

LAY EMPLOYMENT POLICY

The Circuit has a policy of employing a number of employees, most of whom are deployed to the local churches with specific roles related to the vision of those churches for mission and ministry.

The Circuit's recruitment and employment policy is based on Methodist Church Lay Employment Advisory Information to which reference should be made together with this policy. This provides a pack of information to help churches, circuits and districts in the recruitment and selection of employees and in the early stages of employment. It also identifies some of the issues that can arise during the employment and offers advice on these matters. See:

<http://www.methodist.org.uk/ministers-and-office-holders/employees-and-volunteers/church-%28lay%29-employees/lay-employment-advisory-info>

1. It is a fundamental principle that **posts that are to be deployed within the local church shall arise from the 'vision' of the local church** for such appointments. Churches are each advised to spend a significant time reflecting on their journey with God and the needs He is identifying within their community, giving space for discussion, prayer, and an identification of needs beyond the church community as well as within.
2. In all instances **the role of the Circuit** is to support churches in realising the vision which God has given them and to be a good employer of the workers who will be deployed locally. In seeking to be a good employer the Circuit will at all times give attention to employment law, health and safety legislation and good practice and the health, welfare and environment in which its employees will work.
3. There is an expectation that the local church will afford a significant contribution to the employment costs of its worker; which, with the approval of the Circuit Meeting, will be supplemented by a Circuit grant and in some instances grants made by other bodies or individuals. The case for the affordability of such a post over a minimum of two years will be brought to the Circuit Meeting for approval.
4. **The Circuit in its function of Employer** recognises and seeks to give full attention to equal opportunities legislation and consistency of pay and conditions across the Circuit and its employees.

5. It is the expectation of the Circuit that each Church lay employee will have a **line-manager**, normally from the local church and not the minister (though it is recognised that in exceptional circumstances a minister may be expected to fulfil the line management role).
6. **The role of each line manager** will be to guide and hold to account the individual employee, providing encouragement, monitoring their hours and the realisation of their work and ensuring that appropriate reports are made to Church Council and the Circuit Meeting and leadership team.
7. It is the expectation of the Circuit that each lay employee will have a **Support Group** of committed individuals who will meet with the worker to review, plan, encourage and assess their work within the remit set out in their job proforma and contract and chiefly to pray with them and for them as they undertake their commission.
8. The Circuit recognises **full-time work** for its employees as being 37.5 hours per week with part-time workers being remunerated on a pro-rata basis. Terms and conditions of employees will be regularly reviewed by the Circuit Leadership Team with significant changes being recommended to the Circuit Meeting. **Note:** Working weeks per annum is defined through contracts issued to individual employees.
9. **Salaries** are paid monthly through the Methodist Connexional Payroll and are reviewed annual with a cost of living increase normally compliant with the terms applied nationally to Presbyters and Deacons. Salaries are exclusive of accommodation costs which are the responsibility of the individual employee. Pre-agreed travel and incidental costs are reimbursed.

10. Personnel Records

The records of employees will be treated as confidential and stored in a locked cabinet in the Circuit Office to be accessed only by the Superintendent Minister, Senior Circuit Steward and Circuit Administrator as necessary for the efficient discharge of employment responsibilities. Electronic and hard copy records will be held according to the principles of and managed in compliance with the Data Protection Act 1998.

July 2017

Revised and approved 26th September 2017

Associated Employment Policies:

- Grievance Procedure
- Health and Safety at Work Policy
- Disciplinary Procedure
- Equality, Diversity and Inclusion Policy

Associated Documents:

- Lay Employee Job Profile
- Terms and Conditions of Employment
- Methodist Church Application Form
- Time Sheet for Lay Employees