

## User Guide

### Annual Review of Stipends and other Financial Elements

#### Introduction

This user guide sets out what must be done each year to review stipends and other financial elements of a Chaplain's overall remuneration package. Subject to para a below, the reviews are to be undertaken in January of each year, taking account of changes in any grants that are to be received. (NB annual reviews are not required for non-stipendiary appointments)

- a) An Annual Review of Stipend etc for any chaplain or assistant chaplain taking up their post after 30 September of the preceding year is not necessary until the January of the following year.
- b) The churchwardens and the treasurer of the Chaplaincy Council should discuss with the chaplain, and with any assistant chaplain, what changes, if any, should be made to the financial and other material provision for the chaplain and/or assistant chaplain, and should make the necessary arrangements for the Chaplaincy Council to implement these changes.
- c) The Diocesan **Annual Review of Stipend Form** must be completed, signed, and forwarded to the archdeacon for countersigning.
- d) The archdeacon will send the Annual Review of Stipend form to the Diocesan Office for signature by the diocesan secretary on behalf of the Bishop.
- e) A copy of the fully signed form will be sent to chaplain or assistant chaplain named, and also the churchwardens for the chaplaincy records.
- f) The Annual Review of Stipend must not be used as a pretext for a Chaplaincy Council to discuss the way in which any chaplain or assistant chaplain carries out his/her ministry. (The churchwardens have a duty to tell the Bishop or the archdeacon of anything concerning the welfare of their chaplain or chaplaincy, which he should know.)

*Date of issue of this edition: 10 October 2022 (draft)*

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