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**Settlement Agreement - Stipendiary Ministers of Word & Sacraments**

**This Settlement Agreement is made between**

**The United Reformed Church Southern Synod**

**AND**

**The Pastorate of ………………………………………..**

**AND**

**[The Minister]**

**1. General**

The Synod, Pastorate and Minister will be bound by the Plan for Partnership in Ministerial Remuneration (“Plan for Partnership”) and the provisions of the Basis of Union. The Minister and the Elders of the Pastorate will exercise their respective ministries in accordance with the relevant Guidelines for Conduct and Behaviour.

**2. Scope**

The pastorate has been declared to be a [***full-time/part-time***] scope by the [**…………………**] Synod Area/United Area. [***It is not a time-limited appointment/It is a post limited by time to ….. years/ and is subject to review after …. years***].

The Synod and the Pastorate will honour General Assembly’s 2010 Resolution that the ministerial working week for a full-time scope (and reduced pro-rata for part-time scopes), translated into hours over a four week period, should be not less than 160 hours and not more than 192 hours.

It is agreed that the basic pattern for the Minister’s time and conduct of worship at each church will be … Insert scoping for each church or piece of Synod work.

 (could list expectations here for example

* weekly conduct of morning worship at one of the two churches
* Pastoral care for the congregations
* Chairing of Elders and Church Meetings
* Support for and participation in spiritual nurture, outreach and mission initiatives
* Participation in Local Mission and Ministry Review process as operated within Southern Synod

The appointment will commence on [**……………………**]

**3. Stipend**

The Minister will receive the stipend appropriate for a position of this scope from the Maintenance of the Ministry payroll office. The stipend will be paid without supplement. Other payments (such as Children’s Allowances and Housing Allowances) will be paid in accordance with the Plan for Partnership.

**4. Housing**

1. A manse is provided and maintained in accordance with the URC Southern Synod Manse Policy. The Minister will live from the week commencing [**…………………..**] in the manse provided at [**………………**]. Both Minister and Pastorate will conform to the Synod Manse Policy.
2. The property is provided for the exclusive occupation by the Minister and [***his/her***] immediate family for the duration of the period of ministry, for the better execution of their duties as a Minister. The Minister is expected to exercise reasonable stewardship of the property.
3. The Minister is responsible for repairing any uninsured damage to the property, other than normal wear and tear, and for returning the property in the condition it was received when the property is vacated, viz. clean, tidy, in good order and empty of personal possessions. The Minister is also expected to keep all gardens belonging to the Manse in a good and tidy order.
4. The pastorate will identify a person or working group (referred to in section 6 of the Synod Manse Policy 2018) responsible for maintenance of the fabric, fittings and services.
5. The Minister will co-operate with the Pastorate and Synod in allowing reasonable access to the Manse for maintenance and annual inspection. The Minister will report to the ~~[~~***~~Elders’ Meeting/Synod~~***~~]~~ person or working group identified in the preceding paragraph any matter that could lead to the deterioration or damage to the property and any defect that may present a Health and Safety risk to occupiers or visitors to the Manse.
6. No person may operate a business from the Manse unless specifically agreed in writing by the Synod Trust Company.
7. Where a person aged 18 or over who is not the minister or their spouse/partner is residing in the manse on a permanent basis, they must sign an agreement to say that they will not reside in the manse any longer than the minister.
8. The [***Pastorate/Synod***] will pay the Council Tax, Water Rates and any other tax(es) on the manse. The [***Pastorate/Synod***] will insure the building and accepts responsibility for the maintenance and decoration of the manse. The [***Pastorate/Synod***] will obtain an annual Gas Safety Certificate.
9. The provision of heating, lighting, carpets and curtains are the Minister’s responsibility.
10. The Minister is to ensure that the smoke alarms (and fire and intruder alarms if fitted) are useable and used.
11. The pastorate will accept its share of removal expenses as recommended in the ‘Plan for Partnership’

[**AND** ***Specific terms relating to a Synod’s Manse Policy may be added here, with appropriate and necessary amendment to the standard terms above.***]

[**OR *The Minister will live in a house within the pastorate area, towards which the [Pastorate/Synod] will pay a Housing Allowance in accordance with the Plan for Partnership.***]

**5. Travel**

The Pastorate will reimburse the Minister for using [his/her] own vehicle for business purposes, and will be reimbursed at the rates advised from time to time by the URC Finance Committee. At the time of entering this agreement, the rate payable is 45p per mile of business use up to 10,000 miles per year, and 25p per mile thereafter. The Minister will keep a log of all mileage incurred for business purposes. The Pastorate will also pay a Fixed Car Allowance in accordance with the Plan for Partnership for Ministerial Remuneration. At the time of entering this agreement the allowance is £1200 p.a., subject to a deduction for tax and National Insurance paid to the Minister in twelve equal monthly instalments through the Maintenance of the Ministry Payroll Office.

[**OR** ***The Pastorate will provide a car for the Minister and will be responsible for all maintenance, servicing, repairs, tax and insurance. The Minister will reimburse the Pastorate for all private mileage at the rate advised from time to the time by the URC Finance Committee.***]

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 the Synod and/or the URC Finance Committee.

**6. 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) and access to the internet via broadband will be provided by the Pastorate. Details of telephone services including broadband will be agreed prior to the Induction. The Minister will reimburse the Pastorate for private telephone calls.

A computer will be provided by the Pastorate, and should be upgraded or replaced to an appropriate modern standard at intervals throughout the period of ministry. Specification for the computer will be negotiated and agreed initially prior to induction.

**7. Reimbursement of Expenses**

[***For the purposes of expenses, shared costs relating to the Manse, car, and administration, etc. shall be split in the proportion of X% (X URC): Y% (Y URC): Z% (Z URC). Shared costs should be claimed by the Minister from the Treasurer at X URC. Expenses relating solely to one identifiable congregation within the pastorate should be claimed from the Treasurer at that church.***]

The Minister shall submit a written claim for the reimbursement of expenses wholly, necessarily and exclusively incurred in the performance of the Minister’s duties on an agreed regular basis and not less than quarterly. Except for minor expenditure, all claims should be accompanied by a receipt. The Pastorate will reimburse properly claimed expenses without undue delay.

**8. Education for Ministry**

All United Reformed Church Ministers of Word and Sacraments are expected to undertake annual study as part of their Education for Ministry and will support the Minister in taking leave for this purpose.

When a Minister moves from one placement/appointment to another they may take, by agreement with the relevant Synod Officers, up to four weeks Education for Ministry time in that year (rather than the normal two weeks’ allocation) to allow them to undertake specific 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 (Report to General Assembly 1998, pages 124 and 126).

The Pastorate will encourage the Minister to attend an annual Synod School, for which the [***Pastorate/Synod***] will pay.

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

For any Sundays involved in the provision above, the Pastorate is responsible for arranging and paying for pulpit supply.

The Pastorate will offer an annual allowance of £250, payable against actual expenditure on books, resources and computer software.

**9. Mandatory training**

All active United Reformed Church Ministers of Word and Sacraments are expected to undertake mandatory training as part of their Education for Ministry. This will include Safer Sacred Space Boundary training (Mission Council November 2013) and Safeguarding Training (GA 2018) as well as Pastoral Supervision (Mission Council July 2020).

The Minister will engage in 6 sessions of Pastoral Supervision per annum. Funding will be in addition to the existing allocation for ministerial training. Pastorates are strongly encouraged to pay towards the costs of their minister’s pastoral supervision, normally 50%. Remaining costs will be met by Assembly funds.

**10. 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 iii)* – viz. five full weeks’ holiday per year (including five Sundays) plus one additional holiday Sunday.

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

**11.Sickness and Compassionate Leave**

Ministers are reminded that they should notify their Synod Office and the MoM Office if they are unable to work for more than three days due to sickness. This enables the proper records to be maintained.

The first seven days of sickness may be self -certified (by letter, email or telephone) but after that all continuing sickness must be covered by a doctor’s statement of fitness for work (‘Fit note’). Copies of these notifications should be sent to the Synod Moderator and MoM Office.

Both MoM and Synod offices should also be informed when the minister returns to work after a period of certificated absence.

In cases where the Minister is not off sick but there may be a genuine need for compassionate leave, the Minister should contact their Synod Moderator who may, in appropriate circumstances, grant up to fourteen days’ leave.  Again, this allows for good record keeping as well as pastoral care of both the Minister and the Pastorate.  It is not sufficient to simply ask the local church for permission or indeed to go absent without permission.

**12. Renegotiation 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 through the Synod Pastoral Committee.

In particular, it is recognised that, following appropriate consultation, an alteration to the scoping of the pastorate may be necessary during the course of the ministry. Any suggested changes from the pastorate or the minister will be subject to the agreement of the Synod through the local Synod Pastoral Committee.

**13. 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.

Signed

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minister

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ……………………………. [~~for the Pastorate~~for ?? church]

 Repeat for each church in the Pastorate

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ………………………………[for the Synod]

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_