

Rural Dean's expenses of office

(Assistant Rural Deans – see 'Appointment and Conditions of Service' above).

A. General Principles

1. As the role of Rural Dean is undertaken without additional remuneration it is the policy of the Diocesan Board of Finance (DBF) that expenses should be reimbursed in full.
2. The work of the Rural Dean is quite distinct from that of Incumbent/Priest-in-Charge/Team Vicar and it will be necessary (as far as is possible) for separate records of parish expenses and Rural Dean's expenses to be maintained, enabling claims to be made against the PCC and DBF respectively.
3. It is not the function of the DBF to meet expenses related to the meetings of the Deanery Synod or its Committees and these should be borne by contributions from PCCs to a Deanery Synod budget.
4. Reimbursement will be on the basis of written claims for actual expenditure, accompanied by receipts where appropriate. Car mileage will be reimbursed at the prevailing rates published by the DBF and claims must be detailed on the form provided by the Board.
5. Claims should be made at the end of each quarter. Where levels of expenditure dictate that more frequent claims would be preferred by the Rural Dean this should be agreed with the Diocesan Secretary.

B. General Expenses will be reimbursed for the following items:-

1. Car mileage – at the agreed current rate of the diocese
2. Telephone call costs.
3. Postages.
4. Stationery.
5. Hospitality. The nature of this item makes it difficult to define but it may include modest expenditure on, for example, the provision or purchase of a meal for clergy and family visiting to discuss an appointment in the deanery, or the provision of a meal for Chapter meetings. It would not include meals provided on a more major scale where the Bishop has agreed to a parish request that a vacant benefice may be filled by interview. In this case the parish is to cover the cost of meals/light refreshments for both candidates and interview panel. Where a Rural Dean believes that other hospitality may be appropriately the responsibility of the DBF this should be agreed in advance with the Diocesan Secretary.

C. Office equipment

1. It may be possible to offer assistance with certain items related specifically to the role of Rural Dean. For example, an additional filing cabinet may be required, although it would then be expected to pass to the Rural Dean's successor. All proposed purchases must be agreed in advance with the Diocesan Secretary.
2. Exceptionally, it may also be possible to offer further assistance with office equipment, set off against the secretarial allowance referred to in D2 below. Again, this must be negotiated in advance with the Diocesan Secretary. Rural Deans will appreciate that capital expenditure of this nature may well impact on the ability to respond to any future requests for secretarial support over a number of years.

D. Secretarial Support

1. It is the policy of the Diocesan Synod that the cost of limited secretarial support for Rural Deans should be met from the Diocesan Budget.
2. The maximum permitted expenditure is reviewed periodically. Contact the Diocesan Board of Finance for details. Please note that this is an allowance, not a grant, and should be drawn against actual expenditure on secretary support.
3.
 - i) It is the responsibility of the Rural Dean to employ the Secretary and a specimen contract is annexed to this paper.
 - ii) If a PCC already employs an administrator who is willing to work additional hours in support of the Rural Dean role, this may enable the support to be delivered without the need for a new payroll arrangement. The cost of the additional hours can then be invoiced direct to the Board of Finance.
 - iii) Responsibility for contract of employment and payroll arrangements may also be replaced by the payment of invoices where the support person is self-employed. However, evidence must be exhibited to establish that self-employed status has been accepted by HM Revenue and Customs. The expectation would be that such a person will be seen to work for more than one individual or organisation. Rural Deans may wish to look at further guidance on the HMRC website www.hmrc.gov.uk/calcs/esi.htm.
4. Where the support cost is not invoiced direct to the Board by the PCC it should be added to the quarterly claim for the Rural Dean's General Expenses. The claim should provide the name of the person employed, the hours employed and the rate paid.
5. Any contractual arrangement for secretarial support must be expressed as being of fixed term, relating to the tenure of the Rural Dean's appointment.