POLICY MANUAL

for

Clergypersons and Church Workers



THE DIOCESE OF JAMAICA AND THE CAYMAN ISLANDS

2011

PREFACE AND ACKNOWLEDGEMENTS

This Diocesan Policy Manual for Clergypersons and Church Workers holding the Bishop's licence is an updated and expanded version of the "Information Manual for Clergymen and Church Workers". The Manual contains policies and guidelines that will assist the user in performance of his/her duties.

As Diocesan Policy is developed from time to time, the updated changes will be distributed.

I acknowledge with sincere gratitude the effort made and the time given by Mrs Carol Jones in organizing and structuring the material and typesetting this Manual.

Thanks also to the persons who contributed to this publication through their advice, comments and proof reading.

Diocesan Secretary

TABLE OF CONTENTS

INTRODUCTION

VISION STATEMENT, MISSION STATEMENT & CORE VALUES

ORGANISATION CHART

DEFINITIONS

CHAPTERS

SECTION A - DIOCESE/CLERGY RELATIONS

1. APPOINTMENT TO HOLY ORDERS
- 1.1 Ordination
- 1.2 Stipend
- 1.3 Clergy Responsibilities

2. TRAINING AND DEVELOPMENT
- 2.1 Purpose
- 2.2 Responsibilities

3. STIPENDS, ALLOWANCES AND OTHER BENEFITS

4. HOUSING ACCOMMODATION
- 4.1 Furnished Accommodation
- 4.2 Clergyperson Assigned to a Cure
  - 4.2.1 Free Accommodation
  - 4.2.2 Provision of Services
  - 4.2.3 Rental Accommodation in lieu of Rectory/Curatage
  - 4.2.4 Housing Allowance in lieu of Rectory/Curatage
- 4.3 Clergypersons and Church Workers not assigned to a Cure
- 4.4 Annual Inventory
- 4.5 Preparation for leaving a Cure

5. TRAVEL
- 5.1 Travelling Allowance
- 5.2 Motor Vehicle Loan
  - 5.2.1 Eligibility for Loan

5.2.2 Clergypersons and Church Workers Assigned to Cures

5.2.3 Diocesan Officers not Assigned to Cures
5.2.4 Ownership
5.2.5 Application
5.3 Motor Vehicle Loan Fund

6. HEALTH, SAFETY AND WELFARE
6.1 Group Motor Vehicle and Property Insurance
6.2 Group Health and Life Insurance
6.2.1 Group Life Insurance
6.2.2 Health Insurance_____
6.3 Education Assistance to Children
6.4 Hospitalization

7. LEAVE AND LEAVE ASSISTANCE
7.1 Study Leave
7.1.1 Definition
7.1.2 Support for Study Leave
7.2 Eligibility – Time Limitations
7.3 Financial Assistance
7.4 Bonding
7.5 Vacation Leave
7.6 Overseas Travel/Long Leave
7.7 Overseas Travel Assistance
7.8 Approval for Overseas Travel
7.9 Extended Vacation Leave (Taken Locally)
7.10 Annual Local Leave
7.11 Casual Leave
7.12 Sick Leave
7.13 Maternity Leave
7.14 No-Pay Leave
7.15 Pre-Retirement Leave
7.16 Recruited Contract Personnel_

8. MINISTERIAL DEVELOPMENT
8.1 Definition
8.2 Purpose
8.3 Benefits
8.4 For Whom
8.5 Proposed Framework
8.6 Evaluation Process
8.7 Appeal Process
8.8 Confidentiality

8.9 The Outcome
8.10 Feedback
8.11 Review Panels

9. PENSION AND RETIREMENT
9.1 Pension
9.1.1 Pension Plan
9.1.2 Suspension Of Pension Payments During No-Pay Leave
9.2 Retirement
9.2.1 Normal Retirement Date
9.2.2 Early Retirement Date
9.2.3 Ill-Health Retirement Date
9.2.4 Late Retirement Date
9.2.5 Notice of Retirement

SECTION B - DUTIES AND RESPONSIBILITIES OF CLERGYPERSONS IN CHURCHES AND CURES

10. MINISTERIAL ARRANGEMENTS
10.1 Sacrament of Confirmation
10.2 Visiting Clergypersons
10.3 Chalice Bearers
10.3.1 Guidelines
10.3.2 Application
10.3.3 Licences
10.3.4 Certification
10.4 Lay Readers and Catechists
10.4.1 Guidelines
10.4.2 Licence
10.4.3 Certification

11. RE-MARRIAGE OF DIVORCED PERSONS
11.1 Application to the Bishop
11.2 Examination by the Diocesan Advisory Board

12. RECORDS MANAGEMENT
12.1 Policy Framework
12.2 Policy Objectives
12.3 Policy Requirements
12.4 Accountability for the Policy
12.4.1 The Governing Body (Diocesan Council)
12.4.2 Priests-in-charge
12.4.3 Other Members of Staff of the Church

12.5 Safeguarding Church Records
12.5.1 Guidelines and Procedures
12.5.2 Procedures for Storage
12.5.3 Transfer of Records to the Jamaica Archives
12.5.4 Updating of Church Records

13. DIOCESAN ASSESSMENTS
13.1 Formula of Assessment
13.2 Financial Returns from Churches and Missions
13.3 Non-Assessable Income

14. SYSTEM OF ACCOUNTS OF LOCAL CHURCHES
14.1 Receipts
14.1.1 Accounting for Cash and Cheque Receipts
14.1.2 Diocesan Church Funds and Other Funds
14.2 Payments
14.3 Treasurer's Cash Record
14.4 Cumulative Quarterly Statements of Receipts and Payments
14.5 Statement of Income and Expenditure for the Year 20…
14.6 Quarterly Returns
14.7 Budget or Annual Estimates of Income and Expenditure
14.8 The Annual Statement of Assets and Liabilities
14.9 The Treasurer as Attorney

15. LEGAL ISSUES RELATING TO FACULTIES, MEMORIAL TABLETS AND THE CONSECRATION OF CHURCH BUILDINGS
15.1 Faculties
15.1.1 Definition of Faculty
15.2 Memorial Tablets
15.2.1 Background
15.2.2 Procedure
15.3 Consecration of Church Buildings

16. THE CHURCH SCHOOL AND THE ROLE OF THE PRIEST

17. INSURANCE
17.1 The Anglican Insurance Fund
17.1.1 Membership Of The Fund
17.1.2 Trustees of The Fund
17.1.3 The Financial Year
17.1.4 Annual Review And Audit
17.2 Scope of Coverage provided by the Fund
17.3 Optional Additional Coverage-theft
17.4 Valuation of Church-owned Property

17.5 Contributions to Insurance Fund
17.5.1 Annual Contributions
17.6 Notification of Claims Against the Fund
17.7 Protection of Damaged Property
17.8 Limitation on Total Claims Payments from the Fund
17.9 Claims by Congregations/Managers With Individual Insurance Arrangements

18. SALE AND LEASE OF LAND
18.1 Approval
18.2 Sale of Land
18.3 Lease of Land

19. MISCELLANEOUS
19.1 Pre-Synod Conferences

SECTION C - POSTULANCY, CANDIDACY AND ORDINATION

20. PROCEDURE AND REQUIREMENTS FOR ADMISSION AS A CANDIDATE FOR HOLY ORDERS
20.1 Procedure
20.2 Acceptance as a Postulant
20.2.1 Application
20.2.2 Action
20.3 Training at the United Theological College of The West Indies
20.3.1 Academic Requirements
20.3.2 Anglican Requirements
20.3.3 Work during Vacation
20.3.4 Fees

21. COVENANTED SERVICE AFTER ORDINATION

22. ORDINATION
22.1 Procedure
22.2 Provincial Ministerial Internship Programme

23. SUPPLEMENTARY MINISTRY
23.1 General Considerations
23.2 Application and Selection for Training
23.3 Interview

APPENDICES

A1 DIOCESAN DISASTER PLAN

A1.1 Objectives
A1.2 Accountability and Responsibility
  A1.2.1 Implementation - Responsibility
  A1.2.2 Communication/marketing of the Plan
  A1.2.3 Revision and updating of the Plan
  A1.2.4 Distribution of the Plan
A1.3 Special Requirements
A1.4 Residential/multiple Occupancy Homes
  A1.4.1 Record Keeping
  A1.4.2 Diocesan Homes
A1.5 Disasters – Natural and Civil: Potential Threats
  A1.5.1 Hurricane
  A1.5.2 Specific preparations - All properties
  A1.5.3 General preparations and precautions
  A1.5.4 Precautions
A1.6 Post Event Response
A1.7 Other Events Requiring Emergency Response
  A1.7.1 Earthquake
  A1.7.2 Fire
  A1.7.3 Civil Disturbance

A2 EMERGENCY INFORMATION AND CONTACTS

A3 EMERGENCY SUPPLIES

INTRODUCTION

It is the responsibility of each Clergyperson to ensure that the Manual is brought to the attention of all persons to whom they apply, and made available.

In all instances the contents of this Manual must be interpreted in conjunction with the Constitution and Canons of the Church in Jamaica and the Cayman Islands in the Province of the West Indies. If there is any ambiguity or conflict, the provisions of the Canons will apply.

If there are any errors or omissions noted in the Policy Manual, persons are asked to bring these to the attention of the Diocesan Secretary.

DIOCESE OF JAMAICA AND THE CAYMAN ISLANDS

Our Vision Statement

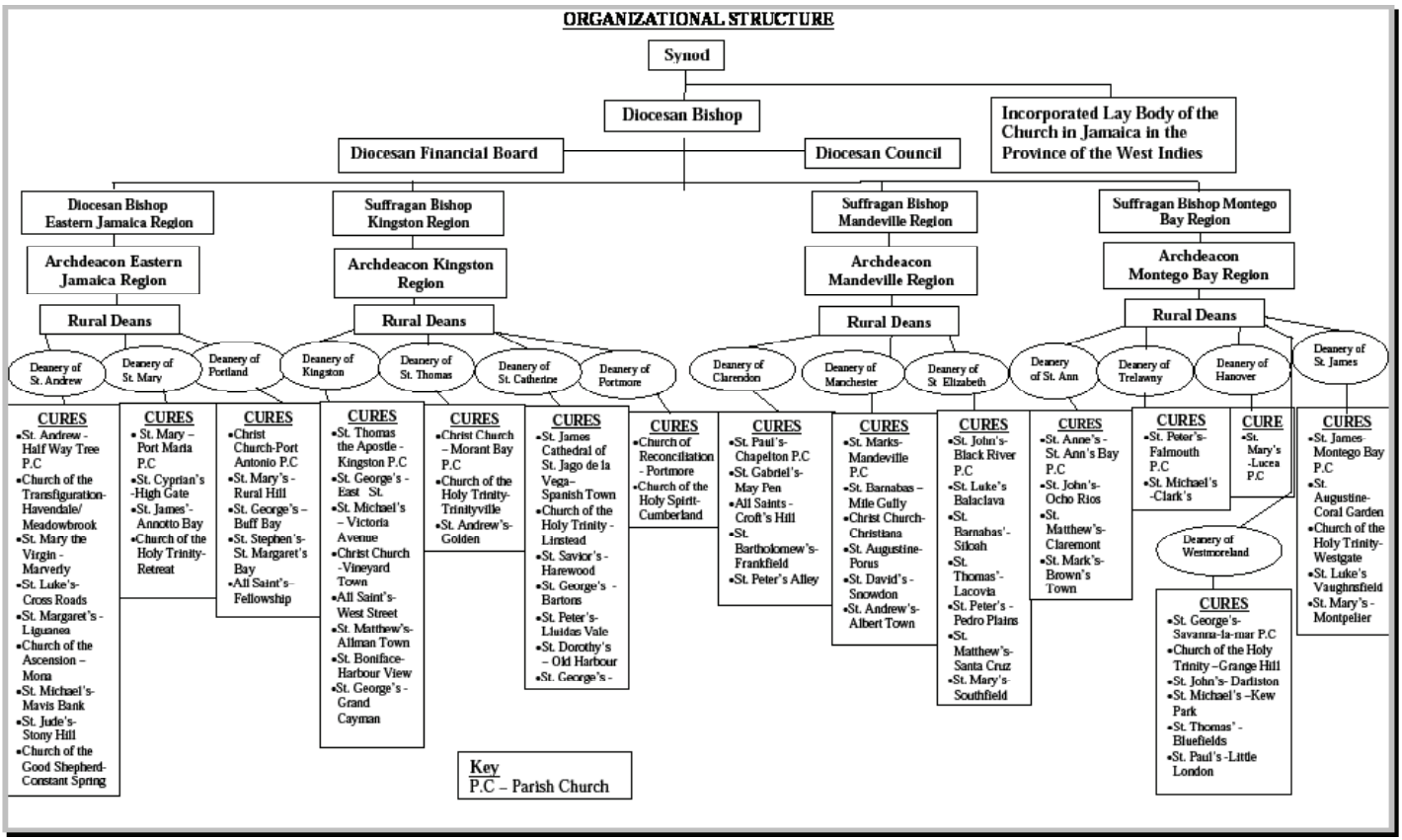
A spiritually vibrant Church rooted in the Apostolic Faith
and inspired by God to nurture communities and
transform the nations we serve

Our Mission Statement

The Diocese of Jamaica and the Cayman Islands (Anglican) is committed to liturgical worship, safeguarding the integrity of creation, proclaiming the Gospel of Jesus Christ, service and outreach programmes to the community, transforming societies to facilitate the development of spiritually vibrant peoples.

Our Core Values

Our Core Values	The core values are principles which set the foundation of how the members of the church will operate
Compassion	The **Anglican Church** is a caring Church whose members are sensitive to the needs of each other. (1 Peter 3:8)
Hospitable	The **Anglican Church** is a welcoming and Open Church with cordial and sociable members. (1 Peter 4:9)
Leadership	The **Anglican Church** constitutes democratic and empowered members who think for themselves. (John 10:3)
Servant-Hood	The way of defining oneself, to serve others before oneself. (Mark 10:45)
Faith	Spiritual Discipline: Biblical and Theological study and reflection through application of scripture. (1 Corinthian 15:58)
Integrity	To be honest, truthful and just, fair in all we do. (Psalm 24:3-4)


ORGANIZATIONAL STRUCTURE
Synod
Diocesan Bishop
Incorporated Lay Body of the Church in Jamaica in the Province of the West Indies
Diocesan Financial Board
Diocesan Council
Diocesan Bishop Eastern Jamaica Region
Suffragan Bishop Kingston Region
Suffragan Bishop Mandeville Region
Suffragan Bishop Montego Bay Region
Archdeacon Eastern Jamaica Region
Archdeacon Kingston Region
Archdeacon Mandeville Region
Archdeacon Montego Bay Region
Rural Deans
Rural Deans
Rural Deans
Rural Deans
Deanery of St. Andrew
Deanery of St. Mary
Deanery of Portland
Deanery of Kingston
Deanery of St. Thomas
Deanery of St. Catherine
Deanery of Portmore
Deanery of Clarendon
Deanery of Manchester
Deanery of St Elizabeth
Deanery of St. Ann
Deanery of Trelawny
Deanery of Hanover
Deanery of St. James
Deanery of Westmoreland
CURES
•St. Andrew - Half Way Tree P.C
•Church of the Transfiguration- Havendale/ Meadowbrook
•St. Mary the Virgin - Marverly
•St. Luke's- Cross Roads
•St. Margaret's - Liguanea
•Church of the Ascension – Mona
•St. Michael's- Mavis Bank
•St. Jude's- Stony Hill
•Church of the Good Shepherd- Constant Spring
CURES
• St. Mary – Port Maria P.C
•St. Cyprian's -High Gate
•St. James'- Annotto Bay
•Church of the Holy Trinity- Retreat
CURES
•Christ Church-Port Antonio P.C
•St. Mary's - Rural Hill
•St. George's – Buff Bay
•St. Stephen's- St. Margaret's Bay
•All Saint's- Fellowship
CURES
•St. Thomas the Apostle - Kingston P.C
•St. George's - East St.
•St. Michael's – Victoria Avenue
•Christ Church -Vineyard Town
•All Saint's- West Street
•St. Matthew's- Allman Town
•St. Boniface- Harbour View
•St. George's - Grand Cayman
CURES
•Christ Church – Morant Bay P.C
•Church of the Holy Trinity- Trinityville
•St. Andrew's- Golden
CURES
•St. James Cathedral of St. Jago de la Vega– Spanish Town
•Church of the Holy Trinity - Linstead
•St. Savior's - Harewood
•St. George's - Bartons
•St. Peter's- Lluidas Vale
•St. Dorothy's – Old Harbour
•St. George's -
CURES
•Church of Reconciliation - Portmore
•Church of the Holy Spirit- Cumberland
CURES
•St. Paul's- Chapelton P.C
•St. Gabriel's- May Pen
•All Saints - Croft's Hill
•St. Bartholomew's- Frankfield
•St. Peter's Alley
CURES
•St. Marks- Mandeville P.C
•St. Barnabas – Mile Gully
•Christ Church- Christiana
•St. Augustine- Porus
•St. David's - Snowdon
•St. Andrew's- Albert Town
CURES
•St. John's- Black River P.C
•St. Luke's Balaclava
•St. Barnabas'- Siloah
•St. Thomas'- Lacovia
•St. Peter's - Pedro Plains
•St. Matthew's- Santa Cruz
•St. Mary's- Southfield
CURES
•St. Anne's - St. Ann's Bay P.C
•St. John's- Ocho Rios
•St. Matthew's- Claremont
•St. Mark's- Brown's Town
CURES
•St. Peter's- Falmouth P.C
•St. Michael's -Clark's
CURE
•St. Mary's -Lucea P.C
CURES
•St. George's- Savanna-la-mar P.C
•Church of the Holy Trinity –Grange Hill
•St. John's- Darliston
•St. Michael's –Kew Park
•St. Thomas' - Bluefields
•St. Paul's -Little London
CURES
•St. James- Montego Bay P.C
•St. Augustine- Coral Garden
•Church of the Holy Trinity- Westgate
•St. Luke's Vaughnsfield
•St. Mary's - Montpelier
Key
P.C – Parish Church

DEFINITIONS

The Bishop *refers to the Diocesan Bishop of Jamaica and the Cayman Islands*

The Suffragan Bishop *used interchangeably with* ***Regional Bishop*** *and ranks in order of seniority immediately after the Bishop,*

Canons *refer to [****"The Constitution and Canons of the Church of Jamaica in the Province of the West Indies"*** *revised and updated to Synod 2006]*

Church House *refers to the Church Offices situated at 2 Caledonia Avenue, Cross Roads, Kingston 5*

Clergyperson *means a male or female Priest or Deacon*

Clergypersons and Church Workers *refer to persons holding the Bishop's Licence*

Diocesan Officers *for the purposes of this policy includes individuals functioning in their respective roles for the church:*

- *Persons holding office that have Diocesan scope*
- *All paid personnel employed by the Diocese and who perform at the Diocesan level.*

Rector *means a Priest having an independent Cure and whose status is as set out in* ***Canon XXVI "Of the Status and Titles of the Clergy"***

Synod *means the highest decision-making Body of the Churches in Jamaica and the Cayman Islands, having its authority constituted as identified in* ***Canon IV "Of the Constitution of the Diocesan Synod" Article 1,*** *and having powers as set out in* **Article 2.**

U.T.C.W.I. *means the United Theological College of the West Indies*

U.W.I. *means the University of the West Indies*

SECTION A - THE DIOCESE/CLERGY RELATIONS

CHAPTER I

1. APPOINTMENT TO HOLY ORDERS

1.1 ORDINATION

i Every person presenting himself or herself to the Bishop as a candidate for ordination and who has received training at the expense of the Diocese at the UTCWI or elsewhere, must sign a declaration to the effect that he/she will serve in the Jamaican Church for a period of at least seven (7) years subsequent to that ordination. **(Article 5, Canon XXXIII "Of Candidates for Holy Orders")**

ii For an individual to be ordained as a Priest or made a Deacon, Article 4 of Canon **XXXIII "Of Candidates for Holy Orders,** requires the forwarding of a certificate to the Bishop signifying that the ***"Si quis"*** has been published during Divine Service on the Lord's Day, for at least one week previously, in the Church where the ordination is to be held. It is also a requirement for the ***"Si quis"*** to be published for three weeks in the Church or Churches in the district or districts where the candidate has resided, (or has been best known), for the space of three years previous to the holding of the ordination.

1.2 STIPEND

i Stipends to be paid to all Clergypersons shall be from time to time determined by the Synod, based on the recommendations of the Diocesan Council and the Diocesan Financial Board in accordance with **Canon VIII "Of Finance", Article 30, Stipends.**

ii No Clergyperson holding the Bishop's Licence may be appointed, whether temporarily or indefinitely, until such Clergyperson has signified in writing that the financial arrangement as stated by the Bishop is understood and accepted. This is in accordance with **Canon VIII "Of Finance", Article 32, Appointments.**

1.3 CLERGY RESPONSIBILITIES

The duties and responsibilities of Clergypersons are contained in **Canon XXIX "Of Clerical Duties".** Additional and specific responsibilities are contained in the Manual.

CHAPTER 2

2 TRAINING AND DEVELOPMENT

2.1 PURPOSE

To ensure actualisation of the church's mission and vision by providing on-going opportunities for ordained and non-ordained leaders to be trained in all areas and related disciplines of positive and dynamic discipleship.

2.2 RESPONSIBILITIES

The Director of Training, in consultation with a Board of Governors and other mission partners, will determine the training needs and facilitate the design and implementation of all such training as will produce an erudite and committed 'class' of leaders within the Diocese.

CHAPTER 3

3. STIPENDS, ALLOWANCES AND OTHER BENEFITS

i The annual cash stipend of Clergypersons and Church Workers is payable monthly on the twenty-fifth day of each month. Stipend is subject to review on an annual basis.

ii In addition, individuals are normally eligible to receive the following benefits:

a) Housing accommodation

b) Travelling Allowance

c) Group Life Policy for the account of the Diocese

d) Contributory Group Health Plan for family and individuals

e) Compulsory contributory Pension Plan

f) Advance payments of premiums for Group motor vehicle and property insurance

g) Children's Education Assistance

h) Loan financing may be granted for the following purposes:

(i) Purchase of motor vehicle
(ii) Purchase of computer
(iii) Emergency needs

i) Hospitalization concession

CHAPTER 4

4 HOUSING ACCOMMODATION

4.1 FURNISHED ACCOMMODATION

i In accordance with the provisions of **Canon XLVIII "Of Parsonage Furniture"** employed Clergypersons in each Congregation/Cure (whichever is applicable) are to be provided with free furnished housing accommodation.

ii Church Workers are also entitled to receive this benefit.

4.2 CLERGYPERSON ASSIGNED TO A CURE

4.2.1 Free Accommodation

Every Cure is responsible for providing free furnished accommodation for Clergypersons.

i The Clergyperson (Rector/Priest-in-Charge/Curate) is required to reside in the Rectory or Curatage, as the case may be.

ii The following minimum provisions are to be made:

a) Basic furniture for the bedrooms, dining room and living room
b) Stove (electric or gas) and refrigerator

4.2.2 Provision of Services

The Cure will also be responsible for the provision of the following services:

i Electricity, water and telephone (excluding personal calls)

ii For a gas stove, a maximum of 4 x 100 lb cylinders of coking gas per annum.

iii All maintenance and repairs of the Rectory/Curatage, and furniture and fixtures belonging to the Cure. *(The cost of any repairs due to the negligence of the incumbent will be for his/her account).* (Refer to **Canon XLVIII, Article 3**.)

4.2.3 Rental Accommodation in lieu of Rectory/Curatage

Where the Church/Cure does not own a Rectory/Curatage, suitable premises must be rented to accommodate the Rector/Priest-in-Charge/ Curate, with the provision of facilities as outlined in (1) above.

4.2.4 Housing Allowance in lieu of Rectory/Curatage

Where the Cure owns a Rectory/Curatage which is in good liveable condition, and the Rector/Priest-in-Charge/Curate refuses to reside there, the following will apply.

i Payment of a monthly housing allowance equivalent to 50% of the average monthly rental of comparable properties situated in the general location of the rectory, provided that the Rectory is rented for a sum of 25% in excess of the allowance to be paid

4.3 CLERGYPERSONS & CHURCH WORKERS NOT ASSIGNED TO A CURE

The Diocese and/or Organization to which a Clergyperson/Church Worker is assigned will be responsible to provide accommodation similar to the minimum provisions as contained in 4.1 above.

4.4 ANNUAL INVENTORY

An inventory of all furniture, fixtures and other movable items which are the property of the Church shall be entered in the Minute Book of the Church Committee, and updated annually. The incoming and the outgoing Clergyperson must sign off on the Inventory.

4.5 PREPARATION FOR LEAVING A CURE

i When a Clergyperson is leaving a Cure, all Church records should be brought up to date, not removed, even temporarily, but left with the Wardens.

ii The Wardens are to ensure that all items of furniture belonging to the rectory are checked and left behind.

CHAPTER 5

5 TRAVEL

5.1 TRAVELLING ALLOWANCE

A travelling allowance is provided to Clergypersons and Church Workers holding the Bishop's licence to meet expenses actually incurred in the performance of their duties. Each Cure/Church is required to pay a travelling allowance to persons assigned to the Church/Cure.

5.2 MOTOR VEHICLE LOAN

5.2.1 Eligibility for Loan

i. Clergypersons and Church workers who require the use of a motor vehicle in carrying out their duties may be considered for a loan from the Diocese to assist with the acquisition of a motor vehicle, subject to the conditions specified below:

ii. The Diocese may from time to time specify a range of motor vehicles that it will be prepared to assist in financing. Specifications will include, the age of the motor vehicle, the c.c. rating and the wheelbase.

iii. Applications are to be made on the "Application for Motor Vehicle Loan" Form.

5.2.2 Clergypersons and Church Workers Assigned to Cures

Arrangements for financing the purchase of vehicles will be on the following basis:

a) Clergypersons and Church Workers will be eligible to receive loans up to the prevailing amount approved from time to time for the acquisition of vehicles. Loans will be at the concessionary rate of interest prevailing from time to time. Loan repayment will be over a period of up to sixty (60) months. The repayment term is at the discretion of the

Motor Vehicle Loan Committee.

b) Each Cure may provide an interest free loan up to the prevailing amount approved from time to time, to facilitate the purchase of a motor vehicle, on condition that every month of service of the borrower to the Cure thereafter, shall be treated as 1/60th part of the repayment thereof.

c) If the Borrower leaves the Cure before the period of 60 months; unless the Cure voluntarily forgives the outstanding loan in part or in full, the part of the loan not accounted for in service must be repaid to the Cure either by the Borrower or the Cure to which he/she has relocated. These arrangements should be documented.

d) In every case the Borrower must clearly demonstrate the "ability to repay" any loan applied for, in respect of the acquisition of a motor vehicle

e) The monthly instalment payable in respect of a motor vehicle shall not normally exceed one-half (½) of the Borrower's gross monthly travelling allowance**.**

f) All loans are to be repaid through salary deductions after the appropriate authorization has been provided.

5.2.3 Diocesan Officers Not Assigned To Cures

i. The Diocese may make a motor vehicle loan of up to the prevailing amount approved from time to time to the Diocesan Officer. Loans will be at the concessionary rate of interest in force from time to time. Loan repayment will be made over a period of up to sixty (60) months. The repayment term is at the discretion of the Motor Vehicle Loan Committee.

ii. The Diocese may provide an interest free loan of up to the prevailing amount approved from time to time to facilitate the purchase of a motor vehicle, on condition that every month of service of the borrower to the Diocese, thereafter, shall be treated as 1/60th part of the repayment thereof.

iii. If the borrower leaves the employment of the Diocese before the loan is repaid, the outstanding balance on the loan becomes due and payable and the portion of the grant not

accounted for in service must also be repaid in full. These arrangements should be documented.

iv. Diocesan Officers who already own motor vehicles and wish to have them replaced will be required to apply the proceeds of the sale of the present unit towards the acquisition of the replacement motor vehicle.

v. In every case the Diocesan Officer must clearly demonstrate the ability to repay any loan applied for in respect of the acquisition of a motor vehicle.

vi. The monthly instalment payable in respect of a motor vehicle shall not normally exceed one-third ($^1/_3$) of the Diocesan Officer's gross monthly salary.

vii. All loans are to be repaid through salary deduction after the appropriate authorisation has been provided.

5.2.4 Ownership

Motor Cars acquired under this policy must be owned by the borrower, **and comprehensively insured with the interest of the Diocese noted on the policy.**

5.2.5 Application

i. This policy is applicable to Clergypersons and Church Workers holding a licence from the Bishop, and Diocesan Officers who are in the full time employment of the Diocese of Jamaica and the Cayman Islands.

ii. Neither the Diocese, nor the Cure will be under obligation to make a loan or grant to purchase a car, to any Clergyperson or Church Workers or Diocesan Officer not assigned, more frequently than once in six years.

5.3 MOTOR VEHICLE LOAN FUND

The total loans outstanding under the Motor Vehicle Loan Facility during any one year shall not exceed 10% of the value of the Sustentation

Reserve Fund at the start of the year. This limit shall be subject to review by the Diocesan Financial Board from time to time.

CHAPTER 6

6. HEALTH, SAFETY AND WELFARE

6.1 GROUP MOTOR VEHICLE AND PROPERTY INSURANCE

Clergypersons and Church Workers employed to the Diocese may avail themselves of group motor vehicle and property insurance through the Diocese for cover of their personal property. Insurance premiums may be paid within an 8-month period, through salary deductions. Details can be obtained from the Insurance Unit at Church House.

6.2 GROUP HEALTH AND LIFE INSURANCE

6.2.1 Group Life Insurance

i. Clergypersons and Church Workers employed to the Diocese are insured under a Group Life Policy, where a death-in-service benefit is paid to a named beneficiary (ies). A higher amount is paid in cases of accidental death. Benefits Payables are advised from time to time. At present, premiums are paid by the Diocese.

ii. Application forms are available at Church House.

6.2.2 Health Insurance

i. Clergypersons and Church Workers employed to the Diocese are eligible to join the group health plan. The plan covers individuals and families - inclusive of children up to 18 years of age. Premiums are paid by the Cure to which the Clergyperson or Church Worker is assigned.

ii. Where the Clergyperson or Church Worker is not assigned to a Cure, the premiums are paid by the Diocese, or the Organization to which the person is assigned.

6.3 EDUCATIONAL ASSISTANCE TO CHILDREN

i Children of Clergypersons or Church Workers holding the Bishop's Licence, in full time employment in the Diocese, attending any

Church-owned Preparatory School will enjoy free tuition. This benefit is provided on a "first come first served" basis. The maximum number of beneficiaries at any one institution is six (6).

ii The Diocese will meet fifty percent (50%) of the tuition cost of children [including legal adoptions] attending a privately-owned Preparatory School. The Clergyperson/Church Worker is responsible for the payment of the balance.

6.4 HOSPITALIZATION

Clergypersons and Church Workers holding the Bishop's Licence together with their Spouses and up to two (2) children under eighteen (18) years of age are eligible for concessions at the Nuttall Memorial Hospital. For further details, contact should be made with the Hospital Manager.

CHAPTER 7

7. LEAVE AND LEAVE ASSISTANCE

7.1 STUDY LEAVE

7.1.1 Definition

Study leave is a period of absence from duty granted to Clergypersons and Church Workers to pursue courses of study, which may fall into any of the following categories.

a) Diocesan mandated

b) Job Related

c) Future Advancement

d) Personal Development

7.1.2 Support for Study Leave

i Applications must be submitted to the Bishop on the prescribed form at least twelve (12) months in advance of the period of study. Where the applicant is seeking overseas funding, a letter of intent must be submitted two (2) years in advance.

ii Areas of study should not be for personal development only, but should be relevant to the needs of the Diocese/Province.

7.2 ELIGIBILITY - TIME LIMITATIONS

i An applicant shall not be considered for the grant of study leave until he/she has served the Diocese for at least four (4) years after Ordination as a Deacon; or commissioning as a Church Worker, and must have served no less than two (2) years in his/her present assignment.

ii In the case of an applicant who has been previously granted study leave, a period of not less than five (5) years after the grant of the last study leave should elapse.

iii Applicants should provide**:**

a) particulars of the programme/course to be pursued;

b) the name of Institution at which the training programme is to be pursued

c) the period of leave necessary to complete the programme

d) the expected cost of the programme and financial assistance known to be available

e) a letter of acceptance from the Institution to which the applicant has applied. The acceptance letter must be produced prior to final approval of the study leave

iv In all cases, the Bishop must be satisfied that the exigencies of the service will permit the applicant to be relieved of his/her duties for the period required.

V Study leave shall normally be granted for a period of one year. However, a longer period may be granted if the nature of the programme warrants it.

Vi An extension of the initial period of study leave may be granted if:

a) the report of the Institution in which the candidate is studying indicates that such an extension is necessary for the completion of the candidate's work

b) adequate funding is available to facilitate such further study.

Vii The Application shall be referred to the Commission of the Diocese that examines matters relating to Ministry, which shall assess the value of the programme and submit a report to the Bishop

Viii If the U.T.C.W.I. or U.W.I. does not offer a particular programme desired by the applicant, or if there is good reason for an applicant to proceed overseas to undertake a particular course of study, such an applicant shall apply to the Bishop

on the prescribed form and shall state why he or she wishes to undertake the particular programme.

7.3 FINANCIAL ASSISTANCE

In those instances where financial assistance is provided by the Diocese, this assistance is intended to cover the cost of **tuition only.** No ancillary costs will be included as these are to be met solely by the individual.

7.4 BONDING

i Where study leave with financial assistance has been granted, the applicant is required to give an undertaking to serve the Diocese for a period of up to five (5) years' upon the expiration of the leave, and shall sign an enforceable bond to this effect prior to departure.

ii The applicant should satisfy the Bishop that adequate provisions have been made for his/her family before departure.

7.5 VACATION LEAVE

Every application for vacation leave requires the completion of the relevant Vacation Leave Form.

7.6 OVERSEAS TRAVEL/LONG LEAVE

i. Persons who intend to travel overseas must complete the relevant section on the form, stating
ii. the purpose of travel overseas.

iii. All Clergy, Deaconesses, Fulltime Lay Workers and Church Army Officers in active service of the Diocese and holding the Bishop's Licence, other than those recruited from Overseas, will be entitled to three (3) months' leave on full pay, after five years service in the first instance and thereafter, after a period of four years, in order to allow them overseas leave. Overseas leave/ long leave may not be accumulated. The period of four years is calculated after the last grant of overseas leave.

iv. All persons eligible for overseas leave will be considered for leave financial assistance.

v. In special circumstances, on the recommendation of the Bishop, consideration may be given for assistance before the expiration of the above-stated

periods.

vi. A Rector or Priest-in-charge who has been granted leave in accordance with these provisions should indicate what arrangements have been made for the carrying-out of the Priestly and other duties in the Cure.

vii. All applications for the regular overseas long leave must, in the first instance, be made to the Bishop not later than the 30th September of the year preceding in which the leave is desired.

viii. Overseas long leave shall not be accumulated.

7.7 OVERSEAS TRAVEL ASSISTANCE

i Provision for travel assistance shall be on the following basis:

a) For married persons (husband and wife) – the actual cost of the passage, or alternatively, a rate agreed from time to time, whichever is less

b) For each child under the age of eighteen years, up to a maximum of three children (including legal adoptions) - the actual cost of the passage or alternatively, a rate agreed from time to time, whichever is less.

c) For an unmarried person – the actual cost of the passage or alternatively the prevailing rate agreed from time to time, whichever is less

ii In order to initiate payment, evidence of travel (for example, the ticketing invoice) must be produced. No payment will be made in excess of the amount stated in the ticketing invoice.

iii Clergyperson/Church Worker seeking short vacation leave may travel overseas at any time, at his/her own expense, with the prior permission of the Bishop.

7.8 APPROVAL FOR OVERSEAS TRAVEL

i The prior approval of the Diocesan Bishop must be obtained before embarking on travel overseas, irrespective of the duration of the stay. The request should be submitted in writing through the office of the Suffragan Bishop of the respective Region.

ii Provision is also made for the Rector/Priest-in-charge to recommend leave in relation to applications for Curates and Church Workers.

7.9 EXTENDED VACATION LEAVE [TAKEN LOCALLY]

In lieu of overseas leave, Clergypersons/Church Workers are entitled to local leave amounting to three (3) months on full pay.

7.10 ANNUAL LOCAL LEAVE

i. Every application for leave requires the completion of the "Annual Vacation Leave" form. The form must be submitted in **triplicate** to the Regional Bishop. Annual local leave of four (4) weeks each year shall be granted where no overseas leave has been granted. (Application forms are available from Regional Bishops or at Church House).

ii. Applications should be made on the appropriate form to the relevant Regional Bishop no later than February 15 of the year in which the leave is intended to be taken.

iii. It should be noted that annual local vacation leave must be taken during the year in which it is due and shall not be accumulated.

7.11 CASUAL LEAVE

i. In those instances where it is necessary to be absent from the Cure on personal business, a Rector or Priest-in-Charge should apply to the Regional Bishop for permission to do so. Curates and other Church Workers should apply to their respective Rectors or Priests-in-Charge.

ii. The Rector or Priest-in-Charge may not grant more than three consecutive days' casual leave at any one time.

7.12 SICK LEAVE

i. A Doctor's certificate shall be produced, if the period of illness extends beyond three days.

ii. For Rectors and Priests-in-Charge the certificate should be sent to the Regional Bishop/Administrator and for Curates and other Church Workers to the Rector or Priest-in-Charge.

7.13 MATERNITY LEAVE

i. Maternity leave shall be granted to female employees on no more than three (3) occasions consistent with the provisions of **The Maternity Leave Act (1979).**

ii. Clergy and Church Workers who have completed no less than twelve (12) months of continuous service may be granted leave for maternity purposes upon presentation of appropriate medical certification.

iii. The grant of maternity leave shall be based on the following:

a) Employees with more than one (1) year and less than three (3) years service

- Maternity leave on full salary for a period not exceeding forty (40) working days
- All vacation leave for which she may be entitled
- Leave without pay for an additional period not exceeding twenty (20) working days

b) Employees with more than three (3) years service

- Maternity leave on full salary for a period not exceeding sixty (60) working days
- All vacation leave for which she may be entitled

iv. In particular cases, the grant of leave, without pay, for maternity purposes may be allowed for periods in excess of sixty (60) working days

v. Sick leave may be granted to run consecutively with leave granted for maternity purposes, on the presentation of satisfactory medical evidence that the illness does not result directly, indirectly or specifically from the pregnancy.

7.14 NO-PAY LEAVE

i The Diocesan Bishop may grant no-pay leave on the grounds of private/ personal affairs or for study purposes.

ii All requests for no-pay leave should be supported by documentary evidence

and should, in the case of private affairs or study purposes, be submitted in time for the matter to be examined and approval granted prior to proceeding on leave.

iii Clergypersons/Church workers under normal conditions would continue to hold the Bishop's licence but would be considered un-employed.

7.15 PRE-RETIREMENT LEAVE

i. All accumulated vacation leave for which a Clergyperson/Church Worker is eligible must be granted from an appropriate date, the expiration of which should coincide with the approved date of retirement from the Diocese.

7.16 RECRUITED CONTRACT PERSONNEL

i. A Clergyperson or Church Worker recruited overseas shall after each three-year' contract period be entitled to three months' leave on full pay. This concession will be in respect of the first two contract periods of appointment. Thereafter, if the individual is contracted to the Diocese for a third period of not less than four years he or she shall be entitled to three months' leave on full pay.

ii. Any category of worker already recruited and serving in Jamaica, the first of these three-year periods shall be reckoned from the date of the last overseas leave or date of arrival in Jamaica if they have not previously completed a three-year period.

iii. A Clergyperson or Church Worker recruited from overseas shall be entitled to a free passage out for him/herself, spouse and all children (including those who have been legally adopted), under the age of eighteen years, from the place of recruitment to Jamaica, and to a free return passage if he/she has completed the term of service. Unmarried Clergypersons/Church Workers shall be entitled to full return fares on the same condition.

iv. In any special case, on the recommendation of the Bishop, consideration may be given to an application for assistance before the expiration of the above stated periods.

v. In the event of a Work Permit not being renewed or being revoked, passages from Jamaica to the place of recruitment shall be paid in like manner as if a three-year term of service has been completed, and the worker shall be entitled to one month's salary for every year of service.