



**Terms and Conditions of Service for the post of  
Minister/Pastor to:**

..... **Church**

This paper provides headings and guidelines for the local church in its preliminary discussions, firstly within its own leadership and membership, then with potential candidates for ministry. It will finally be agreed with the newly appointed minister and form the agreement between the church, the minister and the Connexion.

*(When first accepted by Conference for use within the Connexion, the legal status of minister in English law was still that of Office Holder, though this has been challenged in the courts. If in English law ministers become employees the document becomes the basis of the contract of employment)*

It should be obvious which parts need completion or alteration and which will be redundant, depending on the individual church's and minister's circumstances.

When an appointment is part-time particular care is needed in ensuring there is a full understanding of the minister's responsibilities.

Note that ministers are considered worthy of more than the National Minimum Wage. All employees are currently entitled to 20 days leave, plus 8 days public holiday, which are reduced *pro rata* for part time appointments.



## **Terms and Conditions of Service for the post of Minister/Pastor to:**

..... **Church**

This agreement is made between the Trustees of the Countess of Huntingdon's Connexion, the ..... Church (hereinafter called "the Church") and ..... (hereinafter called "the Minister").

### **Appointment**

This appointment is full/part-time (the basis of part-time should be clearly stated, eg 2/5ths) and for an initial period of three years (renewable), commencing on the.....and ending on the.....and is continuous.

### **Accountability**

You will be accountable as Minister to the Elders/Deacons/Members/Ministerial Committee of the Church/Members Meeting.

### **Responsibilities**

These will be defined more exactly in the Job Description, and Annual Objectives. Duties include broad oversight, with the Leadership Team of the Church, to fulfil the Vision or Mission Statement of the church in the areas of evangelism, preaching, teaching, pastoral and worship ministries and the Church's work among young people.

You will need to agree personal development goals and objectives, which will be reviewed during the annual church ministry review. It is also required that ministers attend the Annual Conference and other events in order to develop relationships with other leaders and member churches of the Connexion.

### **Stipend**

Your starting pay will be £ ..... per annum paid calendar monthly in arrears on .....after deduction of income tax and NIC. The pay will be subject to review each year on the anniversary of the appointment. There is no pension provision for the appointment.

**Hours of work**

You will be expected to work ..... hours each week distributed according to the needs of the Church. .... is to be taken as a day off each week, as mutually agreed. It is agreed that you cannot accept any other appointment or employment (whether paid or unpaid) without the consent of the church/church leadership. Only in exceptional circumstances will self-employment be considered.

**Leave**

You are entitled to ..... free Sunday(s) per quarter. You are also entitled to ..... weeks annual leave plus public holidays of which .... weeks only can be taken consecutively, except in unusual circumstances. The nature of the minister's calling will require you to work on certain statutory holidays (eg Christmas, Easter etc) and where this occurs you are encouraged to take time off in lieu. In special circumstances additional leave may be granted in agreement with the Church/Church leaders.

**Sickness**

You will be paid in full less any benefits for the first four months of sickness followed by half pay for the following two months. In the event of long-term illness leading to the inability for medical reasons to perform your duties the Church will review the situation after a period of three months absence from duty.

**Notice Period**

In normal circumstances it is understood that a minimum of three months notice would be offered by either side in the case of the ministry coming to a conclusion, such notice to be given in writing.

The church shall have the right to suspend your appointment during any investigation into any allegation of gross misconduct (Gross misconduct is any deliberate act that is detrimental to the good conduct of the church's business) or serious breach of duty in the view of the church, such suspension to be without loss of stipend.

In the event of proven gross misconduct or breach of duty the church shall have the right to terminate the appointment without notice.

**The Manse**

If a manse is provided a separate agreement is attached to this document and is treated as part of it.

**Expenses** *(please amend these as decided locally)*

- Gas and Electricity
- Telephone calls/internet access incurred in pursuance of your duties
- Mileage incurred in carrying out your duties (It is recommended that HMRC scales should be used)
- Other expenses directly related to ministry
- Fees in respect of attendance at the Annual Conference
- Fees in respect of any agreed training
- Book allowance for research and sermon preparation.

**Code of Practice**

A copy of the Code of Practice for Disciplinary and Grievance Procedures is attached to this document and is treated as part of it.

**I agree to these Terms and Conditions of service having read and understood them.**

Signed by Minister ..... Date .....

Signed on behalf of the Church ..... Date .....

Signed on behalf of the Trustees ..... Date.....