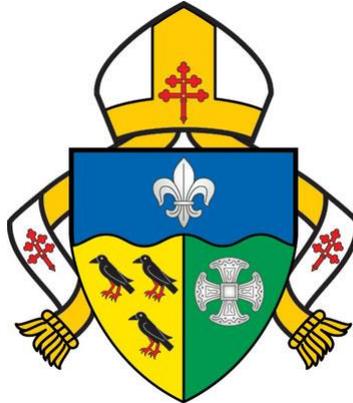


Archdiocese of Southwark



Summary of Regulations on Payments & Benefits to Priests and Deacons

July 2017

FOREWORD

I commend this updated booklet to you as an accompaniment to *Parish Financial Administration for Parish Priests*.

This information will be of personal interest to the Priests and Deacons of the Diocese. Please take time to read this document. It is published in the spirit of the recommendation in the *Directory on the Canonical Status of the Clergy*, published by the Catholic Bishops' Conference for England and Wales in May 2009, that Dioceses issue a Diocesan Handbook. It is a summary of normative regulations affecting the financial position of Priests and Deacons in the Diocese and, together with any subsequent additions and amendments published in the *Ad clerum*, will therefore be the reference point for information on this matter.

A handwritten signature in black ink, consisting of a large, stylized 'P' with a cross above it, and the name 'Peter Smith' written below it in a cursive script.

Archbishop Peter Smith

***The following notes take as their starting point
Can. 281 §1 of the Code of Canon Law:***

“When clerics dedicate themselves to the ecclesiastical ministry, they deserve a remuneration which is consistent with their condition in accord with the nature of their responsibilities and with the conditions of time and place; this remuneration should enable them to provide for the needs of their own life and for the equitable payment of those whose services they need.”

Index

I Payments to Priests/Deacons.....	4
Mass Stipends	4
Stole Fees.....	4
Supply Fees	4
Clergy Support Stipend.....	5
Car Allowance.....	5
Inter-Diocesan RAC Scheme	6
Christmas and Easter Offerings	6
Payments for chaplaincy work	6
II Entitlements / payments on Priests' behalf	7
National Insurance Contributions	7
Private Healthcare Scheme	7
Travel Insurance	7
On-going formation study days	8
Priests' / Deacons' Support Groups	8
Retreats	8
Study days and further study courses	8
Sabbaticals / extra-ordinary leave	8
III Other payments and matters	9
Clergy Support Fund.....	9
Secular Clergy Common Funds ("Big & Little M")	9
Southwark Brethren	9
Priests from overseas incardinated in the Diocese	9
Priests visiting from overseas	9
Priests who have resigned from parish ministry and full-time ecclesiastical appointments	10
Making a Will.....	10
Personal finances.....	11
Appendix.....	12
Appendix 1	13
Appendix 2	15
Appendix 3	16
Appendix 4	17

I Payments to Priests/Deacons

Mass Stipends

Irrespective of the number of Masses he celebrates on one day a Priest may accept for himself only one stipend on any one day apart from Christmas Day, when he may accept a stipend for each Mass celebrated. Any extra (variously known as “rescript” and “binated”) stipends should be sent to the Finance Office, who will apply them for purposes from time to time prescribed by the Archbishop. (Code of Canon Law, Can. 951 §1)

For each Mass offered for the Holy Souls, where the source of the offering is a money box in the church, a Priest may apply a stipend of £10. A Parish Priest may draw a stipend of £10 per Mass from general parish funds for each *pro populo* Mass he is obliged by office to offer (Can. 534 §1).

This has been effective in this Diocese since June 2006 (*Ad clerum* no. 23). Where the investment income from Cluniac Investments in respect of Foundation Masses is insufficient to provide a stipend of £10 per Mass, the shortfall may be made up from general parish funds.

Surplus Mass intentions

Priests / parishes who find themselves with more Mass intentions than can be discharged within a year should forward them with the offerings either to priests who request them or to the Finance Office (Canons 953 and 955) for distribution to priests in need.

Stole Fees

These are offerings to the Priest or Deacon by the faithful and should **not** be quoted by the Priest in a set amount as a fee for a particular Sacrament or service (Baptism, marriage, funeral, etc.)

Supply Fees

The Diocese does not set its own rates for Supply Fees, which are left to the discretion of the Parish Priest. However, for information only, we give below the current guidelines agreed by the Conference of Religious Superiors.

Sunday Mass & Homily	£55
Weekday Mass	£30
Funeral Mass	£90
Wedding Mass	£90

Confessions (per hour) £40

Travel expenses should be paid in addition.

These amounts would be adjusted for longer or continuous periods of supply.
The Mass stipend should go directly to the officiating Priest.

When a Priest visits from abroad for a period of supply over several weeks (e.g. summer), a separate rate of remuneration is agreed with him before his arrival, taking into consideration the length of his stay and the fact that he will receive board and lodging from the parish. This has generally been set at £100 per week. The Terms of Service are set out in a letter to the priest from the Vicar General. The payment of his travel expenses, which may include flights and the cost of a visa, are to be paid by the parish. Parishes unable to cover all the costs should contact the Diocesan Finance Office.

A copy of the Terms of Service Agreement is found in the Appendix to these Regulations.

For Priests visiting from overseas for a three month or longer stay please see the relevant note under *Section III* below: "**Priests visiting from overseas**".

Clergy Support Stipend

Parishes should make provision for a stipend for Priests holding full-time parish appointments from the Archbishop. The Clergy Support Stipend, introduced with effect from July 2006, is fixed by Diocesan rule (with regard to Canon 281§1) at £1,500 per annum, payable £125 monthly (see *Ad clerum* No.23, June 2006)

Priests holding other types of appointment may be entitled to such support stipend as may be provided for in their appointment terms and conditions.

The Parish Priest's stipend of £100 per annum was abolished in June 2006 (*Ad clerum* no.23). For payment in respect of *pro populo* Masses see MASS STIPENDS above.

Car Allowance

With the introduction of the Clergy Support Stipend (see above) any block payment previously payable from parish funds in respect of the running of a car has been withdrawn and a priest may only draw car expenses from the parish as "business mileage."

It will almost certainly be advantageous from a tax point of view for a Priest to own his own car rather than it being parish owned, in which case it becomes a taxable benefit in kind and needs to be reported in the priest's annual tax return. Subject to consultation with the Parish Finance Committee, the Parish may lend up to £5,000 interest-free to a Priest for the purpose of purchasing a car. A loan up to this amount does not attract income tax. The loan should be documented in a brief loan agreement, which should set out the repayment schedule. The receipt for the purchase of the car should be kept in the parish files.

A tax-free allowance in respect of "business mileage" may be claimed by a Priest or Deacon (after arrangement with the Parish Priest) from parish funds based on the Her Majesty's Revenue and Customs (HMRC) statutory Fixed Profit Car Scheme. HMRC set the rates under this scheme. They have not been varied for a considerable time and are currently:

Up to 10,000 business miles	45p per mile (w.e.f. 6/4/11)
Over 10,000 miles	25p per mile
Passenger (on business)	5p per mile

It is necessary for the Priest / Deacon to keep a record of his mileage for parish or other qualifying "official" mileage (e.g. attendance at meetings and on-going formation days, support group meetings); failure to do so may make the payments liable to tax.

Inter-Diocesan RAC Scheme

This scheme is administered by the Diocese of Liverpool and is open to the clergy of this Diocese. The annual membership fee is currently £58. Anyone who is interested should obtain an application form from Fr. John Weatherill at the Southwark Diocesan Finance Office:
father.john@finance-rcdsouthwark.org

Christmas and Easter Offerings

Priests in full-time parish appointments generally share these offerings equally. Each priest in a parish appointment is entitled to apply in writing to the Diocesan Finance Office or via the Director of On-going Formation, if he prefers, for a supplement to the Christmas and Easter Offerings received in the parish, if these fall below £3,500 and £1,500 respectively (*Ad clericum* October 2012). Grants are made available from a central fund, to which other Priests are encouraged to contribute from their higher Christmas and Easter offerings. Any shortfall in this fund is subsidised from the Diocesan Clergy Support Fund.

Payments for chaplaincy work

Unless the Priest is undertaking chaplaincy work on a full-time contract or is engaged as a chaplain after relinquishing parish ministry or subject to a specific and particular agreement, income from chaplaincy work is due to the parish and not to the Priest personally. The payment is regarded as recompense to the parish for the time spent away from his parish duties.

Where the Priest receives income from a chaplaincy and retains it for his private use, the income is assessable on the Priest personally and must be shown on the Priest's annual tax return. However, where the income is received by the Priest but paid into parish or Diocesan funds, the income will not, by concession of HMRC, be assessable on the individual Priest.

II Entitlements / payments on Priests' behalf

National Insurance Contributions

Normally a Priest pays Class 2 self-employed contributions. These are paid on the Priest's behalf from parish funds. For income tax purposes contributions made on a Priest's behalf are regarded as direct income. Currently a Priest over the age of 65 ceases to pay National Insurance contributions. Queries should be directed to the National Insurance Helpline (tel: 0300 200 3500).

Private Healthcare Scheme

The Diocese operates a private healthcare scheme, which Priests, who are incardinated in the Diocese of Southwark, may join on a voluntary basis. Married Priests may apply for joint membership with their wife or family membership. The annual premium is paid by the Diocese, funded in part by the Clergy Support Fund Assessment on parishes. The amount that has been paid on the Priests' behalf (there are currently two age bands: up to age 65 and 65 and above) is advised each year in the *Ad clerum*. The policy has an excess for each Priest of £100 per scheme year (commencing 1st March), which the Priest is normally expected to bear himself. The premium paid on the Priest's behalf by the Diocese is regarded as a benefit in kind for income tax purposes.

Priests should advise the healthcare company direct of any change of address.

Where Priests no longer in parish service have elected to live abroad (generally Ireland), the Diocese will contribute to the cost of private healthcare cover up to the amount that would have been paid in premium for the Priest under the UK-based Diocesan scheme.

Travel Insurance

Priests, Deacons and their families (and Diocesan employees – but not family members - whilst on business), **when travelling outside the UK and to the Channel Islands**, benefit from the travel cover provided under the Diocesan block insurance policy.

A policy summary, which includes emergency contact numbers, can be provided by the Diocesan Finance Office. Those travelling within the European Union and, additionally, Iceland, Liechtenstein, Norway and Switzerland should carry a European Health Insurance Card (EHIC). The card is free and you should apply via the NHS website – other websites will make a charge.

It has been agreed with our insurers that priests and deacons (the latter, if in active ministry) no longer need to advise the Diocese of their overseas travel plans. If there is a change in the insurance provision or the medical emergency contact details, we will advise everyone. Anyone **over 75 years of age and travelling for more than 30 days** will need to obtain a health questionnaire from the Catholic Church Insurance Association (01296 422 030) and submit it well in advance of travel.

CCIA must also be informed prior to your making arrangements for travel to the following countries:

- Trips to Iraq and Afghanistan.
- Trips to countries on the Sanctioned Territory List (Iran, Syria, Cuba, Sudan, North Korea, Libya, Myanmar (Burma) and Crimea).

Also, before travel to any countries of civil unrest you must check the Foreign Commonwealth Office website and, for possible future reference, print off any advice you rely on.

The Catholic Church Insurance Association (tel: 01269 422030) can assist with insurance for overseas travel insurance for parish pilgrimage groups.

On-going formation study days

The cost to a Priest or Deacon of attending these days (fee and travel expenses) is a legitimate expense that may be drawn from general parish funds.

Priests' / Deacons' Support Groups

Priests and Deacons in parishes may draw up to £110 (*Ad clerum*, June 2015) per monthly meeting against the cost of attending overnight gatherings of these groups. Travel to the meetings is also a legitimate expense that may be drawn from general parish funds / claimed as "business mileage". Priests not in parish ministry may apply to the Diocesan Finance Office for reimbursement of these costs.

Retreats

Diocesan Priests and Deacons are encouraged to make a spiritual retreat at least once a year. The cost of an annual retreat is a legitimate charge on the parish and is not a taxable benefit as it is analogous to in-service training. Any Priest, who is not in parish ministry or has left parish ministry, may apply to the Diocesan Finance Office for reimbursement of his annual retreat costs.

Study days and further study courses

Study days taken by a Priest or Deacon are a legitimate charge on general parish funds. Application should be made to the Archbishop for funding of participation in longer-term further study courses.

Sabbaticals / extra-ordinary leave

The On-going Formation Team have produced a useful leaflet *Sabbatical Policy for Priests* (March 2012). Priests wishing to take sabbatical leave should in the first instance discuss their wish with their Area Bishop. The Diocese normally provides financial support by paying the basic Diocesan Stipend (currently £6,100 p.a.) for the time the Priest is on sabbatical. Payment for a sabbatical course, including travel, is usually funded $\frac{1}{3}$ parish, $\frac{1}{3}$ Diocese and $\frac{1}{3}$ by the individual (or on a $\frac{2}{3}$ Diocese, $\frac{1}{3}$ individual basis for those in a Diocesan appointment).

III Other payments and matters

Clergy Support Fund

An annual contribution, based on the parish DDF Assessment, is required from each parish towards this Fund, which has been established in accordance with the Code of Canon Law, Can. 1274. The Diocese meets expenses and makes grants from this Fund in support of sick and incapacitated Priests, those in need of particular support and Priests, who are no longer in full-time parish ministry (see relevant section below).

Secular Clergy Common Funds (“Big & Little M”)

All Priests are encouraged to apply to become members of the two Secular Clergy Common Funds, which provide financial assistance by way of grants for Priests who fall ill, are incapacitated or retire from active parish ministry. The joining fees and annual subscriptions are paid by the Diocese on the Priests’ behalf.

The contact details are given below:

Mr Michael O’Shea KSG
Secretary
Secular Clergy Common Fund
St Mary’s Cemetery
Harrow Road
London
NW10 5NU

Rev. Canon Michael O’Dea
Secular Clergy New Common Fund
Our Lady of Pity & St. Simon Stock
Hazlewell Road
London
SW15 6LU

Southwark Brethren

This is a further charitable Fund arranged in association with the Diocese of Arundel and Brighton which is intended to assist in “retirement” or cases of ill health and financial need. It is administered by our own priests by Trust Deed. You will automatically be enrolled as a member of this; there is no subscription payable. However, donations are welcome.

Priests from overseas incardinated in the Diocese

These Priests can reasonably expect to be able to make one trip home each year to visit their families. This should be paid in the first instance as a legitimate expense from parish funds.

Priests visiting from overseas

Priests from overseas, **who have been accepted by the Archbishop for extended (over three months) appointment in the Diocese**, should be in possession of a written letter of appointment and Terms of Service from the Vicar General, which provides conditions for their stay in the Diocese including all major financial arrangements (e.g. visa costs and flights home during their term of

service - normally one at parish expense in a three year period). The Parish Priest has sight of these Terms of Service.

Guidelines for Long Term Appointment in parishes of priests from overseas can be found in the Appendix to these Regulations.

They should, as soon as possible, contact HM Revenue and Customs (tel. 0845 915 7006) to register for National Insurance and Income Tax. Further information may be obtained from the website www.hmrc.gov.uk.

Separate terms and conditions for short-stay (less than three months) Priests and Priests pursuing studies are also to be found in the appendix.

Priests who have resigned from parish ministry and full-time ecclesiastical appointments

In advance of a Priest leaving full-time parish ministry, the Diocesan Finance Office tries to establish, by means of a standard questionnaire, his likely income and individual needs in order to ensure that he has sufficient financial resources (Code of Canon Law, Can. 281 §1 & §2). The Finance Office will agree a package with the Priest appropriate to his circumstances and needs. The Priest should also apply to the Secular Clergy Common Funds for a grant.

Where he is living independently and paying for his own upkeep, the Diocese generally tries to supplement a Priest's income, if necessary, by payment of a grant, so that the Priest can comfortably afford the necessities of life, live in well-heated and properly maintained accommodation and can pay for recreation and travel.

Once the Archbishop has accepted the resignation of the Priest from parish ministry, the Priest should contact the Diocesan Finance Office to discuss where he wishes to live. The Diocese will provide, rent or, sometimes, purchase a property for the Priest to occupy in an area appropriate to his needs within the Diocese. He will be expected to meet all normal running costs associated with the property. The Diocese will ensure that the property is set up with all the basic equipment and fittings and will pay for decoration and maintenance inside and outside. The Diocese will pay any service charges and will arrange and pay for insurance for the property and contents.

In time sheltered accommodation may become more suitable and residential / nursing home facilities can also be provided for on an agreed financial arrangement with the Diocese according to the Priest's own means.

The Diocese (via the Finance Office) will reimburse the Priest for Priests' Support Group meetings (£110), retreats and On-going Formation study days including travel expenses to such meetings.

Making a Will

There is a serious responsibility on the part of each Diocesan Priest to make a Will and leave instructions for funeral arrangements. It is advisable to consult a solicitor in drawing up a Will. It should be kept in a safe place and where it can be easily located. A Priest's Will, or a copy, may be lodged in a sealed envelope in the safe of the Diocesan Finance Office. The name and address of the executor(s) should be clearly marked on the envelope containing the Will.

A Priest should in due course and where appropriate consider establishing, through a solicitor, a Lasting Power of Attorney in respect of their personal welfare and also for the management of their property and financial affairs.

The name and address of the executor of the Will / Attorney and the Priest's next of kin should be made known to the Chancellor in a letter.

Personal finances

Priests are reminded that they are obliged to file an Income Tax Return each year. For income tax purposes a Priest is not regarded as self-employed but as an office holder and he should complete the *Ministers of Religion* supplementary sheet to the Income Tax Return. (Any costs incurred by the priest incurred in relation to the return are the Priest's responsibility)

Personal monies should always be kept completely separate from parish funds and bank accounts. Parish funds must always be held in a bank account in the parish name and under no circumstances whatsoever in an account in the name of the Priest. Priests should not lend money to the parish, however well-intentioned this is, nor should they borrow, even temporarily, from parish funds or from any other fund for which they have to render an account except under a formal loan arrangement with the parish exclusively for the purchase of a car.

A Priest's personal finances are his own responsibility. As his income is quite restricted and can even fall, if he is transferred to a poorer parish, he should exercise extreme caution and prudence in the use of credit cards, entering lease agreements and in incurring other personal debt. Where a Priest finds himself financially in an emergency, he should contact the Diocesan Finance Office for advice and assistance.

Appendix

Appendix 1

Terms of Service for priests wishing to minister in the Archdiocese of Southwark on a Long Term Appointment - more than three months

Name of Priest:

Diocese/ Religious Order:

Good Standing: Visiting priests must be in good standing and provide in advance a testimonial from their bishop/major superior. The diocese through the diocesan co-ordinator will provide a sample copy. After a year in the diocese the Diocesan Safeguarding office are required to obtain DBS Clearance on Clergy.

Length of Stay: Priests coming to minister in the Archdiocese of Southwark are normally invited for a period of Three years which can be renewed with the agreement of the priests own bishop/major religious superior.

Language: Visitors must be competent in English and have the approved IELTS or equivalent English Language qualification.

Health Certificate: The bishop/major superior should also confirm that the visitor enjoys good health and is not in need of medical attention. Visitors should be under 70 years of age. If a visitor arrives already in need of medical attention he will not be eligible for free treatment on the NHS. Unscheduled health treatment will be met without charge on condition that the visitor has a valid visa. National Insurance contributions are required for Priests who are on a long term appointment (more than three months). Upon arrival in the United Kingdom the priest should register with their local G.P. Priests from overseas are not covered by the Diocesan Private Healthcare scheme.

Accommodation: Full accommodation will be provided free of charge. This will include meals and laundry facilities. It does not include accommodation for friends or relatives.

Remuneration: Long term visiting priests, i.e. those staying more than four months and on a Diocesan appointment and assigned to work in a parish will receive the same remuneration received by diocesan priests ministering in parishes, i.e. Clergy Support Stipend benefits, mass stipends, stole fees, supply fees, and to help them become integrated into the life of the diocese while they are here they can claim from the parish the fees for attendance at On Going Formation of Clergy days, Priest Support group and annual retreat. They are also entitled to a proportion of Christmas and Easter offerings. Long Term supply priests are also entitled to claim from the Diocesan travel insurance when they travel overseas. Please note that the figure of £1400 quoted in the letter for your Embassy is a notional figure requested by the UK Border agency. In practice you are likely to receive more than this sum.

Payments for Economy class airfares and the costs of the visa: (Minister of Religion Tier 2) are to be covered by the parish. Parishes unable to cover all the costs should contact the Finance Office for assistance.

Phone bills and personal expenses: the visiting priest will pay all personal expenses, including all personal phone bills.

National Insurance and Income Tax: Upon arrival priests should apply for a National Insurance Number. They are covered by the same Income tax rules that apply to clergy working full time in parishes.

Day off and holidays: The priest will need to follow the usual diocesan practise for taking a weekly day off and holidays. These need to be negotiated with the parish priest.

Home Visits: During the time of the placement the priest is permitted to have one paid visit (i.e. flight) home paid for by the parish.

Driving: If the priest is required to drive he must comply with the necessary regulations and become a holder of a UK drivers licence. To obtain this he needs to attend a licensed driving school and sit the required driving test. The cost of these is a legitimate parish expense.

Priests who come on a long term placement are expected to give their full time to their ministry in the parish and are therefore not allowed to register as Students. Written permission is required from their bishop and prior consultation with the Vicar General of Southwark about commencing studies. The Archdiocese makes no commitment to continue to provide accommodation for overseas priests who subsequently begin studies.

Fund-raising: Taking up or arranging collections in the parish, approaching other bodies or organisations for funding, any kind of fund raising for either personal or pastoral needs, or setting up donor address lists for later contact, are prohibited. Only registered charities are permitted to publicly solicit money and the Church in England and Wales is generous to organisations founded to help various mission needs. It is not permitted to approach individuals for funds or any sort of financial assistance.

Changing Diocese: No movement is allowed from one diocese to another. As a sponsoring body recognised by the UK Border Agency, priests who come into the country under a Minister of Religion Visa must not move away and therefore disassociate themselves from their sponsor (the diocese). Failure to comply with this will result in the diocese having to report the absence of the priest to the immigration authorities through the offices of the UK Border Agency.

Naturalisation: Priests who come on long term supply would not normally apply for British Citizenship. They are not expected to stay for more than the agreed period of time as negotiated with their own bishop/religious superior.

Incardination: Priests who come as long term supply priests are not expected to seek incardination and the expectation is that at the end of their term of service they are to return to their home diocese/country to continue their ministry.

Dates: Precise dates of arrival and departure should be arranged well in advance. The visiting priest must adhere strictly to the dates.

Visitors are to sign their agreement to these Terms of Service before they leave their home countries or countries of residence and return the signed copy to The Chancery, 150. St. George's Road, Southwark, London SE1 6HX.

Signature

Print

Date

Appendix 2

Terms of Service for Priests wishing to minister in the Archdiocese of Southwark on a Short Term Supply - less than three months.

Good Standing: Visiting priests must be in good standing and provide in advance a testimonial from their bishop/major superior.

Language: Visitors should be able to understand and to speak English sufficiently well to preach, hear confessions and to deal with telephone calls.

Health Certificate: The bishop/major superior should also confirm that the visitor enjoys good health and is not in need of medical attention. Visitors should be under 70 years of age. If a visitor arrives already in need of medical attention he will not be eligible for free treatment on the NHS. Unscheduled health treatment will be met without charge on condition that the visitor has a valid visa. National Insurance contributions are not required for temporary visitors. Supply priests are not covered by Diocesan Private Health scheme.

Accommodation: Full accommodation will be provided free of charge. This will include meals and laundry facilities. It does not include accommodation for friends or relatives.

Remuneration: Priests coming from outside the UK for a few weeks supply are paid a minimum of £100 per week and should also receive Mass Stipends and stole fees. Payments for Economy class airfares and the costs of the visa (Religious Worker Tier 5) are to be covered by the parish. Parishes unable to cover all the costs should contact the Finance Office for assistance.

Phone bills and personal expenses: the visiting priest will pay all personal expenses, including all personal phone bills.

Fund-raising: Taking up or arranging collections in the parish, approaching other bodies or organisations for funding, any kind of fund raising for either personal or pastoral needs, or setting up donor address lists for later contact, are prohibited. Only registered charities are permitted to publicly solicit money and the Church in England and Wales is generous to organisations founded to help various mission needs. It is not permitted to approach individuals for funds or any sort of financial assistance.

Dates: Precise dates of arrival and departure should be arranged well in advance. The visiting priest must adhere strictly to the dates.

Visitors are to sign their agreement to these Terms of Service before they leave their home countries or countries of residence and return the signed copy to
The Chancery Archbishop's House, 150 St. George's Road, Southwark, London SE1 6HX.

Name of Priest
(Please Print)

Signed

Date

Supply Priest

Appendix 3

Terms of Agreement for Priests coming to Study

Arrangements: A written letter must be received from the Ordinary of the Priest giving permission for him to come to the United Kingdom to undertake full-time or part-time studies. No arrangements for accommodation in this diocese will be made unless a formal approach is made from the priest's home diocese.

Finance Arrangements: All course fees, travel arrangements and visa costs are the obligation of the priest's own diocese. The Archdiocese of Southwark will not be able to meet any of these costs.

Good Standing: Priests wishing to come to the Diocese to study must be in good standing. The Archdiocese of Southwark must be provided in advance with a testimonial from their bishop/major superior.

Language: Visitors must be competent in English.

Visa Requirements and Work Entitlement: Priests coming to undertake a full time course of studies must apply for a Tier 4 Student Visa. The Sponsoring body must be the college/university where the studies are to be undertaken. Under the terms of the Tier 4 Student Visa, a priest may only work for 20 hours a week (not including the weekend). They are also entitled to receive Mass Stipends and stole fees. They may, at the discretion of the Parish Priest receive a share of the Christmas and Easter offerings.

Fund-raising: Taking up or arranging collections in the parish, approaching other bodies or organisations for funding, any kind of fund raising for either personal or pastoral needs, or setting up donor address lists for later contact, are prohibited. Only registered charities are permitted to publicly solicit money and the Church in England and Wales is generous to organisations founded to help various mission needs. It is not permitted to approach individuals for funds or any sort of financial assistance.

Health Certificate: The bishop/major superior should also confirm that the visitor enjoys good health and is not in need of medical attention. Visitors should be under 70 years of age. If a visitor arrives already in need of medical attention he will not be eligible for free treatment on the NHS. Unscheduled health treatment will be met without charge on condition that the visitor has a valid visa. Student Priests are not covered by the Diocesan Private Healthcare Scheme.

Accommodation: Full accommodation will be provided free of charge. This will include meals and laundry facilities. It does not include accommodation for friends or relatives.

Further Studies: Priests are not permitted to apply for further academic courses without the written permission of their own ordinary and with prior consultation with the Vicar General of the Archdiocese of Southwark.

Any breach of these guidelines will result in a termination of the arrangement with the Archdiocese of Southwark. In this event, the Archdiocese of Southwark will request the recall of the priest to his home diocese.

Student priests are to sign their agreement to these Terms of Service before they leave their home countries or countries of residence and return the signed copy to The Chancery:
Archbishop's House, 150. St. George's Road, Southwark, London SE1 6HX.

Name of Priest
(Please print clearly)

Signed

Date

Appendix 4

**Agreement between The Most Reverend Peter Smith, Archbishop of Southwark and the Diocese of
in relation to Reverend
to reside in the Archdiocese of Southwark while following a course of Studies.**

The Archdiocese of Southwark has following a request from The Most Rev Bishop of,
agreed to provide accommodation and lodging for The Reverend..... during his period of study at
..... which commences on and is due to be completed on.....

The Reverend

Will reside in the Parish of....., as an also resident priest. He is not to be considered as a
full-time assistant priest but may be involved in some areas of pastoral life in the parish, as directed by the Parish Priest

- Will be entitled to and should receive any Mass Stipends, stole fees for any assistance he gives in the parish.
- Will ensure that his first call of his time is to his studies and he should ensure that he devotes the appropriate energy and commitment to following the course of studies.
- Will pay for all his own course fees, travel expenses and visa fees. (It is the expectation that his own diocese will assist him with these expenses)
- Will not take up or arrange collections in the parish, approaching other bodies or organisations for funding, any kind of fund raising for either personal or pastoral needs, or setting up donor address lists for later contact, are prohibited. Only registered charities are permitted to publicly solicit money and the Church in England and Wales is generous to organisations founded to help various mission needs. It is not permitted to approach individuals for funds or any sort of financial assistance.
- will pay all personal expenses, including all personal phone bills and internet connection charges.
- will not apply to change his course or enrol for further courses without the express written permission received by the Archdiocese of Southwark from his own diocesan bishop and without prior consultation with the Vicar General of the Archdiocese of Southwark.

The Archdiocese of Southwark is happy to welcome Father under the above conditions.

Should any of these be compromised, the Archdiocese will contact the Bishop of and request that
Fatherbe recalled to his home diocese.

Signed..... Date
(Archbishop of Southwark)

Signed..... Date
(Bishop of)

Signed..... Date
(Rev)

Signed..... Date
(RevPP of Parish of residence)