

URC North Western Synod and Northern College, Manchester

1. Introduction - Learning and Development Officer/Support and Development Tutor



The College and Synod are looking to fill a post which we believe is a creative opportunity for co-operation as we each work towards a common goal – the equipping and building up of the people of God across the URC.

The post holder can negotiate their home/working base during the application and interview process.

Applications from URC ministers of Word and Sacraments or CRCW, and from ministers of Word and Sacrament within CTBI and/or WCRC, will be welcomed.

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FURTHER DETAILS may be obtained from:

- Revd Andrew Mills, Moderator, North Western Synod via the Synod Office
admin@nwsynod.org.uk
- Revd Dr Rosalind Selby, Principal, Northern College,
rosalind.selby@lkh.co.uk

APPLICATIONS SHOULD BE SUBMITTED TO THE NW SYNOD OFFICE : Either by email - admin@nwsynod.org.uk ,or by post - United Reformed Church Synod Office, Franklin Street, Eccles, Manchester, M30 0QZ.

2. JOB DESCRIPTION (1) – Learning and Development Officer NORTH WESTERN SYNOD

Purpose of the Role : With a primary focus on ministerial development, the Learning and Development Officer will participate in developing discipleship and ministerial support across the Synod through arranging and facilitating effective and relevant training for ministers (stipendiary and non-stipendiary ministers of Word and Sacraments and ministers in Church Related Community Work) and contributing to the development of ministry within congregations. To be responsible also for organizing, advocating and delivery of learning opportunities.

Main Responsibilities and Duties

Duties include advising on and procuring external training and expertise for specific events/programmes as required.

Education for Ministry 1

- To tutor the United Reformed Church's *Introductory Course on the United Reformed Church – worship, structure, history, ministry* for successful candidates prior to entry into EM1;
- To identify and provide pastoral support for students in EM1 at Northern College, Scottish College and Westminster College;
- Liaising with the students' personal tutors, to confirm courses to be followed by North Western Synod students at the three colleges.

Education for Ministry 2

- Identifying and organizing pastoral supervision of post ordination education and training.

Education for Ministry and Training 3

- To arrange continuing ministerial education for ministers (both stipendiary and non-stipendiary), as needed, in conjunction with Resource Centres for Learning (RCLs) and relevant training schemes;
- To support the sabbatical provision of ministers;
- To be involved in the planning and running of Winter and Summer Schools;
- To encourage the discipleship and spiritual support of ministers.

TLS and Equivalent Programmes

- To act as regional co-ordinator and support students;
- To facilitate and support programmes.

Management and Administration

- To maintain contacts with similar posts within the URC and partner denominations;
- To prepare and monitor an annual training budget;
- To maintain records of work undertaken in pursuit of the above objectives and duties.

3. JOB DESCRIPTION (2) – Support and Development Tutor NORTHERN COLLEGE (NoCo)

Purpose of the Role : Reporting to, and liaising with, the Principal, the post holder will be a Support Tutor for students. This will include some personal and placement support, and associated administration. We would welcome the Support Tutor's presence at (some) NoCo staff meetings. The post holder will also work to develop NoCo as a Resource Centre for Learning (RCL) in the wider URC, including the development of resources for lay training (See Information (2)).

Main Responsibilities and Duties

This is a new role within NoCo, and it is anticipated that the post-holder will develop the role in consultation with the Principal, other tutors and the Board of Governors, and with others in the wider URC. The rationale for the post is set out in Information (2) to help applicants understand the basis upon which the specific duties of the Support and Development Tutor will evolve.

Support for EM1 students

- To liaise with the Principal and college-based tutors of Northern College to identify and provide pastoral support to students from NW Synod and some other synods (see Information (2))

Developing Northern College as an RCL

- To develop the relationship between NoCo and NW Synod, to support lay training in particular;
- To liaise with other Northern Synods in their provision of lay training;
- To liaise with the *Walking the Way* task group as they develop the successor to TLS to ensure that Northern College is offering all it can into that process;
- Liaising with the Principal to develop this role as its potential unfolds;
- Support the raising of awareness of the work of NoCo through social media and website;
- As reasonable time allows, to preach/lead worship in local churches in NW Synod and occasionally in other Synods.

Local Church Leadership

- To co-operate with NW Synod to provide initial and in-service education for local church leaders;
- To develop, with due consultation (see Information (2) below) a lay leadership training programme.

Administration

- To undertake such administrative work as is necessary for good record keeping and other necessary communication.

4. PERSON SPECIFICATION

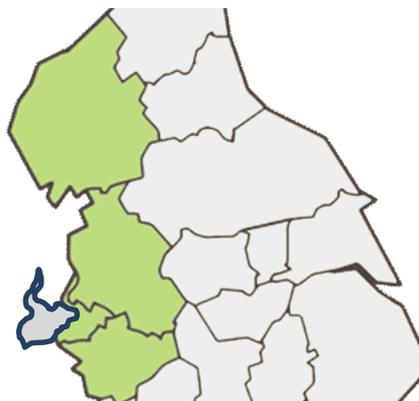
The post holder will be:

- an ordained minister of Word and Sacraments, or a commissioned minister of Church-Related Community Work with EITHER a good experience of ministry within the URC OR of good standing within denominations participating in CTBI and/or the World Council of Reformed Churches and with a willingness to undertake training and research to familiarise her/himself with the URC today.

and have:

- a passion for the learning journey of the whole people of God;
- experience of working both collaboratively and independently;
- ability to work effectively as a member of a team and in response to line management;
- ability to take initiatives and to organise a personal timetable effectively;
- facilitation and enabling skills;
- ability to introduce change;
- theological openness and the ability to reflect theologically;
- a willingness to work with those who have a different theological outlook or understanding of church life;
- tact, patience and perseverance;
- an ability to deal with a steep learning curve;
- the ability to maintain a healthy work/life balance, seeking appropriate support if stressful situations arise;
- a commitment to personal life-long learning and vocational development;
- skills in word processing, desktop publishing (preferable) and email;
- efficient organisational and administrative ability;
- a current driving licence and a willingness to undertake extensive travelling.

5. INFORMATION (1) – NORTH WESTERN SYNOD



The Synod stretches some 150 miles from the Scottish borders into parts of Derbyshire and Cheshire. It includes some of England's most spectacular scenery as well as some of the country's most deprived areas. There are local contrasts, too. Second homes in West Cumbria sit close to declining industrial and mining communities. The growth of Media City and the regeneration of Salford Docks have brought a buzz to the locality, yet the area lies cheek by jowl with one of the most disadvantaged parts of Salford. The old mill towns in East Lancashire have struggled to bring in other industries with the decline of cotton spinning and, at the same time, build new communities with the large Muslim population who have come into the area. Manchester has a broad ethnic mix.

Most of the area is well-served by transport and there is a frequent rail service to London. East/West journeys are facilitated by the M62 and the M60 encircles Manchester. Car journeys North and South are served by the M6 and the advent of the tram has meant that journeys in and around Manchester are much easier.

The Structure of the Synod

The Synod is organised into four Areas: Cumbria, Lancashire, Central and South. Each area is served by a pastoral committee which the Moderator is a member of. The Synod meets twice a year, in March and October; meetings rotate around the Areas.

The Synod has four standing Committees:

- **The Synod Resource Committee**, which also functions as the Trustees of the Trust Company, meets five times a year and looks at all aspects of property and finance across the Synod.
- **The Learning and Ministry Committee** meets three times a year and attends to all matters pertaining to the learning support of Stipendiary and Non- Stipendiary Ministry of Word and Sacraments, and ministry of Church-Related Community Work, Lay Training, Young People and Children. It is also concerned with candidates for ministries within the NW Synod of the URC and supports Learning and Development Officers within the Synod and the mission of the synod.



Ministers' Day at the Barton Grange Hotel, May 2016

- **The Pastoral Committee** meets four times a year and sets broad policy and is currently concerned with deployment matters, whilst Area Pastoral Committees attend to oversight of churches and ministers on a more local basis. It is a support mechanism for the convenors of the Area Pastoral Committees.
- **The Executive Committee**, convened by the Moderator, meets four times a year and is made up of the Committee Convenors, Officers of the Synod and representatives from the Area Committee along with the Synod representative to the Mission Committee. It functions as the Executive of the Synod.

The Synod Areas

Cumbria Area

The Cumbria Area currently comprises 17 congregations of which two are longstanding LEPs with the Methodist Church, with a United Area in Barrow and Furness. Currently the Area is scoped for 6.5 stipendiary ministerial posts, has 1 non-stipendiary and 1 special category ministry. There are at present 17 retired ministers resident in Cumbria. Many of the congregations have small elderly memberships.

Cumbria is predominantly rural containing the Lake District National Park and part of the Yorkshire Dales National Park. Carlisle and Barrow in Furness are the main urban areas and there is some deprivation within these locations as well as in Workington and Whitehaven on the coast. Rural deprivation is also an issue. The local economy centres on agricultural, tourism, nuclear and shipbuilding industries as well as the service sector.

Key to the United Reformed Church's mission and ministry in Cumbria is the journey embarked on with the Church of England Diocese of Carlisle and the Cumbria Methodist District to identify ecumenical working as a priority in their Growing Disciples strategy. A Declaration of Intent committing our three denominations to growing together as an ecumenical county was signed on Advent Sunday 2011. The Declaration includes specific commitments to working together in mission, ministry and in the strategic use of church buildings.

Work on these three priorities has continued and the three partners are working towards the formation of ecumenical Mission Communities around the county. These will be groups of traditional and pioneering local congregations working together in these three areas led by ecumenical lay and ordained ministry teams, and that each Mission Community will have a single ordained, stipendiary Leader.

Lancashire Area

The Lancashire Area of the North Western Synod occupies, as its name implies, an area covering most of the county of Lancashire. It is almost coterminous with both the Blackburn Diocese and the Methodist Lancashire District areas and stretches from Blackpool in the West to Burnley in the East and from Chorley in the South to Morecambe/Lancaster in the North.

The Area comprises 45 churches and there are currently 8.5 full time stipendiary Ministers of Word and Sacraments and 1 Elder in Charge (Pastor) serving in the Area. There are 24 Assembly accredited, and 10 locally recognised, Lay Preachers as well as several retired

Ministers who lead worship around the Area without whom it would not be possible to maintain worship leadership in our churches on a weekly basis.

Local Ecumenical Partnership have been formed and others are being considered. A Church Related Community Work minister is working with a 3 church Pastorate in Blackburn and the Chorley congregation has permission for a CRCW to work with them.

Central Area

The Central Area comprises, more or less, the northern half of Greater Manchester. This is a diverse area, mostly urban but with some rural churches. The size of the Area does make it difficult for some people to feel that they really belong. The Area was formed by the merger of two former Districts.



Greater Manchester Churches Together Senior Leaders meeting with Christian Aid's regional representative

It consists of 40 congregations in 22 pastorates served by 1 CRCW and 14 ministers of whom 4 are non-stipendiary, 1.5 are Special Category Ministry posts; and 2 are of other denominations. The CRCW post is at Tonge Moor in Bolton. The two SCM posts are in Salford and is linked to the Oasis Academy and Media City and the other is in Oldham working in Town Centre Chaplaincy. These are exciting developments.

There are a number of longstanding and effective LEPs in the Area and others are being explored and developed. Several of our churches are facing real challenges with their buildings but there are others in Bury and Rochdale that have recently moved into new premises and the foundations of a new building have just been laid at Macedonia in Oldham after many years of frustration and delay.

South Area

South Area is a very diverse geographical, cultural and social area, stretching from the large student area around the universities and the racially mixed areas of Moss Side and Longsight to the affluent suburban areas of Wilmslow and Altrincham in the south and Tintwistle and Glossop in the east close to the Peak District National Park.

It consists of: 34 churches (including 8 LEPS), 20 pastorates, 1 Mission Project, 10 URC ministers, 1 SCM, 3 Methodist ministers and 1 Baptist student minister. In addition it has: 13 Assembly Accredited and 11 Locally Recognised Lay Preachers. The Area also includes Northern College at Luther King House.

Education

Learning and Development teamwork

The Synod is in the process of developing a new pattern of supporting churches and ministers in learning and development and mission issues. Leo Roberts currently has the full time responsibility for Children and Youth Work in the Synod and Safeguarding matters (though we are looking to work jointly as a Synod with Mersey on this aspect). We will be exploring at Synod in October 2016 the development of local ministry enabler posts for the development of elders, lay preachers,



Ministers and Lay Preachers Weekend at Carver Church/Windermere Centre (January 2016)

local leaders and other local congregation matters. We hope that this will be an exciting move towards having a training team, of which this post will be a part. We currently share a Mission Enabler with Northern Synod to work with congregations to share their faith and explore and develop fresh expressions of being church.

Education Resources in the Synod

The Synod has the exceptional benefit of containing major elements of the Church's educational resources in Northern College in Manchester and the Windermere Centre in Cumbria. Northern College is part of the Luther King House Educational Partnership in Manchester. It is also one of four Resources Centres for Learning in the Assembly's plan for training. The Synod's training strategy provides a budget enabling people to make use of these resources.

Other useful information

- Global partnership: the Synod has a Global Partners link with Chia-Yi Presbytery of the Presbyterian Church of Taiwan and during the summer of 2016 young people from the Presbytery will be making a visit to us in the UK.
- During 2016 the Synod has been engaged in extensive consideration of deployment issues and "Future Patterns of Ministry" within the Ministers' Day in May, 8 Roadshows across the Areas in June/July attended by approximately 500 Elders and Ministers, and behind the scenes work by the Steering Group set up by Synod Executive.



Synod. This work has included a

A Choir from the Chia-Yi Presbytery at St Peter's House

6. INFORMATION (2) – NORTHERN COLLEGE

Northern College (United Reformed and Congregational), Manchester has roots in the historical colleges in the Congregational tradition. Prior to the birth of the URC in 1972, Lancashire Independent College was joined by Yorkshire Independent College (each with its own rich heritage of dissenting academies) to form Northern College at Whalley Range, Manchester.



In the summer of 1985, NoCo moved to the present site at Luther King House (LKH) which had previously been the Baptist College building. We are part of an ecumenical theological partnership for education. Today's colleges:



- LKH Open College (non-denominational) – with 'highly-regarded' status granted by the Home Office, receives students from many denominations both in this country and abroad;
- NBC (Baptist);
- Northern College;
- UCM (Unitarian);
- Urban Theology Unit (Sheffield).

NoCo receives students for the ministry of Word and Sacraments and Church-Related Community Work. Students train (usually for four years) full- or part-time on a programme of academic work, formation and placement. We welcome Congregational Federation students who undertake post-graduate study, and are also the preferred place of training for students from the Moravian Church.

Academic qualifications are validated by Manchester University: most of our students are on BA programmes, but working towards a Diploma, MA or research degree is also possible. Teaching and worship is shared ecumenically, and each college has, in addition, a formational programme. Students are supported through a system of small tutor groups.

The Principal is Revd Dr Rosalind Selby; we have three other teaching staff (Revd Dr Graham Adams, Revd Dr Noel Irwin, and Revd Dr Kathy White); we are supported by our college administrator, Mrs Christine Thornborough.

The staff are committed to their contributions to the teaching at LKH, as well as to NoCo's role as an RCL in the wider church. As an RCL, we share in provision of courses for 'open learning' at LKH, and work with synods and local churches – eg accepting invitations to lead lay-preaching events, other lay training, and ministers' Winter or Summer Schools.

NoCo is an independent charity, with its own Board of Governors who are supportive of our work and prayerfully concerned for all staff and students. The officers of the College are: Revd Dr Robert Pope (President of the Board of Governors), Revd Brian Jolly (Secretary to the Board of Governors), Revd David Jenkins (Convenor, Educational Reference Group), Mr Steve Wood (Treasurer), Revd Dr Rosalind Selby (Principal).

Background to the Northern College Role

NoCo’s Charitable Objectives : As an independent charity, NoCo has the following objectives: “The object of the College is to advance the Christian Religion in accordance with the tenets of the Churches by providing education and training for: (1) candidates for the ministries of the Churches, (2) Ministers of, and lay people in, the Churches, and (3) Ministers and lay persons from other denominations, and in such other ways as the governors think fit.”

Living out the Objectives of the College : This analysis of our work illustrates how NoCo works to these charitable objectives:

Training for candidates for the ministries of the Churches	Training for ministers of, and lay people in, the Churches	Training for ministers and lay persons from other denominations
<ul style="list-style-type: none"> a. participating in developing and delivering academic programmes at LKH; b. organising and delivering a formational programme; c. arranging and delivering (with NBC) other required courses: d. offering personal support, and challenge as appropriate, through small tutor groups, and one-to-tutorials; e. arranging and supporting programme of placements; f. undertaking the necessary administrative and other support work to underpin this programme. 	<ul style="list-style-type: none"> g. attending meetings of local Synods and associated committees, and responding to training requests; h. input to Moravian Church, CF, UTU and Methodist events; i. supporting TLS and its successor; j. participating in LKH’s Open Learning Programme. The annual Lay Preachers’ Conference in particular is NoCo led; k. responding to requests to preach and to lead other locally-based events. 	<ul style="list-style-type: none"> l. receiving Moravian students, and supporting them in ways that are sensitive to their sending denomination; m. participating in continuing ministerial training; n. responding to requests from other denominations for continuing lay training.

Ethos : We seek to provide contextual formation for students for their ministries, and their continuing journey of faith and discipleship, tailored to each student in a pastoral and supported community of learning, worship and fellowship. NoCo is committed to an inclusive ethos across theological, gender, sexuality, ability and cultural difference.

Support for Students

NoCo students do not need to move to Manchester to undertake their EM1 training (and most do not), but they travel either for 2 days per week in term time (full-time students), or for 6 weekends a year (part-time students). CRCW students have a more complex pattern of attendance. All students undertake a series of placements appropriate to their future ministries which are set up near their homes.

NoCo students travel from around the URC and the Moravian Province. The post holder would be asked to support students from the first block of synods in the table (but to remain flexible to offering other support should particular situations arise). Our cohort of students for 2016-17 will travel from:

Synod	FT MWS	PT MWS	CRCW	Total
North Western	5			5
Mersey	2			2
Yorkshire (including 1 Moravian student)	1		1	2
West Midlands		2	2	4
East Midlands (including 1 Moravian student)	2	1		3
Wales	1			1
South Western (one of whom is officially a NW Synod student)	3		1	4
Wessex	1	1		2
Southern		1	1	2
Thames North (including 1 Moravian student)		2		2
TOTALS	15	7	5	27

Those living at considerable distances from the college can feel isolated, especially during the vacations. Consultations with the students have shown that most students would appreciate support from the college offered nearer to their homes. This might take the form of an individual visit/taking a student out for coffee or lunch, and/or forming geographical 'cell' groups that bring students (and their families on occasion?) together – and/or other creative 'solutions'. Students living furthest away from the college will be supported, we anticipate, by the filling of a second 50% post (shared with another URC Synod).

Students are all in small tutor groups in the college setting; college tutors visit to set up the placements and to visit once each academic year. In addition, annual reviews are usually held at venues convenient to the placement/synod. The post holder would be expected to share with other tutors in these visits.

Each summer, the geography of the cohort of students will change, as some leave and new students join NoCo. The Support and Development Tutor will continue to liaise with the Principal as the role adapts to support the students in this evolving situation.

Developing Northern College as an RCL to support the wider church

The changing face of training in the URC means that lay people, and ministers in EM2 or EM3, are less able or willing to travel to training but look to providers to put on courses more locally. The URC is also facing the challenges of deployment and we are all aware that elders, lay preachers and other lay people are already playing a greater part in the life of their local church than has been the case historically; we already appreciate the ministry of local church leaders and are all aware that their involvement will need to increase.

There is a task group working under the title *Walking the Way: Living the Life of Jesus Today*, and it is looking at the encouraging of discipleship within the URC, and also at a successor course to TLS. This valuable work may leave a gap in the equipping of people between the TLS successor and an EM1 course which prepares a person for set-apart ministry. NoCo wants to explore how, in liaising with the other work that is taking place within the URC, it might serve the wider church – either by developing a formal programme for local lay leaders, or by offering the courses and events that NoCo already offers but making them more widely available – or a combination of both these approaches. We do not want to ‘cut across’ work that is being undertaken, so that keeping conversations open will be vital. We would wish the work to be undertaken in the spirit of what we can share with others, and not to suggest that we have expertise that others do not: we are seeking to share capacity.

For example: several NoCo tutors are involved in organising and delivering a popular lay preachers’ and worship leaders’ course at Luther King House, Manchester, each May. We would welcome the opportunity to deliver a version of the same course (perhaps a day event) at a venue (or venues) accessible to the more distant synods. Another example is the course we have developed which supports lay people in the preparation and leading of funerals. We have already begun to offer this in different synods.

7. TIMETABLE AND PROCESS TO APPOINTMENT

Submission of Application : a candidate's application should be submitted as:

- (i) a letter (of no more than 3 sides of A4) setting out how the applicant believes s/he is the right person for the role;
- (ii) a CV (of no more than 3 sides of A4), focussing on ministerial and any training experience.

Referees : the names and contact details of three referees will be required:

- a. the applicant's current moderator (or, in the case of candidates from other denominations, their equivalent 'senior minister', or College Principal, dependent upon the current or most recent role held by the applicant);
- b. a person who has knowledge of the applicant's capacity as a trainer;
- c. one other person.

Timetable :

The **closing date for applications** (which should be submitted to the North Western Synod office marked for the attention of the moderator, Revd Andrew Mills) is **2nd September 2016**.

Shortlisting will take place during the week beginning 5th September 2016. Short-listed candidates will be informed by the end of that week.

Interviews will be held on **16th September 2016**.

Presentation and Interview :

The interview panel will consist of five people: Revd Brian Jolly (chair), Revd Andrew Mills, Revd Dr Lesley Husselbee, Revd Dr Rosalind Selby and Revd David Salisbury.

Interviews will be held at Luther King House, Brighton Grove, Manchester, M14 5JP.

The total interview will not last longer than one hour.

The short listed candidates should prepare a presentation to last no longer than 10 minutes, and lead a discussion for no longer than a further 15 minutes, entitled "**The Role of Lay Ministry in your Pastorate**". The interview panel should be addressed, during the presentation and discussion, as if they represent a group of elders and lay people from a 3-church pastorate.

The interview panel will make its decision the same day, and will notify all short-listed candidates within 48 hours of the outcome of their decision.

Appointment is subject to the receipt of affirming references.

8. PRACTICALITIES, TERMS AND CONDITIONS

The outline below will form the basis of the terms of the contract to be signed between the NW Synod, Northern College and the *Post Holder*.

In general terms, NW Synod and Northern College will seek to follow the URC's *Plan for Partnership* (<http://www.urch.org.uk/images/Finance/Plan-for-Partnership.pdf>)

Accountability and Support

The post holder will be responsible to, and report to, NW Synod's Learning and Ministries Committee for the Synod's 50% of the role. The Principal of Northern College will also conduct an annual appraisal of the College's 50% role, and the post holder will be expected to liaise regularly with the Principal on the development of this part of the role.

The post holder will also have a line manager appointed by the Synod who will offer support and guidance to the post holder. The Principal of Northern College will line manage the 50% role, and the two line managers will liaise together to offer support and feedback. The post holder will develop a work-plan with the line manager to be shared with the L&M Committee and with the Principal of NoCo to provide accountability.

Personal Training and Development

An induction programme will be provided by the Synod through the Synod Clerk and/or line manager. The Principal of NoCo will offer an induction day. As with all ministers, the Officer will be required to undertake appropriate in-service training.

Terms and Conditions

THE UNITED REFORMED CHURCH NORTH WESTERN SYNOD and NORTHERN COLLEGE, MANCHESTER

This Settlement Agreement is made between
The United Reformed Church North Western Synod, Northern College, Manchester
and
(*the Post Holder*)

Scoping: If the successful candidate is a URC minister, the post will be part-time (50% scoped) within North Western Synod, and part-time (50% employed) by Northern College. If the successful candidate is a minister of another denomination, the post will be 50% employed by North Western Synod and 50% employed by Northern College.

Stipend/Salary: The minister will receive the stipend appropriate for a pastorate of this scope from the central Maintenance of the Ministry payroll office (or equivalent salary from North Western Synod); 50% of the stipend (as attached to the NoCo part of the role) will attract the uplift for RCL tutors *pro rata*. NoCo will 'second' the 50%

role from the URC (or North Western Synod) so that the whole stipend is paid and taxed (etc) in one payrolling procedure.

Housing: EITHER a manse will be provided within NW Synod, with payment in full of the council tax, water rates and buildings insurance; OR the post holder will be paid £6,000 p.a. (taxable) as a housing allowance.

Travel: North Western Synod and Northern College will reimburse the post holder for using his/her own vehicle; the post holder will be expected to keep separate and appropriate expense records and to submit them monthly. A car is essential for this role, and therefore North Western Synod and Northern College will also pay the fixed car allowance as determined in the *Plan for Partnership* (currently £1,200 per annum).

Administration, Telephones and Computer: North Western Synod and Northern College will reimburse the minister for all administrative expenses, including stationery and postage, upon submission of a written claim; the post holder will be expected to keep separate and appropriate records. EITHER a manse telephone and access to broadband will be provided by North Western Synod and Northern College, and the minister will be expected to make reimbursement for private/family telephone calls; OR the post holder will receive a monthly telephone 'grant' of £35 (after tax). A laptop computer will be provided – specification for the computer and details of telephones and broadband will be negotiated and agreed prior to induction.

Holidays and regular days off: North Western Synod and Northern College will honour the recommendation that the ministerial working week, translated into hours in a four week period, should be not less than 160 hours and not more than 192 hours, pro rata for part-time ministers. North Western Synod and Northern College will follow recommendation regarding holidays in the *Plan for Partnership*; 5 weeks holiday per year, including 5 Sundays, and one additional holiday Sunday, *pro rata* for part-time ministers.

Sabbatical Leave : A sabbatical will fall due after 10 years of service as recommended in the *Plan for Partnership*; the timing of a Sabbatical that falls due must be negotiated with NoCo.

Book Allowance : North Western Synod and Northern College will offer a book allowance of up to £300 p.a. to be offset against the purchase of books, computer software, resources, etc. The post holder will submit dated receipts for all purchases.

Removal Costs: North Western Synod and Northern College will accept their shares of removal expenses as recommended in the *Plan for Partnership* – three quotations must be submitted and (unless negotiated otherwise) the lowest must be accepted.

Adherence to Policies : North Western Synod and Northern College policies will be made available at induction, or earlier upon request.

Re-negotiation and Review : The appointment is for five years in the first instance. Subject to satisfactory review, there may be a reappointment for a further period of

five years, but this is not automatic. There will be review after twelve months in post and again in the fourth year. There will be a review of the job description at each annual appraisal; in particular, the geographical location of the cohort of NoCo students will vary each year, and the post holder will him/herself be developing the work of NoCo as an RCL.

Giving Notice: Upon receiving a call to another pastorate or post, or otherwise resigning from this post, the minister will normally be expected to give the pastorate three months' notice of their intention to move/resign.

Generally

The minister and Synod will seek to follow the Plan for Partnership, and together with Northern College the provisions of the Basis for Union.

Signed Minister

..... for the Synod

..... for Northern College

Date