# PCC St Luke’s Church Sway

# STATEMENT OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

**Employee’s Name:**

**Date of commencement of this contract:**

**Term of Employment**: **Permanent**

## Job Title: Parish Administrator

## It should be noted that you will/may be required/requested to undertake work of a similar nature from time to time as the workload so requires.

## Main Place of Work: St Luke’s Church, Sway

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This is a keyworker position as a “religious worker” under Government Covid Regulations so there is an expectation to be present in the office if it is safe under Government guidance.

1. **SALARY**   
   1. As a monthly paid employee, your gross annual pay at the date of issue of this statement is £21,450 p.a. pro rata for 18 hours (37.5 hours full time equivalent) which amounts to £ 10,296 per annum at a rate of £11.00 per hour. Any changes to this figure will be made by letter. You will be paid monthly on 20th of the month (or the Friday before if the 20th falls on a Saturday, Sunday or Bank Holiday) by direct credit transfer to your bank account.
2. **HOURS OF WORK**   
   1. Your 18 hours a week will be worked out by agreement with your line manager. Volunteering outside your job role is not considered part of your work hours.

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* 1. As a worshipping member of the church in addition to the paid hours there is an expectation that you will be present at some worship and events that is the same expectation as other members of the church community.
  2. The hours of this contact can be increased by agreement by both parties in advance and in writing.

1. **OVERTIME**   
   1. Payment for overtime will not normally be made as you are expected to work such additional hours as are reasonably necessary for the effective performance of your duties. However, it may be possible to take time off in lieu provided there is prior agreement with your Manager.
2. **HOLIDAYS AND HOLIDAY PAY**   
   1. The holiday year is from 1st January to 31st December each year.

The full annual entitlement is 25 working days (pro-rata) with pay per year.

* 1. If you join or leave the Church during the year, you will be entitled to a proportion of your full entitlement of paid holiday calculated on a pro-rata basis per completed week of service.
  2. In addition to the above, you will also receive a paid holiday (pro-rata) on or in respect of each of the eight Public Holidays as listed below:

New Year’s Day Spring Bank Holiday

Good Friday Late Summer Holiday

Easter Monday Christmas Day

May Day Boxing Day

* 1. You will continue to receive normal salary pro rata whilst taking annual holiday entitlement.
  2. Should you leave the Church for whatever reason and holidays taken exceed entitlements, then you accept as part of these Conditions of Employment that the Church has the right to deduct payments made in excess from any monies owing to you at the time of leaving. If there is insufficient money owing to you at the time of leaving, then the outstanding balance will be recoverable from you as a debt.
  3. Should you give notice, or the Church give notice to you, to terminate your employment, then the Church, at its sole discretion, may require you to take any remaining accrued holiday within the period of notice. This will be the case even if holiday has been agreed and / or scheduled to take place outside this period.

1. **SICK PAY SCHEME**   
   1. The Church does not operate a Sick Pay Scheme and you will not be paid for periods of absence except for any entitlement you may have under the Statutory Sick Pay Scheme.

**PENSION SCHEME**

* 1. Subject to meeting the eligibility criteria, you will be automatically enrolled into the Church’s pension scheme.
  2. Further information regarding the scheme and the levels of contribution from the Church and you are available from The Treasurer at St Luke’s Church Sway c/o the Church Office.
  3. You do have the right to opt out of the scheme and, should you choose to do so, you will also have the right to opt back in at any time.

1. **GRIEVANCES**   
   1. In the first instance please discuss your grievance orally or in writing with your line manager or the Vicar or their nominee appointment by the PCC.
   2. If the grievance concerns your line manager or the Vicar or is not resolved please contact the secretary of the PCC orally or in writing for discussion.
   3. The full procedure is shown in the Employee handbook
2. **DISCIPLINARY PROCEDURES**

The main disciplinary procedures of the Church are as detailed in the Employee Handbook.

1. **TERMINATION OF EMPLOYMENT**   
   1. The Church is required to give you and you are required to give the Company one month’s’ notice in writing.
   2. The Church has the right to dismiss you without notice in the case of gross misconduct.
   3. The Church shall have the right during the period of notice or any part thereof, to place you on leave, paying you during this period your normal salary and benefits.
2. **COLLECTIVE AGREEMENTS**   
   1. There are no collective agreements, which affect the terms and conditions of your employment.
3. **DATA PROTECTION**   
   1. The Church will need to process data in relation to you and your employment. Personal information about you may be processed and retained as part of the employer’s personnel and other business records. The Church may need to share information with third parties, data will be processed according to the principles of the Data Protection Act 2018. Details of the Church’s data protection policy are contained within the Employee Handbook.
   2. Your obligations in relation to data processing and confidentiality apply both during your employment and post termination.

1. **DECLARATION**

I accept this Statement, a copy of which has been given to me. I have also read the Employee Handbook which, together with the Statement, forms my terms and conditions of service

Signed ………………………

Employee:

Date…………………………………………

Signed: ……………………………………………..

Vicar:

Date

Signed ………………………………………………….

Name:

On behalf of the PCC: Churchwarden

Date: ………………….