



**DIOCESE OF
COVENTRY**

Payments to Clergy on Jury Service Process and Guidance

Document Overview

Purpose This is the Diocesan procedure for dealing with payments to clergy who are called to Jury service.

Confidentiality This document is not confidential

Document owner Financial Controller

Status note Approved

Distribution Diocesan Secretary, Director of Operations, Director of Finance, Financial Controller, Archdeacon Pastor, Archdeacon Missioner, Archdeacon PAs, Stipendiary Clergy.

Required Action Publish

Proposed next step

Version History

Version	Date	Status Note
1.0	04/09/2023	Approved by PPM

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1. Introduction

- 1.1. Clergy are eligible for jury service on the same basis as other people and can only seek excusal or deferral for good reason. Jurors receive an allowance for their attendance at Court and the employer (the CDBF) is entitled to recover this amount from their pay.
- 1.2. As a juror, Clergy are also entitled to receive the allowance for their attendance at Court, and an equivalent adjustment can be made to their stipend.
- 1.3. In consultation with the Commissioners' Clergy Payments Department and the Deployment, Remuneration and Conditions of Service Committee of the Archbishops' Council the following guidance has been produced.

2. Process

- 2.1. On receipt of the jury service notice, the Cleric should inform the Bishop, the Archdeacon Pastor and the Churchwardens of the period when they will be absent on jury service.
- 2.2. The loss of earnings form (provided by the Court) should be sent to the Church Commissioners' Clergy Payments Department (clergy.payments@churchofengland.org) for completion **before the jury service starts**. The form will be completed and returned to you to enable you to claim back the allowance.
- 2.3. Time off with pay will be granted. This will be arranged through the Archdeacon Pastor.
- 2.4. Clergy are expected to claim the attendance allowance (which is paid on a net pay basis) and that allowance will then be deducted from your stipend.
- 2.5. When the jury service has been completed you should inform the Financial Controller (Ngozi.Omisakin-Adeyela@Coventry.Anglican.org) at the Diocesan Office of the amount of attendance allowance received and kindly forward any remittance receipts/payment slips. The Finance Team will then instruct Clergy Payments to reduce the stipend by the amount of the net pay saved, adjusted for tax and national insurance contributions.

3. Well-being

- 3.1. It is recognised that Jury service can be very tiring. Jury service usually lasts up to 10 working days. If the trial is likely to last longer than 10 days, jury staff will let you know. If the trial is shorter than 10 days, you may be asked to be a juror on other trials.
- 3.2. To support Clergy well-being, if Incumbents need a rest, then they should arrange cover for the middle Sunday during the Jury Service period.

- 3.3. The Coventry Diocesan Board of Finance (DBF) will pay the service fee for this cover. Please refer to the [Coventry DBF Policy on Fee Payments for Additional Ministry \(Weddings, Funerals and other services\)](#) on the Diocesan Website for further information.
- 3.4. Should Clergy need further well-being support because of their experience of Jury Service, The Diocese of Coventry [counselling](#) provision is available for licensed clergy. This is in addition to the pastoral care already provided by our bishops, archdeacons, area deans, clergy cell groups, and by colleagues, partners and friends. See the Diocesan Website for further information.