

BISHOPS' OFFICE AND WORKING COSTS for the year ended 31 December 2002

The House of Bishops has asked us to prepare and publish the details of their office and working costs on an annual basis.

This document starts with a brief outline of bishops' work. The range is extensive and, as the review group chaired by Professor Mellows recognised, bishops carry a very heavy workload. That group's report also recognised that the range of facilities which are currently made available to bishops is appropriate to the role that they have within the Church and the community.

The following pages set out the bishops' office and working costs in the year 2002, with detailed notes of explanation. All these costs were incurred in the course of the work we have described.

The costs of their offices, many diocesan functions and other working costs total £9.8 million. The Commissioners' administrative costs for this were £319,000 of which £28,000 was for non-departmental staff.

Additionally, in 2002, the Commissioners spent £4.0 million on the stipends, employer's national insurance and pension contributions of bishops. They also spent £3.4 million on maintaining the houses and gardens of the archbishops and diocesan bishops, including Lambeth Palace.

Bishops' houses usually include their offices. The housing costs of suffragan bishops are met by dioceses.

1 Millbank
London
SW1P 3JZ

3 December 2003



GILL BRENTFORD
Third Church Estates Commissioner

WHAT BISHOPS DO

There are 113 bishops in the Church of England - 44 diocesan bishops and 69 suffragan and assistant bishops, including area bishops and provincial episcopal visitors.

A diocesan bishop is the head of his diocese both pastorally and administratively as Bishop in Synod. Suffragan and assistant bishops, including area bishops and

provincial episcopal visitors, exercise a bishop's ministry in the name of and under the authority of the diocesan bishop.

They are assisted in all their work by a small but highly dedicated personal staff, whose service and commitment are greatly appreciated.

The bishop's task is summarised in the Declaration made by the archbishop at his consecration. It is the core of a bishop's ministry, underlying a wide range of requirements and activities.

A bishop is called to lead in serving and caring for the people of God and to work with them in the oversight of the Church. As a chief pastor he shares with his fellow bishops a special responsibility to maintain and further the unity of the Church, to uphold its discipline, and to guard its faith.

He is to promote its mission throughout the world. It is his duty to watch over and pray for all those committed to his charge, and to teach and govern them after the example of the Apostles, speaking in the name of God and interpreting the gospel of Christ.

He is to know his people and be known by them. He is to ordain and send new ministers, guiding those who serve with him and enabling them to fulfil their ministry.

He is to baptize and confirm, to preside at the Holy Communion, and to lead the offering of prayer and praise. He is to be merciful, but with firmness, and to minister discipline, but with mercy. He is to have a special care for the outcast and needy; and to those who turn to God he is to declare the forgiveness of sins.

from the Service of Consecration of a Bishop

What bishops do in the parash...

Bishops institute new incumbents, license clergy and other office holders, confirm new Church members, preach at special services, take part in major festivals, consecrate church buildings and burial grounds, dedicate additional places of worship, conduct formal visitations and simply spend time with the people of the parish. Bishops also visit Church schools and other church or non-church organisations.

With the help of archdeacons and rural deans, bishops support the ministry of all clergy in the diocese and provide pastoral support to them. They are often called to act in crises and to resolve pastoral problems in parishes or deaneries.

... in the diocese...

Diocesan bishops have ultimate oversight of several hundred clergy, readers and lay workers and a diocesan budget and portfolio of assets. This work is shared with the suffragan bishops, archdeacons, cathedral dean, diocesan secretary and, often, the directors of diocesan boards, in the regular senior staff meeting. Bishops also meet with the chairmen of the various committees and boards, all of which ultimately report to the bishop even if he does not personally chair them.

The diocesan bishop chairs his more formal Bishop's Council, usually monthly, and presides over the diocesan synod, which meets three times a year.

Bishops are leading figures at major diocesan celebrations, such as ordinations and pre-ordination retreats, diocesan festivals, anniversaries, pilgrimages and major

youth events. The diocesan bishop has a role in the cathedral – of which he is also ‘visitor’ - and can take part in, but not vote at, meetings of the cathedral council.

As patron of many of the benefices in his diocese, the bishop presents clergy to parishes where there is a vacancy.

Bishops have a duty to administer clergy discipline and a responsibility for issues of child protection.

... regionally...

The bishop may be chairman, patron, governor or committee member of many regional organisations. He is often called to sit on, or visit or speak at, university and college councils, development agencies, housing associations, hospices and a wide range of charitable organisations.

Many bishops are also instrumental in facilitating formal, informal and confidential conversations between different religious bodies, ethnic groups, the police and social services, commercial and development agencies and local government and regional forums of many sorts to improve local conditions. In their role as community leaders, bishops are increasingly involved in the developing debate about regional assemblies in some parts of the country.

... nationally and internationally...

All diocesan bishops and nine elected suffragan bishops are members of the House of Bishops, which meets three times a year by itself and at least once with the remaining suffragan bishops as well. As a House, they also attend the two or three sessions of the General Synod each year. Members of the House of Bishops are also members of the upper house of convocation of their province, which may meet separately.

Many bishops are involved as members of the Boards and Committees of the Archbishops’ Council and the Church Commissioners. They often chair or serve on national and international Church boards and councils, as well as large charities, special commissions or public inquiries.

Internationally, bishops, among others, represent the Church of England in the meetings and affairs of the Anglican Communion and ecumenical bodies like the World Council of Churches and Conference of European Churches. They are involved in the growing work towards visible unity with other denominations and in work with other faiths. Most have personal or diocesan links overseas, including commitments on behalf of the archbishops, or as leaders of mission societies.

... in the nation

Many bishops work on national and international bodies. Most give lectures in major public forums, write articles for the media and give interviews on radio and television.

Twenty-six diocesan bishops currently sit in the House of Lords: the two Archbishops and the Bishops of London, Durham and Winchester by right of their office, plus 21 others in order of length of service as a diocesan bishop. At least one is present every day and others will attend according to the subjects under debate that day. The Bishop of Sodor & Man sits in the Tynwald. The two Archbishops and the Bishop of London are Privy Councillors.

CHURCH COMMISSIONERS

BISHOPS' OFFICE AND WORKING COSTS FOR THE YEAR ENDED 31 DECEMBER 2002

	2002 £	2001 £
Archbishops, diocesan and suffragan bishops		
Listed in Part A - pages 6 to 15 :		
Office and support staff	5,872,410	5,736,236
Individual working costs	1,769,877	1,722,724
Listed in Part B - pages 16 to 25 :		
Other diocesan administrative and operational costs	1,371,448	1,263,368
Premises	<u>386,878</u>	<u>406,519</u>
	9,400,613	9,128,848
 Other costs applicable to all bishops		
Legal costs (note 29)	92,029	63,578
Overseas travel (note 30)	149,999	143,049
Support services (note 31)	<u>149,255</u>	<u>257,869</u>
	391,283	464,496
 Exceptional staff costs (note 32)		
Redundancy payments	52,967	10,912
Additional pension contributions	<u>39,770</u>	<u>30,201</u>
	92,737	41,113
 Adjustment for car lease payments (note 33)	(97,916)	(68,522)
 Total (note 34)	 <u><u>9,786,717</u></u>	 <u><u>9,565,935</u></u>

**BISHOPS' OFFICE AND WORKING COSTS
FOR THE YEAR ENDED 31 DECEMBER 2002 -
Part A**

	Staff costs (note 1)	Office expenses (note 2)	Office equipment (note 3)	Office furnishings (note 4)	TOTAL OFFICE AND SUPPORT STAFF COSTS	TOTAL OFFICE AND SUPPORT STAFF COSTS - 2001	Basis of car provision (note 5)	Official car - lease costs (note 6)	Official car - lease cost adjustments or net sale proceeds (note 7)	Insurance and running costs exc. fuel (note 8)	Bishop's contribution for private use (note 9)	Mileage allowance (note 10)	Driver's costs (note 11)	Status of driver (note 12)	Fuel (note 13)	Other travel and subsistence (note 14)	Hospitality - church meetings and functions (note 15)	Removal, resettlement, consecration and robes (note 16)	TOTAL INDIVIDUAL WORKING COSTS	TOTAL INDIVIDUAL WORKING COSTS - 2001	
TOTAL COSTS	4,815,064	910,321	124,840	22,185	5,872,410	5,736,236		413,221	(70,766)	70,373	(8,911)	43,361	314,145		133,903	277,827	406,734	189,991	1,769,877	1,722,724	
Applicable to all bishops																					
Specialist advisers (note 26)	313,344	50,861	189	200	364,593	320,771	<i>Leased</i>	9,743	(10,910)	1,787	(500)				2,383	10,091	736	2,540	15,869	19,556	
Other costs (note 27)						5,893	<i>Owned & leased</i>	7,494	(2,194)	1,165					1,227	12,064	1,046		20,801	22,050	
Province of Canterbury																					
Archbishop of Canterbury (notes 21,22 & 28)	933,515	86,648	4,547		1,024,710	1,064,980	<i>Owned & leased</i>	1,872	(72)	3,109			11,392	<i>Half-time</i>	2,016	14,667	41,199	19,757	93,940	96,839	
Bishop of Ebbsfleet	12,998	5,605		434	19,037	31,465	<i>Leased</i>	4,567		1,188			7,444	<i>Part-time</i>	3,148	3,730	819		20,896	21,162	
Bishop of Richborough	3,856	2,517	800		7,173	4,891	<i>Mileage</i>					7,668	45	<i>Occasional</i>		916	742	9,343	18,713	11,960	
Province of York																					
Archbishop of York	139,824	20,699	1,059		161,582	155,982	<i>Leased</i>	6,275	(1,680)	692			17,381	<i>Full-time</i>	1,260	8,527	5,813		38,269	42,808	
Bishop of Beverley	11,581	3,347	599		15,527	16,342	<i>Leased</i>	2,928	(6,080)	856			1,372	<i>Occasional</i>	1,380	4,269	1,117		5,842	10,366	
Bath & Wells	81,848	19,981	9,256	93	111,178	93,642		8,291	(2,149)	782			1,624		2,034	1,684	8,176	11,461	31,902	21,398	
Bishop of Bath & Wells	66,289	13,428	6,853				<i>Leased</i>	4,579		265			1,624	<i>Occasional</i>	1,049	1,204	6,261	11,207			
Bishop of Taunton	15,559	6,553	2,403	93			<i>Leased</i>	3,712	(2,149)	517					985	480	1,915	253			
Birmingham	68,526	20,958	2,432		91,917	96,020		6,727	(1,688)	1,309	(1,155)		5,172		1,499	2,659	6,346	10,220	31,089	22,726	
Bishop of Birmingham	52,868	14,263	2,424				<i>Leased</i>	3,134	(1,688)	792	(1,155)		5,172	<i>Part-time</i>	579	1,630	5,339	10,220			
Bishop of Aston (note 2)	15,659	6,695	8				<i>Leased</i>	3,592		517					920	1,029	1,006				
Blackburn	68,649	13,645	706		83,000	75,341		12,261	373	1,948			8,170		5,286	(361)	11,126	87	38,889	44,507	
Bishop of Blackburn	46,718	6,970	99				<i>Leased</i>	4,172	(271)	586			8,170	<i>Half-time</i>	1,571	(1,380)	4,809				
Bishop of Burnley	12,473	3,455	541				<i>Leased</i>	3,992		844					2,418	584	3,154	87			
Bishop of Lancaster	9,459	3,220	65				<i>Leased</i>	4,098	645	517					1,297	434	3,164				
Bradford	56,798	6,512	3,314		66,623	62,635		5,363	(999)	880					1,036	2,501	3,893	3,965	16,639	16,031	
Bishop of Bradford	56,798	6,512	3,314				<i>Leased</i>	5,363	(999)	880					1,036	2,501	3,893	3,965			
Bristol	53,196	9,881	3,090		66,167	64,628		7,037		1,247	(1,199)		1,824		2,611	4,130	6,382		22,031	20,987	
Bishop of Bristol	43,738	6,736	3,090				<i>Leased</i>	3,754		730			1,824	<i>Part-time</i>	1,039	1,853	2,437				
Bishop of Swindon	9,458	3,145					<i>Leased</i>	3,283		517	(1,199)				1,572	2,277	3,945				

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Canterbury	52,426	13,875	1,106		67,408	75,585		7,037		1,471					3,079	1,266	3,552		16,405	25,950
Bishop of Dover	43,937	7,305	1,106				Leased	4,069		767					1,475	1,435	2,503			
Bishop of Maidstone	8,490	6,570					Leased	2,968		704					1,603	(170)	1,049			
Carlisle	67,763	13,680	2,360	224	84,028	85,754		4,682	(983)	517		5,685	17,174		1,675	6,004	3,267	7,313	45,334	39,897
Bishop of Carlisle	62,287	11,711	1,573				Leased	4,682	(983)	517			17,174	Full-time	1,675	5,568	2,992	401		
Bishop of Penrith	5,476	1,969	787	224			Mileage					5,685				436	275	6,912		
Chelmsford	108,514	31,182	6,276	4,728	150,700	155,878		13,535		1,551		2,074	20,019		3,680	9,390	4,937	15,676	70,863	55,662
Bishop of Chelmsford	56,467	10,685	1,860				Leased	6,621		517			20,019	Full-time	2,548	6,663	2,719			
Bishop of Barking (note 2)	22,737	11,530	1,710	(150)			Mileage					2,074				122	757	7,895		
Bishop of Bradwell	18,682	6,251	1,020	2,000			Leased	3,548		517					769	331	459			
Bishop of Colchester	10,628	2,716	1,687	2,878			Leased	3,366		517					364	2,275	1,002	7,782		
Chester	90,115	15,724	852		106,691	104,950		8,318		1,008	(587)	4,585	8,933		2,897	1,906	14,099	730	41,890	41,031
Bishop of Chester	64,051	8,901	604				Leased	4,707		517			8,933	Part-time	1,602	712	12,592	730		
Bishop of Birkenhead	14,509	4,161	73				Mileage					4,585				526	1,044			
Bishop of Stockport	11,555	2,662	175				Leased	3,611		491	(587)				1,295	668	463			
Chichester	83,584	25,889	4,108		113,580	117,231		12,399	486	1,717	(170)				5,605	6,466	8,732	4,009	39,244	38,285
Bishop of Chichester	49,994	11,834	2,897				Leased	4,614		533					1,435	2,359	2,725	4,009		
Bishop of Horsham	18,690	7,253	711				Leased	3,961		666	(170)				1,983	1,903	3,398			
Bishop of Lewes	14,900	6,801	500				Leased	3,824	486	517					2,188	2,204	2,609			
Coventry	57,133	13,689	1,354		72,176	70,986		7,149	(2,203)	1,034					1,800	2,190	5,549		15,519	19,416
Bishop of Coventry	45,317	8,452	1,306				Leased	3,123	(2,203)	517					821	1,341	4,765			
Bishop of Warwick	11,817	5,237	48				Leased	4,027		517					979	849	784			
Derby	71,002	17,149	1,874		90,025	86,906		8,019		1,034			4,434		1,945	6,799	2,395		24,627	20,257
Bishop of Derby (note 2)	62,166	13,536	1,220				Leased	4,057		517			4,434	Part-time	1,090	5,978	2,114			
Bishop of Repton	8,836	3,613	653				Leased	3,962		517					855	821	281			
Durham	50,908	15,565	4,521	1,684	72,678	70,345		9,407	(2,500)	1,284			17,114		2,735	6,619	9,411	4,297	48,366	48,890
Bishop of Durham	33,204	9,822	2,721				Leased	5,778		517			17,114	Full-time	1,377	5,615	7,838			
Bishop of Jarrow	17,704	5,742	1,800	1,684			Owned/leased	3,628	(2,500)	767					1,357	1,004	1,573	4,297		
Ely	76,951	13,598	1,094		91,643	81,748		8,208	773	1,319			9,800		3,198	5,040	8,439		36,778	37,623
Bishop of Ely	56,590	9,569	1,094				Leased	4,363	(211)	552			9,800	Half-time	1,067	3,397	7,039			
Bishop of Huntingdon	20,361	4,029					Leased	3,845	984	767					2,131	1,642	1,401			
Exeter	71,184	13,820	896		85,900	76,751		11,914	(422)	2,189	(965)		18,689		3,768	4,022	10,732		49,927	50,661
Bishop of Exeter	56,772	6,793	148				Leased	4,681	(275)	553			18,689	Full-time	1,490	3,296	7,930			
Bishop of Crediton	7,212	4,818	748				Leased	3,789		618	(965)				1,678	349	1,174			
Bishop of Plymouth	7,200	2,209					Leased	3,443	(147)	1,017					601	377	1,628			

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Gloucester	68,769	12,420	740	1,797	83,726	81,331		9,092		1,116					1,702	2,321	4,847		19,078	20,647
<i>Bishop of Gloucester</i>	58,178	7,935					<i>Leased</i>	5,678		517					630	2,162	2,819			
<i>Bishop of Tewkesbury</i>	10,591	4,485	740	1,797			<i>Leased</i>	3,414		599					1,072	159	2,029			
Guildford	73,480	5,711	175		79,367	83,327		8,823		1,107		10,318			1,494	3,223	8,630		33,596	25,633
<i>Bishop of Guildford</i>	59,732	3,253	175				<i>Leased</i>	4,806		590		10,318	<i>Part-time</i>		660	2,393	7,032			
<i>Bishop of Dorking</i>	13,749	2,458					<i>Leased</i>	4,017		517					834	831	1,598			
Hereford	53,033	14,565	3,022	399	71,019	66,441		3,248		834		3,474	8,653		640	6,730	4,972	13,046	41,597	26,545
<i>Bishop of Hereford</i>	41,770	13,318					<i>Leased</i>	3,248		834			8,653	<i>Half-time</i>	640	5,895	4,453			
<i>Bishop of Ludlow</i>	11,263	1,247	3,022	399			<i>Mileage</i>					3,474			835	519	13,046			
Leicester	52,176	11,401	3,609		67,186	75,044		6,276		1,165			9,596		1,887	5,007	8,572		32,503	29,549
<i>Bishop of Leicester</i>	52,176	11,401	3,609				<i>Leased</i>	6,276		1,165	<i>None</i>		9,596	<i>Half-time</i>	1,887	5,007	8,572			
Lichfield	141,725	21,966	482	2,464	166,637	136,295		16,037	(143)	2,381	(855)		10,668		4,833	6,516	13,173	9,172	61,783	52,270
<i>Bishop of Lichfield</i>	63,642	8,929	350				<i>Leased</i>	4,829		517			10,668	<i>Half-time</i>	1,432	2,307	5,008			
<i>Bishop of Shrewsbury</i>	23,918	4,661	133	2,464			<i>Leased</i>	3,551	474	558	(263)				1,534	(90)	2,528	9,172		
<i>Bishop of Stafford</i>	28,037	4,690					<i>Leased</i>	4,080		517					806	3,316	4,201			
<i>Bishop of Wolverhampton</i>	26,129	3,686					<i>Leased</i>	3,578	(617)	790	(592)				1,060	984	1,436			
Lincoln	51,601	12,288	467		64,356	73,565		11,205		1,901	(637)				4,087	3,390	8,975	7,662	36,584	31,893
<i>Bishop of Lincoln</i>	40,413	6,671	116				<i>Leased</i>	3,447		767	(637)				913	2,133	5,506	7,662		
<i>Bishop of Grantham</i>	5,594	2,394	351				<i>Leased</i>	4,091		517					1,136	800	1,324			
<i>Bishop of Grimsby</i>	5,595	3,223					<i>Leased</i>	3,667		617					2,039	457	2,145			
Liverpool	72,240	14,016	1,454		87,710	92,005		3,007	(2,907)	542		4,529	9,701		1,880	5,861	9,192	317	32,124	34,230
<i>Bishop of Liverpool</i>	58,420	9,123	1,454				<i>Owned/leased</i>	3,007	(2,907)	542			9,701	<i>Half-time</i>	1,880	5,114	8,026			
<i>Bishop of Warrington (note 2)</i>	13,820	4,894					<i>Mileage</i>					4,529				747	1,166	317		
London	231,923	57,959	2,615	179	292,674	287,330		20,348	(5,302)	2,854	(644)		22,288		6,010	5,116	18,424	(1,141)	67,955	82,989
<i>Bishop of London (note 1)</i>	107,235	21,382	1,961				<i>Leased</i>	6,698		486			22,288	<i>Full-time</i>	3,066	(215)	9,803			
<i>Bishop of Edmonton</i>	24,115	6,098	411				<i>Leased</i>	3,862	(2,557)	567					617	752	1,978			
<i>Bishop of Fulham</i>	18,509	3,748					<i>Leased</i>	4,098	(117)	767					1,026	1,117	1,372			
<i>Bishop of Kensington</i>	24,133	7,558					<i>Leased</i>	2,616	(1,145)	517	(644)				551	1,068	2,915			
<i>Bishop of Stepney</i>	29,852	10,146					<i>Leased</i>	3,075	(1,483)	517					752	542	892			
<i>Bishop of Willesden</i>	28,080	9,027	243	179			<i>No car</i>									1,852	1,464	(1,141)		
Manchester	96,161	21,108	5,052		122,321	104,261		14,660	(3,846)	3,598					4,447	11,841	11,447	2,322	44,470	40,790
<i>Bishop of Manchester</i>	39,637	8,892	218				<i>Leased</i>	3,619		989					471	2,656	2,951	2,322		
<i>Bishop of Bolton</i>	16,511	4,181	175				<i>Leased</i>	3,507	(3,846)	1,017					826	955	2,988			
<i>Bishop of Hulme</i>	24,028	4,668	4,484				<i>Leased</i>	3,596		1,075					925	6,843	3,147			
<i>Bishop of Middleton</i>	15,985	3,367	175				<i>Leased</i>	3,939		517					2,225	1,387	2,361			

**BISHOPS' OFFICE AND WORKING COSTS
FOR THE YEAR ENDED 31 DECEMBER 2002 -
Part A**

	Staff costs (note 1)	Office expenses (note 2)	Office equipment (note 3)	Office furnishings (note 4)	TOTAL OFFICE AND SUPPORT STAFF COSTS	TOTAL OFFICE AND SUPPORT STAFF COSTS - 2001	Basis of car provision (note 5)	Official car - lease costs (note 6)	Official car - lease cost adjustments or net sale proceeds (note 7)	Insurance and running costs exc. fuel (note 8)	Bishop's contribution for private use (note 9)	Mileage allowance (note 10)	Driver's costs (note 11)	Status of driver (note 12)	Fuel (note 13)	Other travel and subsistence (note 14)	Hospitality - church meetings and functions (note 15)	Removal, resettlement, consecration and robes (note 16)	TOTAL INDIVIDUAL WORKING COSTS	TOTAL INDIVIDUAL WORKING COSTS - 2001
Newcastle	65,418	10,866	1,757		78,042	79,934		3,676	(2,082)	517		2,476	9,596		1,250	7,652	6,520	258	29,863	30,525
<i>Bishop of Newcastle</i>	55,306	9,027	1,757				<i>Leased</i>	3,676	(2,082)	517			9,596	<i>Half-time</i>	1,250	6,348	5,180	258		
<i>Assistant Bishop of Newcastle</i>	10,112	1,839					<i>Mileage</i>					2,476				1,304	1,341			
Norwich	74,481	19,436	2,223		96,140	102,414		12,263		1,947			945		4,804	3,428	10,023	208	33,619	60,942
<i>Bishop of Norwich</i>	48,230	13,563	1,227				<i>Leased</i>	5,239		845			945	<i>Occasional</i>	1,930	2,071	7,434			
<i>Bishop of Lynn</i>	11,802	3,292	223				<i>Leased</i>	3,605		585					1,755	967	1,410	178		
<i>Bishop of Thetford</i>	14,450	2,581	774				<i>Leased</i>	3,419		517					1,118	390	1,179	30		
Oxford	125,712	26,773	3,094	898	156,477	135,470		16,391	128	2,082	(376)				6,764	216	15,894		41,098	45,952
<i>Bishop of Oxford (note 2)</i>	61,083	7,105	892				<i>Leased</i>	5,246		517					1,221	(187)	6,934			
<i>Bishop of Buckingham</i>	19,097	5,357	539	898			<i>Leased</i>	3,561	731	517					1,777	133	2,464			
<i>Bishop of Dorchester</i>	22,429	7,115	1,217				<i>Leased</i>	3,459	(381)	531					1,421	211	2,717			
<i>Bishop of Reading</i>	23,102	7,195	445				<i>Leased</i>	4,125	(221)	517	(376)				2,346	59	3,779			
Peterborough	64,413	6,475	382	1,211	72,481	74,492		3,888	228	517		3,673	3,579		865	2,109	9,201	7,778	31,837	23,286
<i>Bishop of Peterborough (note 15)</i>	57,108	5,354					<i>Leased</i>	3,888	228	517			3,579	<i>art-time / Occasion</i>	865	2,109	8,758			
<i>Bishop of Brixworth</i>	7,305	1,122	382	1,211			<i>Mileage</i>					3,673					443	7,778		
Portsmouth	62,604	12,954	4,391		79,949	73,010		4,790	(147)	577			9,759		2,033	7,147	6,323		30,483	25,727
<i>Bishop of Portsmouth</i>	62,604	12,954	4,391				<i>Leased</i>	4,790	(147)	577			9,759	<i>Half-time</i>	2,033	7,147	6,323			
Ripon and Leeds	49,642	13,246	1,343		64,231	67,663		3,659		1,238		3,366			1,215	5,109	4,642		19,230	14,624
<i>Bishop of Ripon and Leeds</i>	41,047	10,167	318				<i>Mileage</i>					3,366				3,697	4,201			
<i>Bishop of Knaresborough</i>	8,595	3,079	1,026				<i>Leased</i>	3,659		1,238					1,215	1,412	442			
Rochester	65,667	13,534	4,816	1,120	85,137	83,266		7,675	(1,297)	1,600	(389)		8,984		2,844	255	8,489	7,223	35,384	36,921
<i>Bishop of Rochester</i>	55,839	10,399	3,494				<i>Leased</i>	4,724	319	546	(389)		8,984	<i>Half-time</i>	1,838	66	7,359			
<i>Bishop of Tonbridge</i>	9,828	3,135	1,323	1,120			<i>Leased</i>	2,951	(1,616)	1,054					1,006	190	1,131	7,223		
St Albans	101,535	18,040	4,641	80	124,296	107,925		7,020	(2,611)	1,053		3,825	4,770		1,822	2,159	11,106	9,685	38,830	34,842
<i>Bishop of St Albans</i>	63,792	13,071	2,355				<i>Leased</i>	4,326		517			4,770	<i>Part-time</i>	1,042	1,739	7,507			
<i>Bishop of Bedford</i>	16,292	2,016	30				<i>Leased</i>	2,694	(2,611)	536					780	137	232	5,282		
<i>Bishop of Hertford</i>	21,451	2,953	2,256	80			<i>Mileage</i>					3,825				284	3,367	4,403		
St Edmundsbury and Ipswich	71,847	12,279	1,707		85,833	78,057		7,926	(8,965)	1,034					1,260	3,864	6,284	609	12,011	23,736
<i>Bishop of St Edmundsbury and Ipswich</i>	57,372	9,754	1,627				<i>Leased</i>	4,240	(330)	517					833	3,485	4,181	186		
<i>Bishop of Dunwich</i>	14,475	2,525	80				<i>Leased</i>	3,686	(8,636)	517					427	379	2,103	423		
Salisbury	71,924	19,111	5,223	1,198	97,456	95,146		12,875		1,551	(17)		11,758		5,503	3,843	11,292	1,579	48,384	64,484
<i>Bishop of Salisbury</i>	45,139	9,431	3,652				<i>Leased</i>	4,660		517			11,758	<i>Part-time</i>	1,085	1,372	6,366	1,579		
<i>Bishop of Ramsbury</i>	15,252	5,695	108				<i>Leased</i>	4,313		517					1,761	1,934	4,667			
<i>Bishop of Sherborne</i>	11,533	3,985	1,464	1,198			<i>Leased</i>	3,902		517	(17)				2,658	536	258			

**BISHOPS' OFFICE AND WORKING COSTS
FOR THE YEAR ENDED 31 DECEMBER 2002 -
Part A**

	Staff costs (note 1)	Office expenses (note 2)	Office equipment (note 3)	Office furnishings (note 4)	TOTAL OFFICE AND SUPPORT STAFF COSTS	TOTAL OFFICE AND SUPPORT STAFF COSTS - 2001	Basis of car provision (note 5)	Official car - lease costs (note 6)	Official car - lease cost adjustments or net sale proceeds (note 7)	Insurance and running costs exc. fuel (note 8)	Bishop's contribution for private use (note 9)	Mileage allowance (note 10)	Driver's costs (note 11)	Status of driver (note 12)	Fuel (note 13)	Other travel and subsistence (note 14)	Hospitality - church meetings and functions (note 15)	Removal, resettlement, consecration and robes (note 16)	TOTAL INDIVIDUAL WORKING COSTS	TOTAL INDIVIDUAL WORKING COSTS - 2001
Sheffield	63,507	9,792	2,944	2,889	79,132	78,880		9,477		1,034			1,794		3,914	3,176	10,910		30,305	25,894
<i>Bishop of Sheffield</i>	50,078	8,120	2,867				<i>Leased</i>	5,444		517			1,794	<i>Part-time</i>	2,106	3,043	7,135			
<i>Bishop of Doncaster</i>	13,429	1,672	77	2,889			<i>Leased</i>	4,034		517					1,808	133	3,776			
Sodor and Man	36,416	2,369			38,785	33,375				878					860	9,747	3,554		15,038	12,541
<i>Bishop of Sodor and Man</i>	36,416	2,369					<i>Owned</i>			878					860	9,747	3,554			
Southwark	126,078	37,467	1,050		164,594	155,308		5,940	(10,288)	2,317	(410)	1,940	9,258		1,932	2,334	16,500	11,145	40,666	47,275
<i>Bishop of Southwark</i>	53,118	18,415	1,050				<i>Leased</i>	4,838	(1,932)	1,238	(410)		9,258	<i>Half-time</i>	1,355	1,296	11,953			
<i>Bishop of Croydon (note 2)</i>	24,320	5,609					<i>Owned</i>		(4,000)	562					197	114	366			
<i>Bishop of Kingston-upon-Thames (note 2)</i>	24,320	6,182					<i>Leased/mileage</i>	1,102	(4,357)	517					380	658	2,212	11,145		
<i>Bishop of Woolwich (note 2)</i>	24,320	7,261					<i>Mileage</i>					447				266	1,969			
Southwell	76,681	15,821	2,850	568	95,919	92,889		8,745		1,273	(212)		9,693		1,402	3,214	6,279	3,198	33,594	34,895
<i>Bishop of Southwell</i>	57,885	8,363	2,850				<i>Leased</i>	5,051		756			9,693	<i>Half-time</i>	794	2,581	4,487	3,198		
<i>Bishop of Sherwood (note 2)</i>	18,795	7,458		568			<i>Leased</i>	3,694		517	(212)				608	634	1,793			
Truro	66,432	9,276	1,323		77,031	72,111		7,737	560	1,534			12,127		3,328	3,119	4,010		32,415	30,710
<i>Bishop of Truro</i>	51,121	5,403	1,241				<i>Leased</i>	4,000	560	267			12,127	<i>Part-time</i>	1,658	1,603	2,368			
<i>Bishop of St Germans</i>	15,311	3,873	82				<i>Leased</i>	3,737		1,267					1,670	1,516	1,642			
Wakefield	64,580	14,002	1,886	686	81,153	97,992		7,514	123	1,319		65			2,278	6,613	3,445	8,923	30,279	22,011
<i>Bishop of Wakefield</i>	58,810	10,796	1,886				<i>Leased</i>	5,114		802					1,157	5,380	3,022			
<i>Bishop of Pontefract</i>	5,769	3,206		686			<i>Leased/mileage</i>	2,401	123	517		65			1,121	1,233	423	8,923		
Winchester	115,854	16,853	8,286		140,993	123,644		10,467	(5,334)	1,801			8,292		3,201	5,486	9,021	13,807	46,741	39,684
<i>Bishop of Winchester</i>	66,655	7,337	1,633				<i>Leased</i>	3,765	(2,816)	517			8,292	<i>Half-time</i>	1,477	3,108	5,174			
<i>Bishop of Basingstoke</i>	23,232	5,692	3,907				<i>Leased</i>	3,147	(2,519)	517					876	947	1,362	13,807		
<i>Bishop of Southampton</i>	25,968	3,824	2,747				<i>Leased</i>	3,555		767					847	1,431	2,484			
Worcester	70,232	14,473	2,233	73	87,011	82,126		8,251		1,091			1,779		2,258	1,302	5,131		19,813	18,371
<i>Bishop of Worcester</i>	50,568	11,116	2,176				<i>Leased</i>	4,441		824			1,779	<i>Part-time</i>	773	460	4,015			
<i>Bishop of Dudley</i>	19,664	3,357	56	73			<i>Leased</i>	3,811		267					1,485	842	1,115			
York	53,837	10,934	2,307	244	67,323	60,816		11,274	1,364	2,390	(300)				4,077	6,185	5,754		30,745	28,858
<i>Bishop of Hull</i>	11,938	4,074	2,019				<i>Leased</i>	3,359	1,364	1,082					1,454	166	1,141			
<i>Bishop of Selby</i>	21,294	2,663	10				<i>Leased</i>	3,460		517	(300)				662	1,964	1,920			
<i>Bishop of Whitby</i>	20,606	4,197	279	244			<i>Leased</i>	4,455		791					1,961	4,055	2,693			
Gibraltar in Europe	73,379	40,360	4,336	1,018	119,094	123,398		7,733		1,034	(495)				1,050	36,283	5,616	4,801	56,021	28,840
<i>Bishop of Gibraltar in Europe (notes 2 & 14)</i>	59,145	25,166	4,216				<i>Leased</i>	3,973		517	(495)				493	29,238	4,276	559		
<i>Bishop in Europe (notes 2 & 14)</i>	14,234	15,194	120	1,018			<i>Leased</i>	3,760		517					557	7,045	1,340	4,241		

**BISHOPS' OFFICE AND WORKING COSTS
FOR THE YEAR ENDED 31 DECEMBER 2002 -
Part B**

	Patronage of benefices (note 17)	Ordination candidates' retreats (note 18)	Bishops' legal officers (note 19)	Training and retreats (note 20)	Other costs (note 21)	TOTAL OTHER DIOCESAN ADMINISTRATIVE AND OPERATIONAL COSTS	TOTAL OTHER DIOCESAN ADMINISTRATIVE AND OPERATIONAL COSTS - 2001	Heating, lighting and cleaning (note 22)	Gardener's pay and household equipment (note 23)	Servicing of garden and household appliances (note 24)	TOTAL PREMISES	TOTAL PREMISES - 2001	Vacancy during year (note 25)	DIOCESAN STATISTICS (per Church Statistics as at end of 2002)	Population (000's)	Area (square miles)	Number of full-time stipendiary & non- stipendiary clergy	Number of benefices	Number of parishes	Number of churches
Sheffield		170	15,680	2,057	1,079	18,986	19,352	4,521		2,556	7,077	5,738			1,164	576	198	154	173	222
<i>Bishop of Sheffield</i>		170		1,547	948			4,521		2,556										
<i>Bishop of Doncaster</i>				511	131															
Sodor and Man				57	(21)	36	88	3,147		55	3,203	3,491			76	221	24	27	28	45
<i>Bishop of Sodor and Man</i>				57	(21)			3,147		55										
Southwark		551	24,462	3,662	(449)	28,227	31,075	3,613	1,290	1,042	5,945	6,942			2,394	317	473	283	300	378
<i>Bishop of Southwark</i>		551		1,762	674			3,613		1,042										
<i>Bishop of Croydon (note 2)</i>				90	308				880				3 months							
<i>Bishop of Kingston-upon-Thames (note 2)</i>				1,442	692				25				7 months							
<i>Bishop of Woolwich (note 2)</i>				368	(2,124)				385											
Southwell	1,049	100	19,456	1,041	790	22,436	24,037	4,816	370	4,469	9,655	6,679			1,024	847	208	177	266	318
<i>Bishop of Southwell</i>	1,049	100		861	263			4,816		4,469										
<i>Bishop of Sherwood (note 2)</i>				181	527				370											
Truro	281	2,958	16,788	395	345	20,767	18,458	1,734	1,160	2,178	5,072	4,463			502	1,390	146	136	225	315
<i>Bishop of Truro</i>	281	2,953		395	557			1,734		2,178										
<i>Bishop of St Germans</i>		5			(213)				1,160											
Wakefield	335		19,102	780	520	20,738	22,442	3,057	598	2,052	5,707	6,866			1,069	557	194	152	188	242
<i>Bishop of Wakefield</i>	145			473	204			3,057		2,052			1 month							
<i>Bishop of Pontefract</i>	190			307	316				598				2 months							
Winchester		462	20,247	508	2,786	24,004	19,945	5,662	4,716	2,787	13,165	11,028			1,234	1,216	294	206	306	413
<i>Bishop of Winchester</i>		462		235	93			5,662		2,787										
<i>Bishop of Basingstoke</i>				40	2,417				2,216				4 months							
<i>Bishop of Southampton</i>				233	276				2,500											
Worcester		1,161	18,618	1,259	378	21,416	21,642	4,677	1,378	3,251	9,306	11,203			812	671	171	117	180	282
<i>Bishop of Worcester</i>		1,161		68	885			4,677		3,251										
<i>Bishop of Dudley</i>				1,191	(507)				1,378											
York			21,275	724	2,397	24,396	22,747		5,233		5,233	5,065			1,348	2,661	284	273	472	611
<i>Bishop of Hull</i>				633	1,523				2,492											
<i>Bishop of Selby</i>				71	448				1,639											
<i>Bishop of Whitby</i>				20	426				1,102											
Gibraltar in Europe		15	11,693	653	633	12,994	13,798	5,463	250	596	6,308	5,136					128			
<i>Bishop of Gibraltar in Europe (notes 2 & 14)</i>				637	210			5,463		596										
<i>Bishop in Europe (notes 2 & 14)</i>				16	422				250				2 months							

OFFICE AND SUPPORT STAFF COSTS

Note 1

Includes salaries, employer's national insurance and pension contributions

A diocesan bishop's allowance for staff salaries is up to the cost of 2.6 full-time posts. Beyond this, any additional office staff costs are found from other sources, usually the diocese.

Bishops are free to choose their staffing arrangements, but the usual staff complement is a senior secretary or personal assistant, a part-time assistant secretary, and a chaplain or lay assistant. In a number of cases a part-time press or communications officer is engaged.

As a result of the national and international responsibilities of the archbishops, their staff complements are larger, as is that of the Bishop of London.

A suffragan bishop's allowance is up to the cost of a full-time secretary. Some bishops prefer to have a part-time secretary and a part-time chaplain.

The costs of casual or relief assistance to cover periods of leave or sickness are also paid.

Note 2

Excludes the cost of maintaining bishops' houses, in which their offices are usually situated

Costs covered are telephone, internet and fax charges; postage; stationery; photocopier rental and other equipment maintenance contracts e.g. telephone system; minor equipment e.g. staplers; standard Church publications e.g. Crockford.

Where the office is not in the bishop's house, the rent payable and/or a proportion of the diocesan office costs attributable to the bishop (e.g. copier charges, telephone lines, parking) is included. This applies to the Bishops of Aston, Barking, Derby, Warrington, Oxford, Sherwood, Gibraltar in Europe and Europe.

As the office and support costs of the Bishops of Croydon, Kingston-upon-Thames and Woolwich are met by the diocese, the Commissioners make a grant towards them.

The costs of advertising and interview expenses for office staff are paid.

Note 3

A laptop or personal computer and printer are provided for a bishop, and a personal computer and printer for each member of his office staff, together with the requisite software, modems etc., up to a maximum of three personal computers and printers for a diocesan bishop's staff and one personal computer and printer for a suffragan bishop's staff. All costs are shown in full in the year when they are incurred.

Other major items of equipment include a fax machine, dictating machine, shredder, telephone system and scanner. A photocopier is normally leased but where cost-effective can be purchased.

Note 4

These costs are for suffragan bishops only. The costs for diocesan bishops are shown under Bishops' Housing and Office Premises in the Commissioners' financial statements

For suffragan bishops, furniture e.g. desks and furnishings (carpets, flooring, curtains and blinds) is provided for the office and study, together with facilities e.g. refrigerator for the use of staff in the preparation of their own refreshments and for visitors attending meetings etc..

Carpets are also provided for the hall, stairs and/or corridors leading from the entrance to the office and study (and adjacent waiting area and visitors' toilet where provided).

INDIVIDUAL WORKING COSTS

Note 5

Overall, some 105 cars are provided under the central arrangement. Cars are either:-

- a) owned by the Church Commissioners, who then pay running costs separately. Such purchases ceased in 1997, but three were still in use at the beginning of the year; or
- b) leased under a package including running costs (other than insurance and fuel); or
- c) not provided, the bishop then being paid a mileage allowance for travel for Church purposes in his own car

Where a car is provided by the Commissioners it is indicated as being either owned or leased. Alternatively, if the bishop uses his own car the payment of a mileage allowance is indicated.

Where the provision has changed during the year both are indicated.

A small number of cars are kept at Lambeth Palace for operational use and in emergencies.

Note 6

Monthly costs for the lease of a car for a period of normally four years including repairs, servicing and road fund licences less an allowance by the leasing company for the expected sale proceeds of the car

Avis Fleet Services manage the bishops' car fleet on a day-to-day basis. They are responsible for the acquisition of the car and deal with the repairs, servicing, breakdown cover, accident management, road fund licences and subsequent sale when it needs to be replaced. [From mid-2003 new leases and the related management were placed with Hitachi Capital Vehicle Solutions].

Diesel engines are recommended, especially for high mileage vehicles. A 1.8 or 2.0 litre engine is appropriate where a bishop is driven. A similar car is provided if he drives himself, and often carries passengers or most journeys are over hilly terrain. A 1.6 litre engine is suitable where a bishop, who drives himself, does not usually carry passengers and most journeys are in urban areas or over flat terrain.

Note 7

Lease cost adjustments and sale proceeds of cars owned by the Commissioners

At the end of a leased car's contract, an adjustment payment is made to recognise the difference between the actual mileage and that in the lease contract.

Only three cars were owned by the Commissioners.

Note 8

Comprehensive insurance cover is provided. An excess is paid by the Commissioners in respect of claims but bishops are asked to contribute where they are at fault.

Where the car is still owned by the Commissioners a management charge is made by Avis for dealing with repairs, servicing, accident management, road fund licences and subsequent sale.

Note 9

If a bishop uses the official car privately as well as for his ministry he is asked to make a contribution to the running costs. He is also liable to pay income tax on this benefit in kind

The contribution requested by the Commissioners is a proportion, equal to the proportion of private to total mileage, of the Commissioners' costs of owning the car i.e. lease costs, insurance etc..

The taxable benefit of a car owned or leased by the Commissioners is assessed on the list price of the car when new, including delivery charges, number plates and optional accessories (all inclusive of VAT) combined with a factor representing the level of exhaust emissions.

If a bishop has signed an embargo the official car is used solely for his ministry and not for private purposes. There is then no contribution for private use and no taxable benefit.

Note 10

Where a bishop uses his own car for Church purposes he may claim a mileage allowance. The allowance used is the Inland Revenue's standard rate, which is also used by the National Church Institutions and recommended to dioceses. It is intended to reimburse the depreciation, repairs, road fund licence, insurance, fuel, oil and other expenses incurred in running and maintaining a car.

Note 11

The costs of a driver include salary, employer's national insurance and pension contributions

Drivers who live in staff accommodation have their water charges and council tax paid. Those who live in their own accommodation receive a housing allowance and contribution towards their council tax.

Note 12

A driver may be employed on a full-time, half-time or part-time basis. In most cases driving duties will be combined with those of gardening and/or maintenance at the bishop's house. The figures here relate to the time spent on driving duties. In some cases a bishop's use of a driver is occasional. Where there has been a vacancy during the year this is also shown.

Note 13

Fuel and oil for use in cars provided by the Commissioners are charged to a fleet fuel card. This enables costs to be paid and monitored more easily.

Note 14

Bus, underground, taxi, standard class rail (or first class where there is a need), senior citizen's railcard (aged 60 or over), parking charges and economy air travel (where cost-effective) for official business in the UK are covered.

The actual costs incurred on overnight accommodation and meals up to the maximum day or overnight allowances recommended by the Archbishops' Council can be claimed when a bishop is absent from his diocese.

The travel and subsistence expenses of a bishop's wife or member of staff can be claimed if carrying out official duties in his/her own right or acting on behalf of the bishop on official business.

The costs of advertising and interview expenses for a new driver are paid.

From 1 January 2002 the costs of bishops attending meetings of the Archbishops' Council and any of its Boards, Councils and Committees have been claimed from the Archbishops' Council direct and are not attributed to individual bishops (see note 27).

Where a bishop holds other national responsibilities (e.g. as a member of the House of Bishops and Committees established by it) his travel expenses will reflect this. The further from London the bishop lives and the more meetings he attends the greater his expenses are likely to be.

Bishops in the House of Lords sometimes combine travel for the House with travel for Church purposes. The costs of travel to mainland Europe are included for the Bishops of Gibraltar in Europe and the Bishop in Europe.

Note 15

Church meetings and functions are held mainly at the bishop's house

A bishop can claim the actual costs incurred or, if he prefers, according to a tariff. It is intended to be a guide to cover the cost of ingredients and to include some modest recompense for preparation. When necessary the cost of employing caterers or casual help may be included. In most cases where the bishop's wife prepares the food, she does so without remuneration or claims according to the tariff. If she so wishes, she is entitled to make a reasonable charge for the preparation, cooking and serving of the food in addition to the cost of the ingredients.

For overnight official visitors a tariff is also issued as a guide to cover the cost of laundry and incidental expenses.

Reasonably-priced wine and other refreshments can be claimed at cost.

Note 16

A bishop's removal costs, on appointment, within the UK are covered.

A resettlement grant, payable on a sliding scale, is provided to assist with the cost of adapting curtains and carpets for the private areas of the bishop's house. In exceptional cases, furniture can be provided as part of the grant e.g. where a bishop moves from a house with fitted wardrobes to one without.

A grant is available for the provision of official episcopal robes. In addition a cope and mitre may be provided as see property if none are already available or the bishop does not purchase them as his own property from the grant.

The arrangements for consecrations are different in the Provinces of Canterbury and York. In both cases, however, the cost of the service is met, after taking account of the collection at the service. In the Northern Province the bishop may entertain family and friends to a private lunch after the service, for which the Commissioners meet the cost of hiring the venue and the cost of up to 20 official guests up to a maximum amount per head. The costs of the Archbishop's lunch for the bishops attending the service and for their wives and other official representatives from the national Church bodies are met by the Archbishop's office directly and included under Hospitality. In the Southern Province the practical arrangements differ but the principle of wishing to meet the Archbishop's costs and a part of the bishop's is the same. There is only one reception for both the official guests and the bishop's family and friends. The Commissioners meet the cost of hiring the venue and the cost of up to 100 official guests (i.e. the Archbishop's official guests and a limited number of the bishop's personal guests) up to the same maximum amount per head.

Office and travel expenses incurred by the bishop-designate between announcement and taking up appointment are reimbursed.

The removal costs and resettlement grants for chaplains, on change of appointment, are paid.

OTHER DIOCESAN ADMINISTRATIVE AND OPERATIONAL COSTS

Note 17

For historical reasons practice differs between dioceses for the payment of these costs i.e. in some they are paid by the bishop and in others by the diocese

The travel costs of a minister (and spouse if necessary) who has been invited to visit the bishop or a parish directly under the diocesan bishop's patronage with a view to considering an offer of appointment can be claimed.

In some cases a suffragan bishop may be responsible for exercising the diocesan bishop's patronage of a benefice.

If no other funds are forthcoming, the same costs may be met where the diocesan bishop is acting in cases of lapse i.e. where the patron has failed to make an appointment within the specified period.

Note 18

For historical reasons practice differs between dioceses for the payment of these costs i.e. in some they are paid by the bishop and in others by the diocese

These cover bibles for ordination candidates, examinations and other expenses including the printing of an Order of Service for the specific occasion when necessary. Also, an allowance for each candidate while staying at the bishop's house or elsewhere may be claimed.

The costs of holding ordination services are met by the cathedral or diocese.

Note 19

That part of the annual retainers paid to Diocesan and Provincial Registrars which is regarded as being related to their role as diocesan bishops' legal officers

The fees are set by the Fees Advisory Commission every year under the Ecclesiastical Fees Measure. Those for 2002 were approved by the General Synod in July 2001.

Note 20

These include conference and training expenses, Quiet Days and retreats (other than ordinations).

Note 21

Other costs include items such as repair of robes, chapel requisites, provision and replacement of seals for official documents, secretarial and travel expenses incurred by the bishop-designate between when the announcement is made and when he takes up his appointment.

Within the Archbishop of Canterbury's costs are payments to his representatives to the Orthodox, Oriental Orthodox and Roman Catholic Churches.

PREMISES

Note 22

Includes the costs of heating, lighting and cleaning the part of the house used for official purposes. The bishop pays the costs related to his private use of the house

The cost for the Archbishop of Canterbury is for the see house at Canterbury.

Note 23

These costs are for suffragan bishops only. Their houses are provided and maintained by the diocese. (The costs for diocesan bishops are not shown as they are included within Bishops' Housing and Office Premises)

For bishops appointed since 1998, help is provided towards the employment of a part-time gardener for routine maintenance on a 50:50 basis up to a maximum contribution of £1,500 pa from the Commissioners. The bishop's contribution qualifies for tax relief.

For suffragans appointed before 1998, the total cost of a part-time gardener is paid up to a maximum of £1,500 pa.

Depending on the size and nature of the garden, a lawnmower may be provided in addition to, or substitution for, labour costs.

In recognition of bishops offering hospitality, some kitchen equipment is provided where required e.g. buffet crockery, food processor, freezer etc..

Note 24

These costs are for diocesan bishops only. They do not include the costs of maintaining the fabric of their houses which are included within Bishops' Housing and Office Premises

This covers the servicing and repair of garden tools and equipment e.g. lawnmowers; the cost of seeds, plants and fertilisers; a contribution towards the cost of heating the greenhouse, where appropriate; and the provision of safety equipment and protective clothing.

Minor works to the house may be required e.g. replacement of tap washers, and emergency repairs e.g. replacement of broken panes of glass.

The servicing and repair of household appliances e.g. vacuum cleaners and fire extinguishers is covered as well as the replacement of individual items of crockery, cutlery etc., and the purchase of cleaning materials.

Some larger items are covered too, both regular e.g. alarm maintenance contracts and one-offs e.g. the linking of a security alarm system to the police station.

The costs of advertising and interview expenses for a new gardener are paid.

Note 25

The period, if any, during the year in which the diocesan or suffragan see was vacant

Note 26

Includes costs for three specialist advisers and their staff - Archbishops' Appointments Secretary, Clergy Appointments Adviser and Archbishops' Adviser for Bishops' Ministry

Note 27

Includes block payments for House of Bishops' residential expenses and York Synod accommodation and meals; and cost of attending meetings of the Archbishops' Council and any of its Boards, Councils and Committees, media training courses etc.

Note 28

Includes costs for the Archbishop's responsibilities as:

Diocesan bishop of the Diocese of Canterbury

Metropolitan of the Province of Canterbury

Primate of All England

A contributor to the public affairs of the nation, with an ex-officio seat in the House of Lords

President of the Anglican Communion

One of the Presidents of Churches Together in England

A contributor to the development of dialogue with other faiths

Note 29

Whole or part of legal costs under the Ecclesiastical Jurisdiction Measure 1963, Canon law and other legislation

Charges for work connected with clergy discipline cases do not fall within the retainers for bishops' legal officers and the Commissioners therefore meet the whole or part of these legal costs.

Includes other legal fees e.g. fees on consecration, on election and confirmation and/or on enthronement.

Note 30

Overseas visits on ecumenical and Anglican Communion business by the Archbishop of Canterbury and his staff, the Archbishop of York and diocesan and suffragan bishops travelling at the request of the Archbishops and representing the Church of England

Travel to link dioceses is funded from alternative sources.

Where a diocese has organised a conference or retreat at which the bishop's presence is required outside the UK because, say, it is more cost-effective than being held in the UK, travel to and from such an event would then be charged to Other Travel & Subsistence.

Note 31

Advice and support from staff in the common service departments of the Archbishops' Council i.e. Human Resources, Information Technology, Office Services, Mapping and Printing, Communications and Legal

Note 32

In some cases redundancy payments or additional pension contributions relating to previous years' service were paid in respect of bishops' staff.

Note 33

The lease payment is paid as a lump sum on commencement of the lease and in line with the Commissioners' accounting policies the payment is recorded in the accounts in the year it is incurred. However, as indicated in note 6, the monthly costs spread over a period of normally 4 years are included in this publication. In order therefore to reconcile the lease payments with the Commissioners' accounts an adjusting factor is included.

Note 34

This is the figure which appears in the Commissioners' financial statements for the year ended 31 December 2002.