St Luke's Church PCC, St Albans

Policy on Paid Positions

For St Luke's Church, 46 Cell Barnes Lane, St Albans AL1 5QJ

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Signed: …….. Role: ……. Date: ……

Purpose of Policy

This policy aims to provide criteria by which to assess objectively the merits of filling a role using volunteers, employing paid staff or not filling a role. By setting out clear principles and guidelines, it aims to avoid conflicts of interest and to secure consistency and fairness in decision making by the PCC.

Applicability & Principles

This policy applies to all potentially remunerated positions within the church except for licensed clergy.

The overriding principles are:

1. The PCC creates a paid role if it is considered strategic for helping to develop and implement the church's vision and mission; or for non-strategic activities that are nevertheless essential to the church's daily running (such as cleaning, for example);
2. A volunteer is normally to be preferred to a paid position for all other roles;
3. Affordability must be assured before an employment contract can be entered into;
4. The PCC must define roles and person descriptions and agree by majority that such a role needs to be filled before a post may be advertised;
5. All paid positions should be advertised, and the selection process should be free of discrimination, open and transparent, and according to clearly agreed criteria.

Criteria for Paid Positions

The following conditions need to be fulfilled for the PCC to establish, recruit and appoint somebody to a paid position:

1. The PCC has agreed the role is either strategic or essential to the life and ministry of the church;

2. Not filling the role would be highly detrimental, in that the church will be significantly hindered in its ability to carry out its agreed mission;
3. There are no suitably qualified and available volunteers to fill the role;
4. There is budget provision to pay for the role and the PCC agrees it is affordable;
5. A role description is agreed by the PCC setting out what the role covers and what is expected;
6. A person description is agreed by the PCC setting out the skills and experience required of applicants;
7. The term of the appointment is agreed in advance by the PCC with an appointee (within the constraints of employment law);
8. The position is publicly advertised inviting applications. Selection interviews are to be carried out in accordance with equal opportunities legislation;
9. The best candidate for the job is to be selected according to the criteria clearly agreed and set out by the PCC.

Role Definitions & Person Descriptions

- All paid posts should be covered by:
  - ◇ A Role Definition setting out key accountabilities, reporting lines and performance expectations of the post;
  - ◇ A Person Description detailing the skills, training and experience required of the post-holder;
- Roles for which payment may be considered include:
  - ◇ Youth worker;
  - ◇ Pastoral worker;
  - ◇ Church Administrator;
  - ◇ Church cleaner (currently sub-contracted)
  - ◇ Caretaker;
- All paid roles should have a designated line manager, and regular reviews of performance should be carried out to set objectives, monitor progress, agree training plans and ensure performance is satisfactory;
- There should be a minimum probationary period of 3 months in a role before an appointment is confirmed to be permanent;
- Failure to perform satisfactorily in a paid role will trigger a disciplinary procedure according to the then current diocesan guidelines;
- The contract of employment will include a grievance procedure, drawing on the help of an independent third party who will, when appropriate, oversee the procedure and report back findings to the PCC.

Accountability

- All holders of paid posts will be accountable to a named person on the PCC for the fulfilment of their duties, and ultimately to the Vicar and PCC.

Remuneration Guidelines

- Diocesan guidance should be sought wherever possible on the appropriate rates for any given job.
- Honoraria may be used by the PCC to recognise significant contribution of key unpaid individuals if it is felt appropriate (e.g. treasurer, organist).