

UEC Terms of Appointment

for ministry at _____ Church
(Please note: only wording in red may be modified or deleted by the local Church)

1 Contract

.1 This document is a contract between _____ (the **Minister / Worker**) and the Leadership Team representing the members of _____ Church (as defined in the Agreement for Common Purposes) which is a member of the Union of Evangelical Churches. It takes effect from _____ (date).

.2 You are employed as **Minister / Worker full time / part time**, and expected to undertake _____ **hours worked per week**. You must take at least one period of 24 hours off work each week.

2 Role

Please refer to your Job Description provided by the Church.

3 Stipend, holidays and expenses

.1 Your stipend (starting at £ _____ per calendar month) will be paid by **bank Standing Order** on the _____ **day** of each month, in arrears, nett of PAYE, pension and NI contributions.

.2 **Five** weeks' paid holiday will be granted annually, plus all Bank Holidays.

.3 Expenses should be reclaimed from the Church, monthly in arrears, with receipts attached. These will include local travel costs, car mileage at an agreed rate, resources and other agreed expenses.

.4 For time off sick, full pay including any SSP entitlement will be paid for the first three months, and then half pay for the next three months. At that point, the situation will be reviewed by the **Leadership Team**.

.5 Maternity leave will be granted under current legislation.

.6 Compassionate leave and unpaid leave will be agreed with the **Leadership Team** if the need arises.

.7 In the case of Ministers, any payments you receive for ministry away from the Church are for your own account. You are responsible for any income tax or additional National Insurance contributions on such payments.

4 Pension, accident and notice

.1 A contracting-out certificate under the Social Security Act 1975 is not in force in respect of your employment. Dependent upon your eligibility under the Workplace Pensions regulations, the Church will provide a pension scheme which you will have the option of being enrolled in.

.2 The UEC has a public liability insurance policy that covers most claims for accidents sustained while on Church duties. Contact the UEC office for details.

.3 The written notice period for termination of this employment required of either party is **three** months.

6 Accommodation

.1 If you live in your own house, you are expected to pay your own household bills. No Tenancy Agreement applies.

.2 If you live in accommodation provided by the UEC, you must sign and comply with the terms of the Tenancy Agreement attached herewith, as varied by this clause. The Tenancy Agreement is between you (as Tenant) and the UEC (as Landlord). The property is owned by the UEC, which insures it and provides it rent-free.

.3 The UEC will send a representative every three years to ensure the building is up to acceptable building standards. The local Church will maintain the interior and exterior to an acceptable standard in discussion with you as a “reasonable tenant”, and pay for all periodic legally-required “checks”.

.4 **The Church will pay for Council Tax and Water/Sewage Rate, and contribute towards telephone costs, heat and light** and any other benefit as agreed. These contributions should be considered as part of your income as a “benefit in kind” and attention should be given to any tax liability. You are responsible for insuring the contents that you own.

.5 If you continue in occupation of the accommodation after the termination of your employment, the terms of the Tenancy Agreement will apply in full, save as expressly provided in .6 and .7 below, and the tenancy will come to an end six months after the termination of your employment or earlier at the option of you the tenant.

.6 Upon termination of your employment, the UEC will continue to provide the accommodation rent-free. The outgoings related thereto which the Church will have been paying up to the date of the termination will continue to be paid by it for a period of:

.6a three months in the case of your resignation, retirement or redundancy,

.6b six months in the case of your death or incapacity preventing the continuation of your employment (and this shall apply to your spouse or widow living with you immediately prior to your death or incapacity), or

.6c two months in the case of you lawful dismissal.

.7 These Terms of Appointment are deemed to take precedence over the Tenancy Agreement if and where there is any apparent point of conflict.

7 Grievance procedures

.1 If you have a grievance relating to any aspect of your appointment, you should speak in the first instance to the Leadership Team as your employer, who will try to resolve the matter. If it remains unresolved, you should write to the Deputy Chairman of the UEC, who will call a meeting to discuss the matter.

2. If a complaint or allegation is made against you, the procedure published in the Handbook page 8.2 will be followed.

8 Acceptance of the appointment

.1 By signing this document, you accept the position of **Minister / Worker** as set out above, subject to satisfactory references and DBS checks.

Signed by the **Minister / Worker**:

Date:

Signed by a member of the Leadership Team on behalf of the Church members:

..... (Office).....

Date:

Signed by a representative of the UEC:

Date:

To be reviewed by the Finance Committee and the Ministerial Committee, September 2019