

Contents

GENERAL INFORMATION.....	2
Changes in personal details.....	2
Outside professional activities.....	2
Public statements & the media.....	2
Standards of conduct.....	2
Working with children and vulnerable adults.....	2
Life insurance.....	2
Insurance advice and premiums.....	3

GENERAL INFORMATION

Changes in personal details

Clergy are required to notify the HR & Stipends Administrator and/or the Bishop's Area Office department(s) of any changes to their personal details in order that the records may be kept up to date.

Outside professional activities

Clergy should not engage in any activity which is likely to have an adverse impact on the work or reputation of the Diocese of a political, commercial, or professional nature or which is contrary to the ethos of the Church.

Public statements & the media

Sometimes situations arise in a parish which cause media (newspaper/radio/television) reporters to seek information from the clergy. This media attention can come suddenly and unexpectedly, and reporters can often be persistent, even aggressive. Try to avoid unguarded remarks, and if necessary, just say: "I'm afraid I can't help you any further. You'll have to speak to the Diocesan Director of Communications" – giving his contact numbers.

Help is always available from the Diocesan Director of Communications Steven Buckley (office: 01865 208224; mobile: 07824 906839).

Standards of conduct

Clergy are expected to behave in a manner consistent with the work of the Oxford Diocesan Board of Finance and the Church of England.

Further information is contained in the Guidelines for the Professional Conduct of the Clergy which is available via the Church of England [website](#).

Working with children and vulnerable adults

All clergy will require an enhanced DBS disclosure and should work in accordance with the Church of England's [Policy and Practice Guidance](#).

Life insurance

The Church of England Pensions Board operates a superannuation scheme which provides a tax-free lump sum on death while still in service. Further information can be found in [The Church of England's Pension Scheme Booklet](#) or by contacting the Pensions Department

Church of England Pensions Board, 29 Great Smith Street, London, SW1P 3PS, telephone 0207 898 1800).

Life-only insurance policies (payable only on death and not as an investment) are a way of protecting against untimely death and the need to find housing. Life-only policies enable a large sum to be available on death for a very reasonable premium. Endowment policies combine life insurance with investment.

Before taking out any life policies, you are strongly recommended to take advice from a suitably qualified person or reputable insurance company. Make sure that you understand the product that is being offered to you and that it fulfils your own particular needs.

Insurance advice and premiums

Advice on insurance is available from any major insurance company, however, the Ecclesiastical Insurance Group (EIG), offers clergy a discounted rate from their usual premium rates and is a popular choice for clergy families. Full details are available from Ecclesiastical Insurance Group, Head Office, Beaufort House, Brunswick Road, Gloucester, GL1 1JZ (0345 777 3322) or their [website](#).