# Outline *pro forma* of letters to Curates

*However the letter is rephrased, it should contain reference to the subject mentioned. Adjustments will need to be made for part-time appointments.*

# ‘Incumbent status’ curate (formerly stipendiary clergy)

Dear

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| I am pleased to offer you the appointment of full-time Assistant Curate in: |
|  |
| with effect from |  | (*usually the date of ordination*). |

This offer is subject to the satisfactory completion of your course of training and to you completing the CRB process satisfactorily; the Assistant IME 4-6 Coordinator for the Protection of Children and Vulnerable Adults will be sending you details of the latter. I am writing now to let you know the formal terms and conditions. Details of the ordination arrangements, including retreats and the purchase of robes, will come to you in due course from others.

Your stipend will be on the provincial scale:

Grade A Priest in 3rd and subsequent years

 Deacon in 4th and subsequent years 95% of Standard Stipend

Grade B Priest in 1st and 2nd years

 Deacon in 2nd and 3rd years 92.5% Standard Stipend

Grade C Deacon in 1st year 90% of Standard Stipend

|  |  |
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| You will be provided with accommodation at |  |

 free of rent, repairs, Council Tax and insurance on the house itself. You are entitled to the reimbursement of expenses reasonably incurred in connection with the exercise of your office. Such reimbursement is the responsibility of the Vestry of the charge/s in which you serve. You do not retain fees for occasional offices.

Clergy moving to a new charge in the Province may apply for a resettlement grant; see:

[**http://www.scotland.anglican.org/vestry-resources/appointments-and-employment/resettlement-grants/**](http://www.scotland.anglican.org/vestry-resources/appointments-and-employment/resettlement-grants/)

**However *Curates* should apply in the first instance to the charge to which they are moving for assistance with the cost of removal.**

You will have one day off every week, details of which will be agreed on the Working Agreement you draw up with your Training Incumbent. You are entitled as appropriate to maternity, paternity, parental and adoption leave, as specified in the Personnel Handbook for Stipendiary Clergy.

Your training is to be provided in accordance with a Learning Agreement between you and your Training Incumbent, which sets out what is expected of you and your Training Incumbent. You have a duty to participate in and complete any training provided for you.

|  |  |
| --- | --- |
| Your office will come to an end on |  |

You are expected to have satisfactorily completed your training by this date. You are required to give at least 3 months’ notice if you wish to resign your appointment. This period may be waived by agreement between you, your Training Incumbent and the Diocesan Bishop.

In response to this formal offer of the appointment, will you please complete the section at the foot of the enclosed duplicate copy of this letter and return it to me as soon as possible.

(FOR FOOT OF DUPLICATE LETTER)

I confirm my acceptance of this post and understand the terms and conditions of the offer.

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| Signed |
| Curate: |  |
| Date: |  |