

## **B MINISTERIAL VACANCIES      5 Non-Stipendiary Ministers**

### ***Production of the Terms of Settlement for a Non-Stipendiary Minister***

*Terms of Settlement are a local expression of the Plan for Partnership, which is the basis on which ministers act as office holders within the Church.*

*The latest edition of the Plan for Partnership for Ministerial Remuneration can be found on the URC website [www.urch.org.uk](http://www.urch.org.uk). Go to 'Our work', then 'Ministries'.*

*[This text to be edited as shown by inserting the local details and selecting the appropriate option where an alternative is given in italics.*

*It should be agreed in outline before a vacancy is declared. An agreement should be signed before an induction can take place.]*

### ***Preamble***

Before any decision is taken to appoint and induct a non-stipendiary minister, the Pastoral Committee should negotiate with the Elders or other responsible body and the minister the terms of settlement which will apply in their situation.

This document includes a draft **outline** of these proposed terms of settlement which will need to be adapted to each situation and agreed by the minister, Pastoral Committee and responsible body. This must be done before District Council is asked to agree to the appointment.

The term *pastorate* in this document includes any other body which the non-stipendiary minister is serving, e.g. a work-place group, LEP council etc.

Where there are options, the text in *[italics]* may be preferred. Delete the option not chosen.

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### ***This Settlement Agreement***

is made between (name of pastorate or other body): .....

and (name of incoming minister):

and (name of) District Council:

1      The District Council agrees to recognise the minister in the following designation:

.....  
.....

**with a job description set out in the accompanying note.**

2      The minister will live in their own accommodation

*(exceptionally) The minister will live in the manse provided at (address of manse):*

.....  
.....

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*on the terms set out in an accompanying note.*

- 3 The minister will provide a car. The pastorate will reimburse the minister at the rates recommended by the Assembly Maintenance of the Ministry sub-committee upon submission of a written monthly claim.
- 4 The pastorate will reimburse the minister on a monthly basis upon submission of a written claim for all ministerial expenses, including stationery and postages. The cost of telephone calls, plus ..... % of the line rental charge, will be reimbursed.
- 5
  - a The pastorate will make the minister an annual grant for the purchase of books up to the sum suggested by the Synod.
  - b *The pastorate will contribute £ ..... towards the regular replacement of a computer for the minister's use, normally every four years.*
- 6 The pastorate encourages the minister to attend one annual Ministers' School, for which the pastorate will pay, with other Continuing Ministerial Education (CME) as agreed locally.
- 7 The ministry, including these terms of settlement, shall be reviewed by the District Council, normally by the Pastoral Committee, after one year and thereafter every four years or more often if all parties agree. In the case of a non-stipendiary minister working with a stipendiary minister, if the latter leaves their post a review of the non-stipendiary ministry shall take place before a vacancy is declared.
- 8 The terms of this agreement will be reviewed whenever changes are made to the national guidelines.

Signed \_\_\_\_\_ Minister  
  
\_\_\_\_\_ on behalf of the Pastorate or other  
Group  
  
\_\_\_\_\_ representative of the Pastoral  
Committee on behalf of the District Council

Date: .....