

Introduction to the Bristol Diocesan Board of Finance and Summary of Terms and Conditions and Benefits



Organisational Ethos	
Location of the Diocese of Bristol	The Diocese of Bristol is the Church of England across Bristol, South Gloucestershire, Swindon and the villages of North Wiltshire. The population of over a million is served by 202 churches in 166 parishes with 200 clergy serving within seven deaneries, 115 of them stipendiary and 71 Church schools. In addition, chaplains serve in institutions across our region.
The Bristol Diocesan Board of Finance (DBF)	The Bristol Diocesan Board of Finance (DBF), is an incorporated, charitable body which is the Diocese's financial executive and the employer of its staff. Its directors are responsible for employing staff and for managing the assets of the Diocese, providing administration and holding property on behalf of Diocesan Synod. The staff employed by the DBF work in support of those working with the Parishes, and for this reason they are often referred to as the Diocesan Support Services (DSS)
The DBF role within Bristol Diocese	The Diocesan Support Services is made up of circa 75 employees and volunteers whose collective role is to serve ministers, parishes and schools. We offer training, consultancy, and advice in a range of areas such as Finance, Property, Communications, Education, Safeguarding



	and HR in accordance with the identity, vision and priorities of the Diocese. The DBF is also the Home of the Ministry Development Team who support ongoing vocational discernment, Christian formation and ministerial development for all licensed ministers. In essence, the role of staff working within the DBF is to highlight and share best practice across the Diocese and manage different aspects of the life of the Diocese.
The Vision, Purpose and Values of the Diocese of Bristol ‘Transforming Church. Together’	Our Diocesan Strategy is aligned with the Church of England’s national Vision and Strategy but also has several Diocese of Bristol specific priorities to meet our more local needs and aspirations. The 'Transforming Church. Together' strategy invests in the way we work together; reimagining the way we form collaborative relationships, which bring more people to Christ and more sustainable culture change. Our vision Humanity reconciled; creation restored. Our purpose To follow Jesus. To serve others. To transform communities. Our values These underpin everything we do and say and will play a critical role in delivering the strategy. They are: • Openness: we value openness and are loving and open to all • Generosity: we value generosity and receive and give sincerely • Creativity: we value creativity, and we cooperate with the work of the Spirit • Bravery: we value bravery – we are courageous with our voices and our actions Culture Change We are investing in this culture change in a number of ways:



	• Cultivating belonging in our communities by nurturing open, generous, creative, and brave partnerships with all our neighbours, and being more inclusive. • Introducing people to the powerful message of Jesus by releasing, empowering and equipping our leaders and parishes to reach out and spread the Good News. • Being recognised as a force for Gospel change by working within our communities to relieve hardship and amplify unheard voices. • Building an environmentally sustainable diocese by encouraging worshippers to hear the cry of the Earth and work with us towards net zero carbon emissions by 2030. • Securing the future of the Church by working with partners to generate funding, which maximises the impact of our transformation.
Christian Ethos	Being a practising Christian is not an essential requirement for many of the roles within the Diocesan Support Services Team. While some roles do carry a genuine occupational requirement for Christian faith, for many all that is required is the need to be respectful and comfortable with the Christian ethos and objectives that underpin our work. Christian celebrations, services, and practices such as prayers, will take place in the workplace from time to time however there is no requirement for staff to participate unless they wish to do so.
Working Arrangements	
Location	Most DBF roles are based within Hillside House, 1500 Parkway North, Stoke Gifford, Bristol BS34 8YU. Some staff may be required to work at other sites which are part of the Diocesan establishments on either a permanent, temporary, sessional, full/part-time or rotational basis. We offer hybrid working, with most employees being given the opportunity of working from home periodically in agreement with their line manager.
Pay	The Diocese of Bristol is a Real Living Wage employer and is committed to ensuring that all staff receive as a minimum the Real Living Wage for work they undertake within the Diocese.
Annual Salary review	Annual salary reviews are held on 1 April each year.



Pay Date	Payable monthly on the 28th of each month by direct credit transfer to your bank account. When the 28th is not a working day, staff will be paid on the preceding working day.
Hours of Work	For most roles usual office hours are Monday – Friday 9.00am – 5.00pm (with 1 hour lunch break). Full-time hours equate to 35 hours per week Flexibility can be requested to suit both individual and team needs on a regular or occasional basis. Where a role requires occasional out of hours work time off in lieu will be given.
Probationary Period	A probationary period of 5 months applies to all new employees who are taking up their first employment with the Diocese either as a permanent employee or with a fixed-term contract.
Expenses	The Diocese will pay for travel and reimburse other expenses relating to the job role in accordance with the Travel and Expenses Policy.
Sick Pay	First 12 months of employment – 1 month's full pay and 1 month's half pay. Upon completion of 12 months employment - 3 months' full pay and 3 months' half pay. Thereafter statutory pay.
Annual Leave & Bank Holiday	28 days of leave are granted for a full year (pro rata for part-time employees) plus 8 days Bank Holiday. The leave year runs from 1 January – 31 December each year. Annual leave should normally be taken in the year in which it accrues. If this is not possible, a maximum of 5 days' entitlement (pro rata for part time staff) can be carried forward into the following year, to be taken by 30 April of that year.
Notice Periods	Employee - Employment can be terminated by giving one week's notice during probation and thereafter in accordance with contractual notice (between 4 and 12 weeks dependent on role). Employer - Employment can be terminated during probation by giving one week's notice and thereafter in accordance with contractual notice arrangements. Normal statutory notice periods apply.
Safeguarding	The Diocese of Bristol is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. You will be expected to report any concerns relating to the safeguarding of



	children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the Diocese Allegations Management procedure will be followed, alongside implementation of the Disciplinary Procedure as required.
Non-contractual additional time off	
Christmas and New Year	The office is closed from 25 Dec, reopening the day after the New Year Bank Holiday. For this period, bank holidays are taken in the usual way - other time off is in addition to your contractual annual leave. The time gifted will vary depending on your contracted hours and work pattern.
Birthday	Should your birthday fall on a working day, you will be able to take this day off work in addition to your annual leave entitlement. The day is not transferable and cannot be counted as accrued leave.
Volunteering Days	You can take a maximum of two days paid leave a year to do voluntary work. One day you can do individually and the other you do with your team.
Bristol DBF Policies	
Annual Leave	This policy clarifies the principles of holiday/pay and the procedure used by team members to use their holiday entitlement.
Sickness Absence Policy	This policy sets out how staff members and Team Managers should report sickness absence
Special Leave (including Emergency Leave)	This policy sets out the DBF commitment to developing working practices that support work-life balance. Guidance is provided to help staff and managers ascertain what leave provision can be given. The category of Emergency Leave allows provision for staff to take time away from work to deal with an unforeseen emergency.
Maternity leave & pay	This policy sets out the contractual and statutory maternity rights for eligible employees wishing to take maternity leave. It should be read in conjunction with the policy on Shared Parental leave. Staff who have worked for the DBF continuously for at least 26 weeks up to the 'qualifying week' - the 15th week before the expected week of childbirth – are entitled to Statutory Maternity pay (SMP).



	Staff who have worked continuously for the DBF for at least one year at the 11th week before the ‘qualifying week’ are entitled to Occupational Maternity Pay. If you qualify for OMP, the payment which you will receive is as follows; • 90% of your average weekly earnings (before tax) for the first 13 weeks. (Inclusive of 6 weeks’ higher rate and 7 weeks’ lower rate SMP). • Lower Rate SMP – the current SMP rate can be found at https://www.gov.uk/maternity-pay-leave/pay or 90% of your average weekly earnings (whichever is lower) for the next 26 weeks.
Paternity Leave	Paternity leave is available from day one of employment and statutory paternity pay is available from 26 weeks. Occupational Paternity Pay (OPP) is paid at the rate of full pay if you have at least one year’s continuous service by the expected week of childbirth (EWC) or by the week in which the child is placed with you for adoption.
Dignity at Work and	The purpose of this policy is to support and maintain dignity at work for everybody. We work towards eradicating all forms of harassment and bullying at work (including at work-related events off site – for example, work related social events and business trips)
Sexual Harassment Policy	The BDBF has a zero tolerance approach to sexual harassment, to ensure that every employee can work in an environment that is safe, and respectful. Sexual harassment of any kind will not be tolerated under any circumstances.
Speaking out (Whistleblowing)	The purpose of this policy is to provide a safe mechanism for anyone who works for the DBF to come forward and raise any concerns they have without fear of detriment or reprisal.
Equality, Diversity and Inclusion Policy	BDBF aims to create a working environment to which all individuals can give their best, where everyone is treated with dignity and respect and where all decisions are made on merit. To this end, BDBF seeks to promote a work environment free from discrimination where everyone will receive equal treatment.
Grievance	The purpose of this policy is to provide a clear and transparent framework to deal with concerns, problems or complaints raised by employees in the course of their employment.
Disciplinary	The purpose of this policy is to provide a constructive framework for dealing with staff conduct which falls below the expected standard and to ensure that disciplinary action, where necessary, is applied fairly and consistently.



Learning and Development	
Performance Development	To support our colleagues in their role and career, we offer an annual Personal Development Review cycle and encourage regular one to one meetings with line manager and access to appropriate learning and development opportunities. Where appropriate study leave will be offered.
Training and Events	All staff are required to undertake the Essential Online Training Modules during their Induction period. The HR Team will provide details. Other in-house training on a range of subjects (whether in person, via Zoom, or online modules) are periodically available to staff at no charge.
Other Benefits	
Induction and Buddy System	All new staff are provided with a comprehensive Induction programme which has three elements: • The Buddy System A buddy system is used to assign an existing member of staff to act as a first point of contact for a new starter while they are settling into their role. The buddy will guide the new staff member through the first few weeks or months on the job, informally sharing information about how things are done. • HR – Induction You will meet with a member of the HR Team for a short session to ensure all starting paperwork is complete, to guide you through your Terms of Service and provide an overview of the organisation as a whole. • Line Manager – Induction Introduction to members of your team to the immediate department/work location and facilities. The team are there to provide support and answer any questions.
DBF Pensions	Most staff are entered into a contributory group personal pension scheme provided by Standard Life. 5% employee, 10% DBF contributions



	New staff members are automatically entered in the workplace scheme (Pension provider is currently Standard Life) subject to certain lower earnings limits) as standard. The Standard Life pension is a defined contribution pension. In addition, please see reference to salary Sacrifice pension below. For those staff who have moved across from a role on clergy Common Tenure, the Church of England Pension Scheme may continue for eligible members subject to a 5% reduction.
Salary Sacrifice Pensions	The Bristol Diocesan Board of Finance Limited (BDBF) operates a pension salary exchange arrangement which enables both you and BDBF to make National Insurance ('NIC') savings. Under this arrangement, you agree to exchange part of your salary in return for an employer contribution to the BDBF pension scheme on your behalf, equivalent in value to the amount of salary you have chosen to exchange. Employee default contribution 5%. Employees are given the option to reduce or increase their rate if they wish. Employer contribution 10%.
Life Assurance	There is Death in Service Benefit A Life Assurance scheme is provided by Metlife for death in service. The policy covers employees until they reach state pension age.
Cash Plan	Once you have passed probation you can join the Health Shield Cash Plan. This enables you to reclaim the cost* of dental and optical appointments, and some other medical care. *Up to certain limits.
Occupational Health	The Diocese of Bristol works with an Occupational Health provider to complete pre-employment check for all new starters. This is a confidential service and depending on what you have disclosed, you may be asked to undertake a medical examination to ensure that you remain safe whilst in employment with any reasonable adjustments being made. Staff can access the Occupational Health Service as required during their Employment with the DBF.
Salary-Sacrifice Schemes	● Cycle to Work Scheme Bristol DBF is registered to enable staff to benefit from The Government Cycle to work scheme which permits staff to save 25-



	39% of the cost of a new bike & accessories whilst also spreading the cost. You need to be at least 3 months into your probation period to apply. • Season Ticket Loans Loans made to employees to buy season tickets for Bus or Train travel.
Professional Body Paid membership	Where it is an essential requirement of your role that you hold membership with a Professional Body, then the DBF will cover the Annual Membership costs.
Refreshments & Kitchen Facilities	When working in the Main Office building at Hillside House, there is free Tea, Coffee, Sugar and Milk always available. There is a seating area and access to fridge, toaster, microwaves and dishwasher in the office kitchen.
Eyesight Tests	Reimbursement for eyesight tests (for visual display screens) is available up to £30, and contribution towards the purchase of recommended spectacles up to £80.00
Car and Cycle Parking	Provision of free car parking/bike shelter facilities at the Diocesan Office. For those who wish to shower on their arrival, there is a shower room situated in the office.

Governance

Diocesan Synod	Diocesan Synod is the statutory governing body of the Diocese of Bristol and is responsible for; • Considering matters concerning the Church of England • Making provision for these matters in relation to the Diocese • Considering and expressing an opinion on matters of religious or public interest • Advising the Bishop on matters on which he/she may consult General Synod • Considering and expressing an opinion on any matters referred to it by the General Synod
Governance Systems within the DBF and Wider Diocese	• BISHOP'S COUNCIL/STANDING COMMITTEE Chair: The Bishop of Bristol The Council oversees the planning of the diocesan strategy and ensures its implementation, advises Synod on matters of policy, initiates diocesan policy, plans the Diocesan Synod agenda and transacts the business of Synod when it is not in session.



	• BOARD OF DIRECTORS, BRISTOL DIOCESAN BOARD OF FINANCE LTD The Board of Directors is generally empowered to exercise all the powers of the Board of Finance, except those reserved to the company in general meeting. It oversees the company, its assets and finances and its employees. • DIOCESAN MISSION & PASTORAL COMMITTEE Chair: The Bishop of Swindon The Diocesan Mission & Pastoral Committee reviews the arrangements for pastoral care in the diocese and makes recommendations to the Diocesan Bishop on reorganisation of parishes and benefices, creation of new parishes, alteration of parish boundaries, new churches and churches closed for regular public worship. • AGENDA COMMITTEE Chair: The Bishop of Bristol The Agenda Committee acts as the business committee of the Diocesan Synod. It plans the agenda of Bishop's Council and Diocesan Synod. It includes the Chairs of House of Clergy, House of Laity and Diocesan Board of Finance and is supported by a group of diocesan officers. • APPOINTMENTS COMMITTEE Joint Chairs: The Chairs of the Houses of Clergy and Laity The Committee makes recommendations to Bishop's Council for the filling of casual vacancies on Diocesan Boards and Committees. • FINANCE COMMITTEE The Finance Committee meets with officers of the Board to oversee and transact the financial affairs of the Diocese, including management of the housing, investments and assets portfolio. Following the Bishop's Council elections, up to five persons are appointed from the Diocesan Synod by the Bishop's Council/Board of Directors (of whom not less than two shall be clergy and not less than two shall be laity). It can also co-opt three persons for additional expertise, of whom one is a member of the Diocesan Board of Education. It meets approximately eight times a year. • AUDIT AND RISK COMMITTEE
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	The Audit and Risk Committee is a sub-committee of the Bristol Diocesan Board of Finance Ltd. It is responsible for oversight of risks, by reviewing the DBF's risk profile, overseeing current risk exposure and future risk strategy. It reviews the adequacy of risk management processes and the methodology adopted. The Committee usually meets three times a year (April, June and October) and receives the observations of the Board's auditors, including any recommendations contained in the Management Report. • HR AND REMUNERATION COMMITTEE The Committee considers matters of employment with regard to DBF employees. In addition to the Chairman and two other directors, it can also co-opt two persons for additional expertise. It meets two or three times a year. • DIOCESAN BOARD OF EDUCATION Chair: The Bishop of Swindon The Board of Education is responsible for setting policy and strategy for work related to Education and Church Schools in the Diocese. It is a statutory body but is not incorporated. It has fourteen elected members. The next elections will be in 2022 with a revised constitution following a new Scheme brought about by the DBE Measure. Meetings are held four times a year. • DIOCESAN ADVISORY COMMITTEE FOR THE CARE OF CHURCHES (DAC) The DAC is a statutory body set up under the Care of Churches and Ecclesiastical Jurisdiction Measure 1991. It advises parishes on re-ordering, alterations and repairs to churches and advises the Chancellor on all matters concerning Faculty Jurisdiction. It also approves architects/surveyors for quinquennial inspections. It has two members appointed by Bishop's Council from the Diocesan Synod membership and ten other members appointed by the Bishop's Council. Members are appointed for a term of office of six years and new appointments will be made in 2021. • DIOCESAN SAFEGUARDING ADVISORY PANEL The Group both enhances the Diocese's involvement within multi-agency activity and provides oversight of safeguarding policies and strategic direction. It meets quarterly and is chaired by a safeguarding professional independent of the Diocese. Its
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	membership includes diocesan officers, parish representatives and representatives from statutory agencies.
Bishops Staff	This is where Bishop's Staff and other senior leaders work together to guide, lead, inspire, support, and encourage all who work in diocesan, school, or parish settings. Connected to networks across our entire diocesan community, they remain in touch with all aspects of diocesan life, learning, listening, and taking decisions regarding our overall vision, priorities and resources.