

THE UNITED REFORMED CHURCH

WEST MIDLANDS SYNOD

Settlement Agreement - [Stipendiary]

This Settlement Agreement is made between

(the Pastorate)

AND

(the Minister)

1 Scope

The Pastorate has been declared to be full/part-time scope by the West Midlands Synod. It is agreed that the basic pattern for the minister's time and conduct of worship will be described below:

2 Stipend

The basic stipend will be paid centrally and without supplement. Other payments (such as Children's Allowances and Housing Allowances) will be paid in accordance with the Plan for Partnership in Ministerial remuneration.

3 Housing

The Minister will live in the manse provided at

The Pastorate will pay the Council Tax, Water Rates and any other tax[es] on the manse. The Pastorate will insure the building and accepts responsibility for the maintenance and decoration of the manse. An annual Gas Certificate to be obtained by the Pastorate.

The Minister will be expected to exercise responsible stewardship of the property. He/She will be responsible for repairing any damage caused to the property other than normal wear and tear; will allow access for inspections; will report to the Pastorate anything that could lead to the deterioration or damage of the property.

The Minister is also expected to keep all gardens belonging to the Manse in a good and tidy order. During a vacancy, it is the Pastorate's responsibility to maintain the garden/s in a good condition.

Heating, lighting, carpets and curtains are the Minister's responsibility.

4 Travel

The Minister will be expected to provide a car and business use will be reimbursed at the national rates advised by the MoM committee. Currently the rate payable is 45p per mile of business use up to 10,000 miles per year, and 25p per mile thereafter (paid locally). A fixed car allowance will be paid in accordance with the Plan for Partnership for Ministerial Remuneration. (Currently recommended at £1200 p.a).

Other travelling expenses will be reimbursed on the basis of costs actually incurred, upon submission of a written claim, and subject to annual review in the light of recommendations from URC Synod and/or Finance Department.

5 Administration, telephones and Computer

The Pastorate will reimburse the Minister for all administrative expenses, including stationery and postage, upon submission of a written claim. Telephone(s) will be provided by the Pastorate. The Minister will be expected to reimburse the Pastorate for private telephone calls. A computer may also be provided by the Pastorate with access via broadband to the Internet. A specification for the computer and details of telephones and broadband will be negotiated and agreed prior to induction.

6 Education for Ministry

The Pastorate understands that all United Reformed Church Ministers of Word and Sacraments are expected to undertake annual study as part of their Education for Ministry. In the first three years of ministry, it is compulsory for ministers to take part in Education for Ministry 2 - EM2 (Report to General Assembly 1998 p.124). This comprises two residential weekends a year as part of a 14 day study leave programme and includes time with a Pastoral adviser and a Synod programme of study for new ministers.

When a Minister moves from one placement/appointment to another they can take up to four weeks Education for Ministry time in that year (rather than the normal two weeks' allocation) to allow them to undertake learning that will assist their induction into the new post/appointment.

During the rest of their ministry, Ministers are strongly urged to devote two weeks per year to Education for Ministry 3 - EM3 (Page 126 General Assembly 1998). As far as stipendiary Ministers are concerned, a 'week' means Monday 9:00am until Friday lunchtime. Ministers attending a weeklong course should not be expected to lead worship on the following Sunday. For non-stipendiary ministers, a 'week' means two weekends each lasting from Friday evening until Sunday teatime.

The Pastorate will encourage the Minister to attend the annual Synod School, for which the Pastorate may consider pro-rata contribution to any costs actually incurred. The Pastorate will also support the Minister in following the United Reformed Church guidelines for continuing ministerial education (Education for Ministry 3 - EM3). For any Sundays involved in these provisions the Pastorate will be responsible for arranging and paying for pulpit supply.

The Pastorate will encourage the Minister to take Sabbatical Leave as recommended in the Plan for Partnership.

The Pastorate will offer a book grant of £

7 Holidays and regular days off

The Pastorate will honour recommendations for regular weekly days off, and will follow recommendations regarding holidays in the 'Plan for Partnership' (note i ii) - viz: five full weeks holiday per year (including five Sundays) plus one additional holiday Sunday.

The Minister will be encouraged/expected to nominate a weekday as a regular day off.

8 General

The Pastorate will honour the guidance in regard to Minister pregnancy (July 2000) and the declaration of Equal Opportunities contained in the United Reformed Church Employment Practice report accepted by General Assembly 1990.

9 Re-negotiation and Review

The Pastorate and Minister are willing to re-negotiate these Terms of Settlement during the course of a ministry at the request of the Synod. For example this might be for the purpose of a change of scope; a change in the number of congregations in the Pastorate; the formation of a team; and other reasons that might arise. Any suggested changes from the Pastorate or the Minister will be subject to the agreement of the Synod.

The terms of this agreement will be reviewed annually and when changes are made to Synod and General Assembly guidelines.

10 Disclosure Certificate

It is the Minister's responsibility to obtain their Disclosure and Barring Service Certificate.

11 The wider United Reformed Church

The Pastorate acknowledges that Ministers are Ministers of the whole United Reformed Church and have a responsibility to serve the wider church as well as their own local pastorate. Requests for specific pieces of wider service will be discussed between the Elders' Meetings and the Minister and agreement made to their mutual satisfaction.

12 Local Mission and Ministry Review

The Minister and Pastorate will participate in the Local Mission and Ministry Review agreed by Mission Council in December 2008, previously introduced at General Assembly 2006.

13 Generally

Both Minister and Pastorate will seek to follow the Plan for Partnership and the provisions of the Basis for Union.

Signed _____ Minister

_____ A Church Secretary [for the Pastorate]

_____ Synod

Date _____