

# DIOCESE IN EUROPE INTERIM (TRANSITIONAL) MINISTRY HANDBOOK 2025

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## Introduction: What is Interim (Transitional) Ministry?

### Interim Ministry is about transformation

Interim Ministry (IM) supports the process of revitalising chaplaincies as they adapt to changing circumstances and explore how best to respond in positive, realistic and fruitful ways.

An Interim Minister is a fixed-term strategic appointment to chaplaincies to lead them through a collaborative process of review and reflection on their current circumstances, history, identity and mission, and help discern a vision for the future.

Internationally, IM has become an established discipline. IM has been evolving in the Church of England for about 25 years, but particularly since a legal change formalised short-term posts in 2015, under certain circumstances.

## Interim (Transitional) Ministry as a model

### Purpose

The stated aims of IM are to enable a local church to:

1. Acknowledge the past before moving forward
2. Use the period of vacancy constructively, addressing unresolved issues and maintaining appropriate pastoral, liturgical and governance
3. Prepare well for the appointment and induction of the new priest

### **1. Acknowledging the past before moving forward**

The church needs to acknowledge and address the range of feelings there are at their chaplain's departure: there may be deep regret, evidence of dependency, fears for the future, senses of relief and even gladness. In these respects, there are similarities between the farewell process and experiences of bereavement: in both, recognition of the reality is integral to the attempt to embrace the future with hope.

### **2. Using the period of vacancy constructively**

A vacancy can degenerate into tribal warfare, as groups of opposing views clash, or it can be seized as an opportunity to rethink the local church's role in God's mission. IM is clearly an attempt at facilitating the latter, but it does so by helping people locally to recognise important truths, however unpalatable, about their relationship with their previous priest, with one another and with God, and to locate ways of addressing hurts and issues. Some of these issues will be capable of solutions, because their nature is structural, organisational or technical, e.g. ensuring that Sunday services and occasional offices are conducted, arranging rotas, maintaining the fabric of church buildings. Others will be rather in the form of dilemmas to be lived with, especially those bound up with personalities and the dynamics of power.

There are also different understandings of what changes, if any, are permissible and to be encouraged, and by whom. IM assumes that in vacancy the local church is free to develop its ministry, within a canonical framework, and that there need not to be as great a reluctance to introduce changes of policy and direction, as long as due process is observed, as churchwardens sometimes confess. Of course, there are limits, and again IM is about helping a local church to move forward organically, ie through consultation with all relevant parties and agreed protocols. In this respect IM is one tool among several in offering local churches ways of becoming and continuing as "healthy congregations".

### **3. Preparing well for the appointment and induction of a new Chaplain**

The Chaplaincy Council's submission of the chaplaincy profile to the Lead Bishop is a key moment in the process of making a new appointment, and with IM this process takes longer than is usual, but with the resultant advantage of a wider ownership and a more focused attention to both what is happening already and how local people see their part in God's mission. The Interim Minister does not write the profile but helps the Chaplaincy Council to provide as full a picture of hopes and fears, as well as of chaplaincy and congregation(s), as possible for the benefit of a prospective new priest. Hopefully, the greater care taken in the production of the profile will issue in fewer complaints by prospective clergy that the profile bears little resemblance to the reality.

Usually, the Interim Minister leaves the chaplaincy once an appointment has been made, so that the local church can make its own arrangements to welcome the new priest. Before leaving, the IM would help the church consider not only the formal welcome service but also how best to enable the incoming priest to become acquainted with local ethos and issues.

This outline of the purpose of IM has two concerns at its heart, one practical and one theological. On the practical front, IM seeks to enable a wholesome and orderly transition from the ministry of the

previous chaplain to that of the next.. It is important that we minister to one another as well as possible.

The theology underpinning IM is the Trinitarian nature of God as a community of persons themselves in relationship with communities of their making and loving. IM recognises various communities of interest in the vacancy and appointment processes, all of them interrelated and focused on participation in God's mission in the world. These communities are vested in persons, such as the Chaplaincy Representatives, Area Dean, Archdeacon, Bishop. Each of them also has its own identity and purpose, which it can exercise only in cooperation with the others. As the Trinity's focus is on the world, so the local church's focus needs to be located there also, and the Interim Minister is appointed to help the local church honour this commitment, always, as with the Trinity, conscious of its own internal bonds of love.

## Process and Contract

### Interim Ministry — Appointment Process

1. The initiative for the placement of an Interim Minister begins with the Archdeacon and /or Bishop, both of whom will know the chaplaincy and its needs. It will be made clear to the Chaplaincy that the Interim Minister is not a temporary or locum priest, but a licensed priest who has all the authority and responsibilities of an appointed chaplain with the additional skills required for accompanying the chaplaincy during the interim period.  
(The authority for the appointment of a minister as a chaplain or assistant chaplain on an interim basis is contained in the Diocesan Constitution, paragraphs 17B(1)(h) and 17B (8).)

- a) A Chaplaincy Council passes a resolution asking for the appointment of an Interim Minister. This resolution is sent to the Archdeacon who should be consulted in each case, giving reasons why the request is being made.
- b) Interim Ministry Committee

Aim of the Committee: To meet as and when required to consider all applications from chaplaincies for Interim Ministry and to ensure that they meet the requirements for this ministry\* and that they are supported by the relevant Archdeacon.

*\*See Appendix 4 below and para 17B(8)(a)(ii) of the Diocesan Constitution*

2. If recruitment paperwork has not been prepared recently, then the Archdeacon visits the chaplaincy for a vacancy meeting.
  - a) At the Vacancy Meeting, it should be clear that the choice of an Interim Minister is in relation to the direction of travel and long-term strategy of the community. Where long-term financial support for the Chaplaincy is in question, this will be one of the grounds for considering what long-term strategy is appropriate. This will allow for the specific nature of the job to be done to be decided and then the Person Specification completed. Where long-term financial

support for the Chaplaincy is in question, this will be one of the grounds for considering what long-term strategy is appropriate.

- b) It is advisable to consult with the Lay Chair of the relevant archdeaconry to ensure that all relevant information is shared with them.
  - c) The Financial Questionnaire is filled in. An Interim Minister will be remunerated at the level of a full stipend for the chaplaincy plus pension contributions or on a part-time basis pro-rata. Funding shall come from the chaplaincy.
  - d) The Interim Minister will be accommodated in a house/ apartment provided by the chaplaincy. All expenses of office will be paid by the chaplaincy.
  - e) The tenure of the post: There could be many circumstances in which the best mode of ministry for a time might be different from that exercised in the chaplaincy immediately beforehand.
  - f) Agree length of the Interim Ministry between six months and three years, renewable for up to another three years. It may not then be designated as an interim post on the next appointment.
  - g) The Interim Minister may not apply for the permanent post, and this is specifically stated in the IM contract with the Chaplaincy.
  - h) The specific tasks over and above the normal Chaplain's duties which relate to it being an Interim Ministry Post must be detailed.
3. Following the Vacancy Meeting the Chaplaincy Council should discuss all these matters including the preparation or revision of the Chaplaincy Profile. A resolution must be passed supporting this application and the Archdeacon sent a copy of the resolution.
  4. The Archdeacon approves the recruitment information and considers the list of available trained Interim Ministry priests to find one who matches the skills, experience and attributes required to undertake the post.
  5. The Archdeacon and Lead Bishop discuss the Interim Minister identified and if both agree to proceed, then the Archdeacon contacts the Interim Minister about the post.
  6. If the Interim Minister is available and interested in the post, the Archdeacon sends a draft Interim Ministry Statement of Particulars together with the Interim Ministry Letter of Agreement which details the specific tasks of this post.
  7. If the priest expresses a desire to pursue this appointment further, then the Archdeacon arranges a visit for the priest to the chaplaincy to meet the Council, see the church, accommodation etc and to discuss the post and expectations of all concerned in more detail. This is similar to a Formal Visit in the normal process and the chaplaincy is responsible for the costs of the visit by the priest.
  8. In particular, the length of the term for this Interim Ministry is decided and both priest and chaplaincy commit themselves to this. The Interim Ministry Statement of Particulars and Letter of Agreement are finalised and signed by the priest, the Churchwardens and Archdeacon. The form is sent to the Diocesan Secretary and, as applicable, the Bishop Suffragan to sign.

9. Arrangements are made for the Licensing in the usual way. (All those on the list of Interim Ministry priests have already completed the safeguarding clearances, though other formalities may need to be completed).
10. A Working Group constituted with members of the chaplaincy may be appointed to work with the Interim Minister to facilitate the continued life of the chaplaincy during the transitional process.
11. Before the end of the appointment, the Archdeacon will work with the Interim Minister and the Chaplaincy Council to recruit a permanent priest who can be in post as soon as possible after the end of the Interim Ministry period.
11. The Interim Minister will meet on a regular basis with a mentor with experience in Interim ministry as well as with an archdeacon or area dean. They will also be an active member of the IM network in the CofE.
12. As this is a recent initiative in our Diocese, it is recognised that the initial Interim Ministry appointments will be subject to a continuous review of the posts and the learning that results.

## **NB**

Interim Ministry Formation should be in a national or international programme of Interim ministry training, giving the priest the opportunity to collaborate with other clergy and to benefit from the extensive experience of the trainers.

## Appendix 1 - Terms of Service – Interim Ministry

**Please note that ALL sections of this important document must be completed**

### 1. General Information

Office is held through the Licence of the Bishop of the Diocese. It may be revoked by the Bishop. It is Diocesan Policy that the Bishop's Licence for a priest appointed to undertake Interim Ministry is time limited for no more than three years (the usual period will normally be between six months and three years).

Interim Ministry is undertaken on the basis that the Interim Minister will not be eligible to apply for the permanent post. The Statement of Particulars and Terms of Service are agreed locally between the Office Holder Designate and the Churchwardens on behalf of the Council, in consultation with the Archdeacon, and approved by the Archdeacon and Diocesan Secretary (on behalf of the Bishop). The stipend and financial benefits shall be reviewed annually by the Churchwardens and the Treasurer in consultation with the Office Holder and Archdeacon and then submitted to the Diocesan Office for approval. This must be done before the end of January each year.

Appointment is subject to the appointee fulfilling all formalities including safeguarding, visa and residence permit requirements.

### 2. Introduction

<b>Name of Office Holder:</b>
<b>Anglican Church of:</b>
<b>Archdeaconry:</b>
<b>Title of Office:</b> <b>Interim Minister</b>
<b>Category (Stipendiary / Non-Stipendiary):</b>
<b>Type of Post</b> (Full-time / Part-time – if Part-time please specify the number of days as ‘Sunday plus...’):
<b>Date of Commencement of Office (DD MM YY)</b>
<b>Date of Termination of Office (DD MM YYYY):</b>

### 3. Stipend - paid by the Chaplaincy Council

At the time of completing this Agreement, the Office Holder Designate must be given full information on the deductions to be made from the gross stipend figure given eg tax; social security payments; any local adjustments etc so that there is an awareness of the approximate net monthly stipend. An itemised statement of stipend must be provided by the Chaplaincy Council.

There should be an annual review of stipend, and the stipend should be reviewed in line with changes to the official cost of living statistics index.

<b>Annual stipend in local currency will be:</b>
<b>Annual stipend / sterling equivalent (noting exchange rate used):</b>
<b>Have any Allowances been included in the stipend (Yes / No)?</b>
<b>If Yes, give full details including amount:</b>
<b>This stipend will be paid (weekly / monthly / quarterly):</b>
<b>This stipend will be paid in (local currency / sterling):</b>
<b>Source(s) of stipend, give details:</b>
<b>Other financial benefits, give details and value / amount:</b>
<b>If no stipend, or a part-stipend is to be paid, please set out on a separate page how the Office-Holder Designate and dependents will be supported (or support themselves) financially.</b>

#### **4. Tax**

<b>It is the responsibility of the Office Holder to ensure that personal tax liability is understood and met wherever it is due</b>
<b>It is the responsibility of the Chaplaincy Council to ensure that its tax liability on behalf of the Office Holder is understood and met.</b>
<b>Is the stipend taxed locally (Yes / No)?</b>
<b>If Yes, at (approximately) what rate?</b>
<b>If No, give explanation:</b>
<b>Are the other financial benefits taxed locally (Yes / No)?</b>
<b>If Yes, at (approximately) what rate?</b>
<b>If No, give explanation:</b>

#### **5. Preservation of UK Pension & Health Eligibility**

<p>For stipendiary clergy who are UK citizens, the Chaplaincy Council will pay contributions for UK National Insurance Class 2 (Overseas) cover. (It is the responsibility of the Office Holder to be in touch with the Overseas Contributions Agency). The Chaplaincy Council is responsible for ensuring that the contributions are paid.</p> <p>Please note that social security systems vary from country to country.</p>
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<b>Are UK NI contributions being paid in respect of this post (Yes / No)?</b>
<b>If No and the Office Holder is UK citizen, give explanation:</b>
<b>If No and the Office Holder is a non-UK citizen, are contributions being made to a similar scheme outside the UK (Yes / No):</b>
<b>If Yes, to which scheme are contributions being made (name of scheme): ?</b>
<b>If No, please give explanation:</b>

## 6. Pensions

Stipendiary clergy in the Church of England are enrolled in the Church of England Pension Scheme (CEFPS), and pension provision is part of the remuneration of such clergy. Most stipendiary clergy in the Diocese in Europe will therefore be enrolled: contributions to the scheme are payable quarterly in advance by the Chaplaincy Council through the Diocesan Office. In exceptional and approved cases, it may be possible to opt out of the Scheme. Such exceptions might include: those not previously enrolled in the CEFPS continuing with their previous scheme; local employment and pension regulations in some countries that require a local pension; or the engagement of someone already receiving a pension.

Should the incoming office-holder not intend to return to the UK, or to retire after leaving the post, the Archdeacon should discuss the matter with the Diocesan Secretary prior to appointment

Clergy who do not meet the requirements of the scheme will need to have alternative arrangements provided: any alternative must be a contributory scheme, and offer equivalent or comparable benefits to the CEFPS – it will remain the case that the Chaplaincy will be responsible for such contributions.

**6a The Office Holder will be a member of the Church of England Pension Scheme (Yes / No):**

**6b The Office Holder will be a member of a different Pension Scheme (\*Yes / No):**

**\*If the Office-Holder will be a member of a different scheme, give details (name of the Scheme):**

**If no contributions are to be paid because the Office Holder is already retired and receiving a Church of England Pension or an equivalent, please cross through the entire pension section.**



## 7. Expenses

*Please indicate, by writing Yes or No, which of the following expenses will be met by the Chaplaincy Council, adding any further details as necessary*

**Rent and Rates (Yes / No):**

**Heating (Yes / No):**

**Water (Yes / No):**

**Electricity and/or gas (Yes / No):**

**Domestic cleaning help / allowance (Yes / No):**

**Telephone: rent / local calls / all calls (indicate which are payable):**

**Official stationery and postage costs (Yes / No):**

**Official entertaining (Yes / No):**

**Provision of Chaplaincy car and associated running expenses (Yes / No):**

**Allowance for use of own car (Yes / No):**

**If Yes, give details of the allowance and / or rate per Km:**

**Provision of garage or garage / parking expenses (Yes / No):**

**Allowance / reimbursed costs for other modes of transport (Yes / No):**

**Any other expenses covered by the Chaplaincy Council (Yes / No):**

**If Yes, give details:**

## 8. \*Medical Cover

It is a Diocesan requirement for **\*\*stipendiary licensed clergy and their families** to be fully covered for medical care. This must be in place from the date of the commencement of the term of office. The cost must be covered by the Chaplaincy Council. The level of benefit must cover the full costs of treatment, including hospital treatment, in the country concerned, and provision made for all emergencies including repatriation where necessary.

### Note(s)

1. Fully covered means that there must be no cost to the Office Holder.
2. \*This may not apply to a few clergy more usually assistant clergy in the NSM (Non-Stipendiary Ministry) or SSM (Self-Supporting Ministry) category: refer to the Remuneration Information in the Recruitment Pack for a particular post or to the Remuneration / Financial Information provided by the Senior Chaplain / Chaplain / Chaplaincy Council at the beginning of any recruitment process.
3. \*\*stipendiary would include those who receive a benefit in kind eg House for Duty.
4. Costs of dental treatment are not covered by the Chaplaincy Council and, therefore, are the responsibility of the Office Holder.

**8a. National or State Scheme in country (Yes / No):**

**8b. If Yes, give name of National or State Scheme:**

**8c. Private Health Scheme (Yes / No):**

**8d. If Yes give name of Private Health Scheme:**

**8e. Emergency Repatriation Insurance (Yes / No):**

**8f. If Yes give name of Emergency Repatriation Scheme:**

*See Diocesan Handbook for more information.*

## 9. Travel and Removal Expenses

The cost of travel by the Office Holder, and family, at the start of the appointment, shall be paid by the Chaplaincy Council. It shall also pay the agreed costs of transport of personal effects (i.e. clothing, books and household equipment). Where the residence is unfurnished, the Chaplaincy Council shall pay the agreed costs of the removal of the Office Holder's furniture.

In cases where the Office Holder transfers between two Chaplaincies in the Diocese, the above allowable expenses shall normally be shared equally between the two Chaplaincy Councils concerned. Where the Office Holder leaves, or retires from, the Diocese, and provided that at least three years have been served at that church, the Chaplaincy Council shall be responsible for the costs of the return passage(s) and the transport of personal effects, or furniture if the residence is unfurnished.

The storage of furniture or removal of furniture to storage is not paid

*See Diocesan Handbook for more information*

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## 10. Accommodation

**Address:**

**Telephone number:**

**Mobile Telephone number:**

**Facsimile number:**

**Email address:**

**Approximate distance from regular place(s) of worship:**

**The accommodation is (furnished / unfurnished):**

**Please provide a description of the accommodation (number of bedrooms etc):**

*See Diocesan Handbook for more information.*

## 11. Leave and Rest Periods

### Rest Period

There is an entitlement to an uninterrupted rest period of not less than twenty-four hours in any period of seven days

### Annual Leave

The annual leave year runs from 01 January to 31 December. The Office Holder is entitled to 36 days' annual leave including four Sundays per year as well as the Sundays after Christmas and Easter.

In addition, there is an entitlement to:

the following bank holidays (or time off in lieu).....

Annual leave may not be taken:

- More than six Sundays a year

- Any of the Principal Feasts of the Church of England (as set out in Canon B6 paragraph 2)
- Ash Wednesday
- Good Friday
- The Chaplaincy's Annual Retreat.

### Special Leave

You may ask for an additional period of special leave in particular circumstances.

**Family Friendly Guidelines** are available in the Handbook on the Diocese in Europe website

**The arrangements for reporting leave and covering absence are:**

## 12. Local Law

It is essential that the Office Holder and the Churchwardens comply with local legal requirements in respect of this post. In some countries, this form or a translation of it may be considered to be contractual and binding.

**WE THE UNDERSIGNED, AGREE TO THE TERMS AND CONDITIONS AS SET OUT ABOVE**

**Office Holder Designate:**

(signature and date)

**Churchwarden (for the Chaplaincy Council)**

(signature and date):

**Churchwarden (for the Chaplaincy Council)**

(signature and date):

**IMPORTANT:** before sending this document to the Archdeacon

**Ensure ALL** sections have been completed; and,

**NOTE only the complete document with original signatures will be accepted**

Once completed with all signatures, the original is kept in the Diocesan Office.

Copies to: Office Holder Designate, Archdeacon, Churchwardens, Chaplaincy File, Personnel File; Episcopal File; Originals File (and, where applicable, the organisation with the customary right of presentation 'Patron')

## Appendix 2 - Statement of Particulars of Office

Name :.....

Post : Interim (Transitional) Minister

Chaplaincy : .....

This Statement is issued under the authority of the Constitution of the Diocese in Europe and the Bishop.

### SECTION ONE

#### Appointment and office

1. This statement is issued in connection with your licence relating to the chaplaincy

of : .....

It should be read in conjunction with other documents relating to the appointment including the Terms and Conditions and the role description prepared by the chaplaincy.

2. Your licence will take effect on your being licensed on .....

This is the date on which you will become the .....

of .....

For certain purposes, your appointment will take effect on..... From that date until your licensing, you will have the Bishop's permission to officiate.

3. You hold the Bishop's licence in accordance with:

(a) The Constitution of the Diocese in Europe ("the Constitution")

(b) The Canons of the Church of England ("the Canons")

5. A copy of the Constitution is available at

[\[https://www.europe.anglican.org/resources/constitution-diocese-europe-1995\]](https://www.europe.anglican.org/resources/constitution-diocese-europe-1995)

and of the Canons at

[\[https://www.churchofengland.org/more/policy-and-thinking/canons-church-england\]](https://www.churchofengland.org/more/policy-and-thinking/canons-church-england). 

6. In order to hold the Bishop's licence, you must maintain such appropriate legal status with the chaplaincy as may be applicable under local law.

7. For the purposes of this Statement, Other material relevant to your licence of which you should be aware includes:
  1. Guidelines for the Professional Conduct of Clergy
  2. The Ordinal
  3. The Diocesan handbook for officeholders, which includes various policies and procedures applicable to all clergy in the Diocese who hold the Bishop's licence.
8. For the purposes of this Statement, a holder of the Bishop's licence may be referred to as an office holder. This does not mean you necessarily have the status of 'office holder' in local law (if such a status exists): that will be a matter for local determination based on current law and the precise details of the arrangements relating to your appointment.

Nevertheless, without prejudice to local law, the terms set out in this Statement relate to the basis on which you hold the Bishop's licence.

## **SECTION TWO**

### **Duration and termination of appointment**

1. Your licence may be terminated only in accordance with the provisions of the Constitution. The principal provisions are set out in Paragraphs 17A, 17B and 17C of the Constitution.
2. You are required to give at least 3 months' notice before resigning your office. This period may be waived by agreement (in writing) between you and the Bishop.

## **SECTION THREE**

### **Terms of appointment (e.g. stipend, grants, pension and other benefits)**

1. The terms on which the offer of an appointment was made to you, and which you have accepted, are set out in the chaplaincy's Terms and Conditions.
2. The licence to which this Statement relates is granted by the Bishop on the understanding that it is intended to authorise ministry on a [full-time][part-time][occasional] basis.

## **SECTION FOUR**

### **Ministerial development reviews**

Under the Constitution, a scheme for Ministerial Development Review applies in the Diocese, and you are required to co-operate with that process.

## Appendix 3 - Interim Ministry Letter of Agreement

Between

The Chaplaincy of .....

Archdeaconry of .....

and

The Reverend .....

Who has been appointed Interim Minister with the understanding that this appointment shall continue for... (between 6 and 36 months - enter time period agreed), unless terminated earlier. See Statement of Particulars Section 20 – Termination

### **DEVELOPMENTAL TASKS OF THE INTERIM PERIOD**

The Interim Minister has the task of pastoral leadership and full responsibilities of Chaplain in the Diocese in Europe. The Interim Minister will function as the chair the Chaplaincy Council and it is the duty of the Minister and the Chaplaincy Council to consult together on matters of general concern and importance to the chaplaincy. The Chaplaincy Council and the Interim Minister commit themselves to working constructively together to address the specific tasks identified by the Council and listed below.

Specific tasks during this Interim Ministry will be: (for example:)

1. To identify the strengths and weaknesses in the chaplaincy
2. To determine a strategy that will overcome the weaknesses and build on the strengths
3. To help develop a new vision, a sense of direction and new purpose
4. To provide leadership to improve the number of people that attend our church.
5. To encourage new feasible ways of financial fund raising.
6. To motivate more people to become actively involved in the life of the Church
7. To build a strong commitment to the leadership of a new permanent Chaplain in order to be prepared to move into the future with openness to new possibilities.

## Appendix 4 - Terms of Reference for Interim Ministry Committee in the Diocese in Europe

### **Aim of the Committee**

To consider all applications from chaplaincies for Interim Ministry and to ensure that they meet the requirements for this ministry\* and that they are supported by the relevant Archdeacon.

### **The Committee**

1. will consist of the Bishop the Archdeacon, the Director of Ministerial Development, the Diocesan Secretary and the Chair of the House of Clergy. The Committee will meet as and when there are applications to consider.
2. will receive information on the reasons and particular benefits that will be conferred by making the appointment an Interim Appointment rather than a permanent one.
3. will ensure that the chaplaincy has been consulted to secure its acceptance of the purpose of the interim appointment and the need for shifts in understanding.
4. will consult with the chaplaincy to determine the length of the Interim Ministry, between six months and three years, renewable for up to another three years.
5. will ensure that the stipend offered is affordable by the chaplaincy and that information to be included in the Statement of Particulars and the Agreement of specific tasks or objectives is realistic.
6. will ascertain if the priest to be appointed has the relevant training for Interim Ministry or has had previous successful experience in this ministry.
7. will engage with the Bishop's Council in a review of Interim Ministry in the Diocese every three years.

\*An Interim Minister can be appointed

- (a) after a long incumbency
- (b) when a chaplaincy has been facing serious difficulties, conflict or underperformance
- (c) when a need for a change of direction has been identified

An Interim Minister will be remunerated at the level of a full stipend for the chaplaincy plus pension contributions or on a part-time basis pro-rata. Funding shall come from the chaplaincy.

The Interim Minister will be accommodated in a house/ apartment provided by the chaplaincy. All expenses of office will be paid by the chaplaincy.

An Interim Minister will not be able to be a candidate when the permanent post becomes available.

The intention should be that next priest appointed on a permanent basis must be licensed by the Sunday after the final day of the Interim Ministry.

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Last updated May 2025