liturgical dress? What other expectations are there regarding dress code?

Within the Parish generally, when undertaking ministry (e.g., clerical collar), and for services – cassock, stole, chasuble etc.

Expenses

Reference should be made to *Parochial Expenses of the Clergy 2017* (available online) which gives guidance to clergy and Treasurers about the reimbursement of expenses.

How will the SSOM Incumbent claim expenses? How frequently and to whom?	<i>Also, will a claim for be used?</i>
What can the SSOM Incumbent claim for?	<i>The SSOM Incumbent should never be out of pocket for ministry – be specific here in terms of what can be claimed</i>

Ministerial Formation and Continuing Ministerial Development

The SSOM Incumbent should take responsibility for his/her own professional / ministerial development. Ministerial formation and CMD should never be seen as simply something that 'has to be done', but rather embraced positively:

What time is to be allocated to learning events, ministerial formation and study?	<i>This should be included in the hours per week offered to the Parish</i>
What plans are there for making a retreat and attending conferences?	<i>Additionally, can / will the parish pay anything towards the cost of these?</i>

NB, all clergy, whether stipendiary or self-supporting are required to attend Safeguarding training as and when requested by the Diocese, as well as be subject to enhanced DBS checks, as per Diocesan cycle / requirements.

Further Ministerial Support

What other arrangements are in place in terms of professional support, coaching and spiritual direction etc?

How can the Parish support and facilitate this? Additionally, if also an MSE, how can the Parish support you in this sphere?

Other boxes can be added at this point to capture any aspects not covered elsewhere in this template.

Insurance

SSOMs and their Incumbent should check arrangements re: insurance of the SSOM whilst engaged in parochial activities.

Enter insurance details in this box

Confidentiality

In the case of any safeguarding matters, all disclosures will be dealt with in line with Diocesan guidelines and confidentially will **NOT** be maintained.

Grievance procedures

The SSOM Incumbent and Churchwardens agree that any misunderstandings and/or grievances they experience will be discussed in private, never in public, although it may be appropriate to the Rural Dean and/or the Bishop's Adviser for Self-Supporting Ordained Ministry, and the Bishop's Adviser for Curate Development and Clergy Transitions to attend any meetings where potential issues may arise. The SSOM Incumbent should be free to contribute openly and with integrity to any discussions within the parish but should also demonstrate loyalty to colleagues and church officers, as well as be afforded the same loyalty back.

The SSOM Incumbent, Wardens and PCC therefore agree to support each other publicly but maintain their individual viewpoints and contributions. If any issue cannot be resolved and is too fundamental for colleagues simply to agree to differ, then advice should be sought from The Bishop's Adviser for Self-Supporting Ordained Ministry, and the Bishop's Adviser for Curate Development and Clergy Transitions in the first instance, or the relevant Rural Dean, before approaching the Archdeacon and/or Bishop.

This Memorandum of Understanding has been devised and agreed between:

The SSOM Incumbent:

Signed and dated:	<i>Enter name</i>	<i>Date</i>
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and the Churchwardens of the Parish:

Signed and dated:	<i>Enter name</i>	<i>Date</i>
Signed and dated:	<i>Enter name</i>	<i>Date</i>

Counter-signatory:

Signed and dated:	<i>Rural Dean</i>	<i>Date</i>
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Agreed date for reviewing this Memorandum of Understanding	<i>Generally, annually...</i>
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