



**Corff Llywodraethol Yr Eglwys yng Nghymru  
The Governing Body of The Church in Wales**

# **Clergy Terms of Service**

**Update to the Governing Body on the Private  
Members' Motion at the April 2024 meeting**

**Agendum 10 - September 2024**

# Clergy Terms of Service

At its meeting in April 2024, the Governing Body was presented with the following private members' motion, proposed by the Reverend Kate O'Sullivan and seconded by Canon Ian Loynd. The substantive motion is set out below:

*In the Statement of Terms of Service issued in accordance with the Clergy Terms of Service Canon, make the following amendments:*

## **Work/Life Balance and Hours of Work**

*A Cleric should ensure a healthy work/life balance ~~and~~, that the normal working week includes one stated regular free day of twenty-four hours ~~and~~ that once per month he or she has a work-free period of forty-eight hours. A Cleric should organise his or her working day to ensure that there is a reasonable period of time for rest and recreation.*

## **Holidays**

*The annual holiday entitlement is four weeks to include four Sundays per annum plus those Bank Holidays which do not fall on Christmas Day and Good Friday. In addition a Cleric is also entitled to two periods of ~~six~~ seven days holidays to be taken after Christmas and Easter. Cover for holidays must be arranged by the Cleric for the normal range of services. In case of difficulty the advice of the Area Dean and/or the Archdeacon should be sought. Annual holidays may not be taken during the main festivals of Christmas Day, Good Friday or Easter Day. All holidays should be notified to the Area Dean.*

A number of amendments to the motion were planned to be made from the floor of the Governing Body meeting, but none were made as debate of the motion was ended via a procedural mechanism, without a vote. This was on the basis that the changes proposed by the motion needed to be considered before any decisions were taken to guard against unintended consequences.

Bishop Gregory, who is a member of the Human Resources Committee, assured the Governing Body that the Standing Committee, assisted as necessary by the Bench and the HR Committee would work to consider the motion (and the intended amendments) in readiness for an update to be provided to the Governing Body at its meeting in September.

## **HR Committee, May 2024**

The HR Committee met in May and (at the request of the Standing Committee) discussed the original motion and the intended amendments to the Terms of Service. The HR Committee was broadly supportive of the changes proposed by the original motion, and the amendment moved by the Revd Canon Trish Owens to make sure that the equivalent holiday provision for non-stipendiary clergy is similarly increased.

The Committee did not recommend adopting the following amendments proposed at April's Governing Body:

- 1) The Reverend Richard Mulcahy: inserting a line that Clergy should not work more than 48 hours per week on average;
- 2) The Reverend Richard Mulcahy: increasing entitlement to two 24-hour rest days per week;
- 3) The Bishop of Llandaff: requesting the Bench of Bishops to produce guidance on a healthy work-life balance for clergy.

The final amendment proposed in April, from the Reverend Richard Wood, suggested an external report on the welfare and morale of Clergy and Representative Body staff. The HR Committee has requested that the HR Manager formulate some proposals and options for internal and/or external surveying of clergy and lay staff, for their consideration later this year. However, the Committee is not currently proposing wording for a motion to the Governing Body in respect of this.

Following the meeting, revised drafting was approved by members of the HR Committee. The Representative Body reviewed the proposals at their meeting on 27 June and offered no substantive comment. The drafting now proposed is in a slightly different format to that proposed in April. This is primarily for clarity (referring to six weeks holiday, of which certain weeks must be taken at certain times, rather than 'four weeks plus two weeks') and giving guidance on maintaining patterns of ministry in Mission/Ministry Areas during holiday seasons.

**The Standing Committee approved the drafting of the changes to the Terms of Service set out in the Appendix to this paper and now recommends them to the Governing Body for adoption.**

**For and on behalf of the Standing Committee  
Mr Timothy J Llewelyn, Chair  
Dr Heather Payne, Vice-chair**

**September 2024**

## APPENDIX – Proposed amendments to Terms of Service

### Work/Life Balance and Hours of Work

The upper limits as stipulated in the Working Time Directive do not apply ‘to others with autonomous decision taking powers whose working hours are neither measured nor predetermined or who can determine their own working hours’. Clergy fall into this category, and it is the responsibility of the Cleric to ensure that they manage their working hours in a healthy way.

A Cleric should ensure a healthy work/life balance and that the normal working week includes one stated regular free day of twenty-four hours. Once per month, an additional rest day should be taken so that there is a continuous free period of forty-eight hours.

A Cleric should organise his or her working day to ensure that there is a reasonable period of time for rest and recreation.

### Holidays

The annual holiday entitlement is ~~four~~ six weeks to include six Sundays per annum plus those Bank Holidays which do not fall on Christmas Day and Good Friday. ~~In addition a Cleric is also entitled to two periods of six days holidays to be taken after Christmas and Easter.~~ One of these weeks must be taken within a six-week period after Christmas Day and one of these weeks must be taken within a six-week period after Easter Day.

So far as is possible, cover for holidays should ~~must~~ be arranged by the Cleric for the normal range of services. If this is not possible because multiple clergy are on holiday (such as after Christmas and Easter), the Cleric must liaise with their colleagues to ensure that there is at least one service of Holy Communion in their Mission/Ministry Area each Sunday. In case of difficulty the advice of the Area Dean and/or the Archdeacon should be sought.

Annual holidays may not be taken ~~during~~ over the main festivals of Christmas Day, Good Friday or Easter Day. In exceptional circumstances, any plans should be discussed and agreed with the bishop. All holidays should be notified to the Area Dean or equivalent.

The annual holiday year runs from 1 January to 31 December. A Cleric appointed during the year will be entitled to an accrued proportion of the holiday entitlement. Unused holidays cannot be carried forward to the next holiday year without the prior agreement of the Archdeacon.

The annual holiday entitlement of a Cleric not in receipt of a stipend is not less than ~~four~~ six Sundays per annum plus Bank Holidays as above and such other periods agreed in the individual case having regard to the obligations of any paid employment or appointment in which the Cleric is engaged and the needs of the clerical office held.