

STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Employer: The Beacon Whitchurch Limited whose registered office is at The Beacon, 28 Chester Road, Whitchurch, Shropshire, SY13 1ND

The Employee: *****

This Statement gives details of the main terms and conditions of your employment and is correct as at *****

Continuous Employment:

Your employment with the Employer began on / begins on ***** .

Job Title:

- Your job title is: Church Worker.
- You are employed principally to undertake the tasks outlined “Main Duties/Responsibilities” included within this Statement, and which will be reviewed on a regular basis by mutual consent.

Job Location:

Your job is primarily based at The Beacon Church Office, 5 Post Office Court, St John’s Street, Whitchurch, SY13 1QT although it will be necessary for you to work at various locations in and around Whitchurch in the fulfilment of your duties.

Salary:

- Your salary is calculated at the rate of £***** (depending on experience) per annum, or such other sum as we may from time to time agree.
- Pay interval: monthly.
- Pay day: 25th day of each month.
- Method of payment: BACS.

Hours of Work:

- Working Week: 37.5 (thirty seven and a half) hours per week.
- Working Day/Days: the pattern of days to be worked is to be agreed mutually with the Line Manager in such a way as to ensure the Main Duties/Responsibilities outlined below may be undertaken.
- Working Hours: flexible and by arrangement between the employee and the employer - the employee will be responsible for recording hours worked on a time-sheet provided by the employer.
- Participation in existing church meetings will not be considered to be included in the paid working week

Holidays:

You are entitled to 4 weeks paid holiday per year, and 8 statutory or bank holidays.

Sick Pay:

- There is no contractual entitlement to Sick Pay other than Statutory Sick Pay.
- For periods of absence up to 7 days, including non working days, you must submit a self certificate.
- For any period of absence through sickness or injury you must provide a certificate from a medical practitioner

Pensions and Pension Scheme:

You will be enrolled into a workplace pension to which both Employer and Employee will pay at least the minimum statutory payments. If you are already enrolled in such a scheme the Employer will consider contributing to that scheme rather than initiating another.

Notice of Termination:

- After 4 weeks’ service you are entitled to one month’s notice of termination of employment, rising to two months after two years of continuous employment, and to three months after 5 years continuous service.
- You must give three month’s notice of your intention to terminate your employment.
- The Employer may, at its discretion, pay you in lieu of notice

Maternity/Paternity/Adoption leave:

You are entitled to statutory Maternity, Paternity and/or Adoption leave, and to return to work afterwards, subject to compliance with any statutory requirements in this respect, including notifying the Employer and providing medical certificates.

Disciplinary Procedure:

Your employment is subject to the ACAS Statutory Disciplinary Procedure in force from time to time, a copy of the current terms of which is attached.

Grievance Procedure:

Grievances will be dealt with under the ACAS Statutory Grievance Procedure in force from time to time, a copy of the current terms of which is attached.

Purpose and Objectives:

- To assist the Church Leaders in the running of the Beacon Church, including taking responsibility for specific elements of the church’s life.
- To produce work that results in a high quality service and support to church members and the general public.

Accountability:

Your primary point of contact and line manager will be Ken Holland on behalf of the Employer’s Leadership Team, or such other person as maybe advised to you from time to time.

Main Duties/Responsibilities:

It is the desire of the Beacon Church Leadership Team that your efforts are concentrated on the primary responsibilities. If time allows, and under direction from your Line Manager, you are required to undertake tasks encompassed within the secondary responsibilities.

The primary responsibilities are:

Worship:

- to head up the Beacon Church Worship Team
- to be personally involved in the worship team (although not necessarily every week)
- to arrange a rota to include visiting worship leaders
- to encourage others to develop skills in relation to worship.

Youth:

- to head up the Beacon Church’s Youth activities
- to encourage existing volunteers and potential youth leaders
- to actively seek to develop clubs/activities for young people including those not presently involved with any church
- to actively seek to develop working relationships with local schools with a view to involvement in school assemblies, and in class work.

The secondary responsibilities are:

- to seek to develop activities that encourage young parents into a relationship with the church
- to assist with the manning/running of any premise the Beacon Church may have in Whitchurch
- to assist with the pastoral care undertaken by the Beacon Church, as directed by, or agreed with, your Line Manager
- such other tasks as the Employer may reasonably require from time to time.

The nature of this position requires that you share the Christian beliefs and values of the Beacon Church and that you conduct yourself both in your work and private life in manner which upholds and promotes those beliefs and values.

I acknowledge having received a copy of the above terms and conditions of employment and agree to same.

Signature

Date