



MAIN TERMS OF EMPLOYMENT

NAME

JOB TITLE

_____.

EMPLOYER

_____ (church name & address).

PLACE OF WORK

Your normal place of work is _____ (location). Please note that you may be required to work at other locations within the area on a temporary or permanent basis as reasonably requested.

EMPLOYMENT DATES

Your appointment is effective from _____ (date).

PROBATIONARY PERIOD

Your appointment will be reviewed towards the end of _____ months and confirmed if your performance and conduct meets our standards.

SALARY

Your salary will be £_____ per year which will be paid monthly by the end of each month in arrears and reviewed annually.

HOURS OF WORK

You will work ____ hours per week, Sunday to Saturday at the following times-----on these days-----or as agreed with your line manager. However, a flexible approach is necessary and you will be expected to work such additional hours as may be required to carry out your duties. You are not eligible to overtime payments but may take time off in lieu with prior permission of your line manager.

ANNUAL HOLIDAY

The holiday year runs from _____ (dates). Your annual holiday entitlement is 4 weeks' per year excluding public holidays.

SICK ABSENCE AND PAY

If you are unable to come to work due to sickness, you must contact your line manager as early as possible (preferably before you start work) so that arrangements can be made to cover your work for that day. You will need to complete a Self Certification Form for any absence up to 7 days and provide a Fitness Note from your doctor on a regular basis for any absence after this.

You may be entitled to Statutory Sick Pay although this is not payable for the first three days of absence. Please refer to the Employment Handbook. You are eligible to occupational sick



pay after completion of your probationary period subject to compliance with the absence reporting and medical certification rules in the Employment Handbook.

CODE OF CONDUCT

A high standard of Christian behaviour is required in respect of your duties.

delete if it is not an occupational requirement for the role to be filled by a Christian and insert the following:

You are expected to be in sympathy and respect the church’s Christian ethos.

NOTICE PERIOD

One weeks’ written notice is to be given either by you or the church in your probationary period. After the completion of your probationary period 4 week’s notice will be given. Your employment may be ended without notice if you are dismissed for gross misconduct

DISCIPLINARY & GRIEVANCE PROCEDURES

Details of our procedures, which are non-contractual, are given in the Employee Handbook.

OTHER TERMS

Further information about your employment is given in the Employment Handbook. .

You are expected to abide by a number of policies and procedures mentioned in the Employment Handbook. These procedures can be amended from time to time to reflect operational, policy or legal changes.

The applicable law of this contract is the law of England and Wales, and it shall be heard exclusively before the Courts of England and Wales.

‘I have read, understood and accept the terms of this employment¹’

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

Please sign both copies, keep one for your own reference and return one to your line manager.

¹ The information contained here and in your Letter of Appointment, form the documents that represent your contract of employment as required under the Employment Rights Act 1996 and other subsequent employment legislation.



Congregational
Federation