

## **Swiss Archdeaconry**

### **Guidelines for the Employment of Clergy in Switzerland**

The following guidelines are intended to ensure that all chaplaincies in Switzerland offer appropriate conditions of service to chaplains appointed in the future. They also provide information to clergy of the additional benefits which it is expected that chaplaincies will normally provide. The guidelines consist of three parts:

- A Standard Provisions for the employment of clergy in Switzerland**
- B Additional Benefits at the discretion of each Chaplaincy**
- C Guidance notes for Chaplaincies and prospective candidates**

The Standard Provisions (Section A) are intended to be consistently applied to all chaplaincies in Switzerland. Additional Benefits (Section B) must be defined by each chaplaincy and be made available to any prospective candidates through the Parish Profile.

All conditions relate to a full-time post for a chaplain or priest-in-charge within the Swiss archdeaconry. They do not relate to assistant chaplains. In cases where the chaplaincy is not able to offer a 100% post, the chaplaincy should describe the post in percentage terms, bearing in mind such UK patterns as the house-for-duty concept of an unremunerated 8-hour week plus Sunday service.

The diocesan terms and conditions of service apply in conjunction with these guidelines. However on matters covered in this document the Swiss specifics will apply.

## **A Standard Provisions for the employment of clergy in Switzerland**

1. Under normal circumstances, the minimum basic stipend for a full-time chaplain in Switzerland as at 1st January 2011 is CHF 59'800 per annum, payable in twelve or thirteen monthly instalments. The stipend is adjusted annually according to the Swiss retail price index and the Archdeacon communicates the new standard to the chaplaincies.
2. The chaplain is responsible for paying income tax and the employee's part of the AHV/AVS contributions on the stipend and on all other benefits received as a result of office as required by Swiss law.

The chaplaincy will pay the employer's contributions to a Swiss occupational pension and insurance scheme (zweite Säule/2e pilier BVG/LPP) and will pay the employee's contribution (where appropriate) to the UK National Insurance scheme.

The chaplaincy will maintain the chaplain's membership of the Church of England occupational pension scheme, in accordance with diocesan guidelines.

3. Cantonal child allowances will be paid to the chaplain where applicable and in accordance with cantonal regulations.
4. Any fees and honoraria paid to the chaplain for ministry within the chaplaincy shall be deducted from the stipend or alternatively should be paid directly into chaplaincy funds.
5. The chaplaincy is responsible for the following charges. If for any reason these benefits are not provided an appropriate addition should be made to the stipend:
  - Provision or rental costs of appropriate accommodation, comprising at least two double bedrooms, study and spacious living room. The chaplaincy is responsible for repairs, heating, electricity, fire and contents insurance, local property taxes and connection and subscription charges for television reception, including cable television.  
If the accommodation is unfurnished or partly furnished, the chaplaincy will meet reasonable removal costs, as provided by section J9 of the Diocesan Handbook, and will make a grant to cover the cost of carpets, curtains and articles which may need to be altered or replaced.
  - In the case where a chaplain, subject to the agreement of the church wardens, opts not to occupy the accommodation provided by the chaplaincy,

the chaplaincy must agree on the type, cost and location of the alternative accommodation proposed. If the chaplain wishes to purchase a property privately, this must be notified to the Archdeacon and the implications discussed with the chaplaincy council. Any contribution by the chaplaincy to costs shall not exceed the agreed actual or estimated costs incurred.

- Office expenses, including office telephone, mobile telephone, postage, stationery as well as hospitality, books, resources, courses, conferences and retreats, within agreed budgets. Private telephone calls are to be paid for by the chaplain. The chaplaincy shall provide the chaplain with a computer, printer and internet access.
  - Actual costs for work and residence permits for the chaplain and family where necessary.
  - Obligatory medical insurance for illness and hospital treatment in the public ward of Swiss hospital. If the insurance policy has an excess the chaplaincy shall reimburse medical expenses up to the amount of the excess. Supplementary medical coverage and dental bills not covered by the obligatory medical insurance in Switzerland are the responsibility of the chaplain.
  - Accident insurance in accordance with the Swiss employment code.
6. Stipend continuation in the case of incapacity to work at the rate of 100% of stipend for the first 3 months and then 80% for a maximum of 21 months. The chaplaincy has the option of either providing this by purchasing insurance coverage or paying the stipend from chaplaincy funds.
7. The chaplaincy shall provide **one** of the following transport options:
- Providing a motor vehicle and paying all running expenses (repairs, maintenance and insurance), including the cost of fuel used on chaplaincy business.
  - Providing a general season ticket for the chaplain, the chaplain's spouse and any dependent children under 25. In addition payment for the use of a Mobility vehicle on church business.
  - Paying a kilometre allowance to the chaplain for the use of a personal car for chaplaincy business.

If the kilometre allowance option is chosen, the kilometre allowance will be calculated on the basis of the scale published annually by the TCS. The chaplain shall keep a log book to record travel.

8. The chaplaincy shall provide the chaplain with a half-fare travel card and shall refund second-class rail fares incurred on chaplaincy business. This provision does not apply if the general season ticket option has been chosen (see above).
9. If needed the chaplaincy will pay for up to 40 hours each local language instruction for the chaplain, the chaplain's spouse and any school-age children attending Swiss state schools. Any further hours shall be paid for by the chaplain.

## **B Additional Benefits at the discretion of each Chaplaincy**

Each chaplaincy should define a clear written position on each of the following matters. These provisions are at the discretion of each chaplaincy and are thus not necessarily consistent across the Swiss chaplaincies. The chaplaincy position should form part of the Parish profile and be available to candidates at an early stage of the appointment process.

1. The chaplaincy will define if and in what circumstances a contribution may be made to dependent children's education fees.
2. The chaplaincy will define what administrative assistance is provided to the chaplain. A suggested guideline is at least six hours assistance per week.
3. Any additional benefits or gifts which are traditional to the chaplaincy.

## **C Guidance notes for Chaplaincies and prospective candidates**

**Note to Chaplaincies:** It is important that clergy coming to Switzerland should be aware of the amount of take-home pay (“cash in hand”) they will receive and the purchasing power of this sum in terms with which they are familiar. We recommend that specimen pay slips, budgets and cost of living illustrations should be incorporated into the parish profile and discussed with candidates at an early stage of the interview procedure. The taxable value of housing and other benefits (which are added to the stipend to arrive at gross taxable income) should be made clear and rates of tax and social security contributions quoted should always be based on rates which will be effectively paid and any percentages quoted should reflect the relationship between cash in hand and the basic stipend.

It may help chaplaincies and prospective chaplains to know the following:

- UK clergy-monthly disposable income. A typical level of clergy monthly disposable income in the UK ( i.e. income in hand after deductions and excluding all the benefits in kind – pension, housing, health, heating etc – covered by items elsewhere in these guidelines) was equivalent in 2006 to CHF 3’750 per month (adjusted for exchange rate and purchasing power parity).
- Swiss clergy: The gross monthly salary in 2006 for an experienced Swiss pastor was CHF 9’101, including many of the benefits provided for separately in these guidelines but with a significant level of subsidy for accommodation in addition.

**Nationals of non-EU, non-EFTA Countries:** Candidates from outside the EU/EFTA should be made aware that employment in Switzerland will be dependent on obtaining the relevant work and residence permits.

**Note to Archdeaconry Synod.** These guidelines do not cover the topics of job descriptions or wellness agreements which currently fall outwith the remit of these guidelines. The guidelines have not therefore defined what is meant by a “full-time post”.