**Specimen**

**THE UNITED REFORMED CHURCH**

**xxx SYNOD**

**Settlement Agreement – Church Related Community Worker, xxx**

**This Settlement Agreement is made between:**

**Xxx Church, single congregation [Local Ecumenical Partnership, xxx (The Church)]**

**The United Reformed Church (xxx) Trust Limited (The Trust)** [or xxx Synod].

**and xxxxxxx (The CRCW)**

**1 Scope**

The role has been declared by the xxx Synod to be full time. [80% of this time is with the local Church/pastorate and 20% of this time is for xxx duties in the wider synod]. The deployment to this office is for a maximum of five years in the first instance, but, subject to review, including finance, the post and consequently the role may be renewed for a further five years.

**2 Stipend**

The CRCW will receive a full stipend from the URC Maintenance of the Ministry payroll office.

**3 Housing**

The CRCW will live in the manse, to be provided by the Trust [or Synod]. The Trust [or Synod] will pay the Council Tax, water rates and any other taxes on the manse in full. The Trust [or Synod] will insure the building and accepts responsibility for the maintenance and decoration of the manse in accordance with Synod Manse Policy. A telephone line and broadband will be provided by the Trust as part of the manse purchase.

The Church [and/or the Synod Trust] will arrange for annual Gas and five-yearly Electrical safety certificates to be obtained.

The CRCW will have a duty of care for the condition of the manse and will make good any damage for which they are responsible before vacating the manse.  They will promptly report any damage and faults needing repairs, which will be attended to within a reasonable period.  On reasonable notice, the CRCW will allow access by representatives of the Church [and/or the Synod Trust] so that the need for ongoing repairs and maintenance can be assessed.

Where a person aged 18 or over who is not the CRCW 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 CRCW.

The spouse or partner of the CRCW or any other person must not run a business from the manse unless specifically agreed by the Synod Trust.

**4 Travel**

The Church will reimburse the CRCW for using their own car in accordance with the recommendations of the URC central committee, and for costs of public transport, upon submission of a written claim to the Church Treasurer, at intervals to be agreed, and subject to annual review in the light of recommendations from URC Synod and/or finance department.

The Trust will fund the payment of a fixed car allowance as determined by the Plan for Partnership (paragraph 6.3.4.2.). Currently £1,200 p.a.

**5 Administration, telephones and computer**

The Church will reimburse the CRCW for all administrative expenses, including stationery and postage, upon submission of a written claim. The CRCW will be expected to reimburse the Church for private telephone calls.

The Church will ensure that the CRCW has exclusive use of a computer and will consider the upgrading/replacement of computer equipment and its funding as and when necessary.

The computer equipment is provided for church use through the seven days of the week and, in this context, private use is not anticipated to be significant.

All the above costs will in the first instance be paid by the Church and the relevant expenditures claimed back from the Trust [or Synod]

**6 Education for Ministry**

The Church will support the CRCW in undertaking Education for Ministry, EM2/3 (Page 126 General Assembly 1998).

The Church will encourage the CRCW to take Sabbatical leave as recommended in the Plan for Partnership and the CRCW Guidelines.

The CRCW is expected to attend one annual Synod School and study days, the annual CRCW residential, 3 CRCW cluster group meetings per year, and, on the recommendation of the Synod Development and Support Officers [Training & Development Officer], other appropriate Continuing Education opportunities, for which the Church and/or Synod will pay.

The Church will also support the CRCW for the mandatory pastoral supervision.

The Trust [or Synod]will offer a book allowance of up to £250 to be offset against the actual cost of books, computer software etc.

**7 Holidays and regular days off**

The Church 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.

**8 Removal costs**

The Church will accept its share of removal expenses as recommended in the ‘Plan for Partnership’ *(para 6.3.3/Appendix C).*

**9 General**

The Church will honour the declaration of Equal Opportunities contained in the URC Employment Practice report accepted by General Assembly 1990 and notes the provision for a grievance procedure (“Movement of Church Related Community Workers document, Appendix 9”).

Both the CRCW and Church will be bound by the Plan for Partnership and the provisions of the Basis of Union and be aware of the Guidelines on Conduct and Behaviour for CRCWs and Elders accepted by General Assembly 2010 and the General Assembly 2010 Resolution on the ministerial Working Week.

**10 Re-negotiation and Review**

TheChurch and CRCW are willing to re-negotiate these terms of settlement during the course of an appointment at the request of the Synod or the URC Accreditations (CRCW & SCM) Sub-committee. Any suggested changes coming from the Church or the CRCW will be subject to the agreement of the Trust [or Synod]and the Sub-committee.

In the event of any issues arising between the CRCW and the Church, recourse should be made, in the first instance, to the Synod xxx [Area Pastoral Committee], or directly to the Synod [Ministries Committee].

The terms of thisagreement will be reviewed every two years, and when changes are made to Synod and General Assembly guidelines.

**11 The wider United Reformed Church**

The Church acknowledges that CRCWs are CRCWs of the whole United Reformed Church and have a responsibility to serve the wider church as well as their own local Church. Requests for specific pieces of wider service will be discussed between the Church, CRCW and the URC Accreditations (CRCW & SCM) Sub-committee.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **CRCW**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[for The United Reformed Church (xxx) Trust Limited / Synod]**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ xxxx