

Guidelines on employment and volunteering in St James' Church

1. Introduction:

- a. St James' Church work is done by a mixture of clergy, paid by the diocese, staff employed by the PCC, casual staff and volunteers. These people are involved in ministry,¹ administration² and service³. The mix of work done and staff employed will vary from time to time according to the leading of God, the need and opportunity seen and the financial position of the church.
- b. This document does not include employment for the associated CICs, the Post Office and Garden Room coffee shop, this is the responsibility of their own trustees. However we aim to ensure reasonable parity and differentials for all working in the Parish Centre premises. .

2. Principles:

- a. All work of every kind undertaken as part of the church is valued and needed. The amount paid, or not paid, is not a measure of its value to the church.
- b. It is a part of church membership to be involved in some way in the work of the church, according to God's leading, the needs, skills and availability.
- c. Differences in salary, or the absence of any payment, do not denote any difference in status or any hierarchy. All staff and volunteers are responsible to the vicar unless responsibility for the individual person and his/her work has been specifically delegated. In the absence of the vicar the church wardens are responsible in his/her place unless otherwise directed by the bishop or arch deacon.
- d. Members of the church involved in ministry or service of any sort outside the church, such as mission partners, may be supported financially by the church, but they are not staff of the church and any amount given to or for them or their work is not a salary nor does it constitute a contract with them.
- e. Staff of the church are those paid a salary for work they do for the church.
- f. Any new addition to the employment costs of the church will be decided by PCC, based on the need, God's leading and the availability of the finance. If finance is not available at the time the need will be shared with the church (as appropriate) and commitment to go ahead will be made only after there is a response in giving.
- g. Ministry is different from administration and service tasks, but there are many overlapping areas of responsibility and some people are involved in both. It does not automatically follow that being in ministry will result in higher remuneration (where any payment is made) than for any other task. However only those involved in ministry will be considered for housing support.
- h. All ministry staff will be required to live in the village, to increase their opportunities for interaction with members of the church and parish community. Accommodation or a housing allowance may be given to such people, if it is needed to enable them to live in the village. The provision or allowance will be decided on a case-by-case basis, based on the practice outlined below.

3. Practice, for employees:

- a. Staff paid by the diocese (the clergy appointed to the parish) are not employees of the PCC. There is no contractual relationship with the diocese or PCC, they work and are paid a stipend and provided with housing by virtue of a Bishop's licence. Other clergy appointed by the PCC are employees of the PCC and will have a contract and be paid by the church, although some diocesan rules for their remuneration and housing will probably apply

¹ Ministry includes public ministry and one to one/home/ hospital ministry, it may be paid or voluntary

² Administration includes management of facilities and services as well as accounts and other paperwork, such work may be paid or voluntary

³ Service includes practical tasks such as cleaning, flowers, reception, etc and assisting in all the activities of the church, from children's work to Pleasant Hour and from mission support to providing the music in services. Service tasks may be paid tasks but are more often voluntary

- b. All staff, other than casual workers⁴, employed by the PCC will have a contract of employment and a job description for their paid work. The contract will detail the terms and conditions of employment, including work to be done, salary and other benefits to be provided and hours of paid work. It is likely they will be involved in voluntary activities in the church also. This is not covered by their contract of employment and is undertaken on the same basis as any other church member.
- c. Staff employed by the PCC on a full or part time salary will be paid a salary as agreed by the PCC. The PCC currently use the Ely Diocesan Board of finance scale for assistant ministers as a guideline in deciding the amount. However salaries will be decided individually, factors to be considered are market forces, or the parity of the total package provided with the income of others with similar qualifications and experience working locally, consistent with current employment legislation.
- d. The church will pay and deduct national insurance payments as required depending on the person and the employment, and pension contributions will be made for salaried staff who agree. Currently this will be payment into a private pension scheme of the staff member's choice (or the clergy pension scheme where applicable to ordained staff), and will be a deduction from salary of at least a 3% as the employee's contribution and a church contribution of 7% of salary.
- e. Housing or a housing allowance may be provided to ministers (paid or unpaid) to enable them to live in the village. In these instances:
 - i. Housing is provided primarily for residence although the house may be used for ministry purposes.
 - ii. Suitable housing, or an allowance, will be provided depending on the availability of property belonging to the church, and the accommodation needs of each prospective employee⁵.
 - iii. Part time staff will be expected to contribute towards their housing costs in proportion to the time for which they are not working for the church.
 - iv. Church property will be provided on a similar basis as other rental properties, following largely the normal terms of current local commercial rental contracts, except that no rent will be charged⁶. The provision of housing will be made clear in the employment contract and details listed in an annex to the contract. It will be made clear that the accommodation is only provided for the period of employment.
 - v. Any person provided with housing or an allowance will, even if they receive no salary, have a contract and description of the work they are required to do, based on 'house for duty'.
- f. Any other allowances/expenses or costs to be paid to staff outside agreed budgets must be agreed in advance by PCC
- g. The church has discipline and grievance procedures, guidelines on bullying and maternity and paternity leave policies, which are available to all staff, and as appropriate also to volunteers.

4. Practice for volunteers:

- a. Volunteers receive no payment, except expenses/costs where agreed in advance
- b. Volunteers may be responsible for their work to a staff member or to another volunteer. The ultimate responsibility for the work of the church is that of the PCC and Vicar. Guidelines on bullying and any other such issues apply equally to volunteers and staff.
- c. Actions taken or work done in the church, parish centre or any other venue are only the responsibility of the PCC if the person has been given permission to do that area of work. Church/Parish Centre insurance will only cover a person acting on behalf of the church if the Vicar, Church Wardens or their delegated authorities have agreed this.

Approved by PCC on 18th June 2008, amended November 2014

⁴ Casual workers include; cleaners, organists and others as agreed by PCC from time to time. They may be contractors or hourly paid.

⁵ If the need of someone involved in ministry changes, housing provision or allowance may be reconsidered. Any financial implication would be subject to the principle under 2f above

⁶ Any significant difference from a normal commercial contract will be agreed by PCC before implementation. Council Tax and Water Rates will only be paid by the church when this is a requirement for ordained employees.