

## CONTRACT OF EMPLOYMENT

**This contract sets out the main terms and conditions upon which the PCC of St Stephen Walbrook (employer) employs you (employee) and replaces any earlier documentation relating to the terms and conditions of employment.**

Your duties are set out in Appendix A. These are the normal duties, which the employer requires from you at the date of your appointment. However, it is necessary for all staff to be flexible and all employees may be required from time to time to perform other duties as may be required by the employer for the efficient running of the organisation.

### MAIN TERMS AND CONDITIONS

#### 1. NAME AND ADDRESS OF EMPLOYER AND PLACE OF WORK

Your employer is St Stephen Walbrook and your main place of work is 39 Walbrook LONDON EC4N 8BN and the church of St Stephen Walbrook, London. You may be required to work at such other locations, whether on a temporary or permanent basis, as may be reasonably necessary.

#### 2. NAME AND ADDRESS OF EMPLOYEE:

3. JOB TITLE: CHURCH ADMINISTRATOR

REPORTING TO: PRIEST-IN-CHARGE

4. DUTIES: As set out in Appendix A

#### 5. CURRENT SALARY:

You will be paid a gross salary of £23,360 per annum in equal monthly instalments. Hours worked in excess of your normal working hours will require authorisation and will be paid at the pro rata rate. The payments will be made in arrears by automatic bank transfer to your bank account on or around the last day of each month, or, if the last is not a normal banking day, on the next banking day.

Your salary will be reviewed annually by the PCC of St Stephen Walbrook, normally at the end of December, and you will be informed in writing of any change. No increase is guaranteed, but any variation will take effect from the 1 January.

#### 6. DATE OF EMPLOYMENT

Your employment and continuous service commenced on XX/XX/XX and no previous employment counts as part of your period of continuous employment.

#### 7. PROBATIONARY PERIOD

Your current employment commenced on XX/XX/XX. You will be confirmed in post subject to satisfactory completion of the probationary period. The employer reserves the right to extend the probationary period. During the probationary the Disciplinary Procedure does not apply. During the first month in post employment may be terminated without notice on either side.

#### 8. PENSION

The Pensions Act 2011 requires all employers to automatically enrol eligible employees, onto a Workplace Pension scheme. If you meet the eligibility criteria you will be automatically enrolled three months following your start date. If you do not meet the criteria you will be invited to join the scheme, but under no obligation to join. To find out your eligibility please refer to your line manager.

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## **9. HOURS OF WORK**

Your normal working hours are 28 hours per week over five days, Monday – Sunday (see Appendix A for details). Core office hours are 9 am - 5 pm, but the nature of this role may include evening and early morning work so some flexibility will be essential.

Normal hours may be varied in writing with you by the employer subject to there being no increase in the hours of work per week.

You may be required to work outside the hours stated in this contract. In those circumstances as much notice as possible will be given to you and as much effort as possible will be made to fit in with your wishes and other commitments. Such requirements, however, may arise at short notice.

You agree that the limit on average weekly working time provided by Regulation 4 of the Regulations in the Working Time Directive, does not apply and that you consent for the purpose of this clause shall continue indefinitely. You are aware that you may withdraw such consent at any time, by giving St Stephen Walbrook a minimum of three months' notice in writing of you wish to do so. You confirm that you will sign and return the document attached to this Agreement to confirm your agreement to this clause.

## **10. HOLIDAYS**

You are entitled to twenty-five (25) working days holiday during each completed leave year and at a rate pro rata for each uncompleted leave year (this will be pro rata, based on the number of hours worked, for part-time staff). Additionally, you are also entitled to normal public holidays

If you do not use your holiday during the holiday year, you will not be entitled to payment in lieu of any unused holiday other than the termination of your employment.

At the end of your employment you are entitled to be paid for any accrued leave not taken during the current leave year. A deduction will be made from your final pay for leave taken in excess of your accrued entitlement. On being given or giving notice you will at the employer's discretion either be paid for untaken leave entitlement (rather than being permitted to take leave during your notice period) or may be obliged by the employer to take remaining leave.

## **11. STATUTORY TIME OFF FOR PUBLIC DUTIES/FAMILY EMERGENCIES**

St Stephen Walbrook observes the statutory entitlement of staff to time off for public duties and family emergencies as provided by current legislation.

## **12. SICKNESS ABSENCE**

If you are unable to attend work because of sickness or injury you must ensure that your line manager is informed of your sickness or injury as early as possible on the first day of absence. Failure to follow the correct notification procedure in the event of sickness could result in your not being paid statutory sick pay and could also result in disciplinary action being taken against you including, in appropriate circumstances, dismissal.

For absences of less than seven working days (including weekends and public holidays), a self-certification form must be submitted personally and immediately on return to your line manager. Regular or prolonged absence will trigger a "return-to-work" interview, and may require an occupational health review by your GP, and, in some circumstances you may be required to see a doctor of your employer's choice.

"Statement of Fitness for Work" (Fit Note) from a registered medical practitioner is required for absences of eight more working days, stating the reason for your absence and how long you should stay away.

*NAME*  
*DATE*

For continued absence you will need to provide further statements. Provided you have satisfactorily complied with your obligations regarding the reporting of any sickness or injury, you will be paid any Statutory Sick Pay to which you are entitled.

### **13. SMOKING**

St Stephen Walbrook operates a no smoking policy and smoking is not allowed anywhere in or around its buildings.

### **14. DEDUCTIONS/REIMBURSEMENTS**

In addition to the statutory deductions, the employer may deduct sums from salary as follows:

- a) the amount of any loan made to you for whatever purpose or the amount due to the employer under any agreement with you
- b) any sums you owe to the employer, including, without limitation, any overpayment of pay or accrued holiday or sick pay
- c) losses or damage sustained in relation to the property or money of the employer, clients, visitors or other employees, during the course of your employment caused through your act, carelessness, negligence, recklessness or through breach of the employer's rules or instructions, of any dishonesty on your part;
- d) a day's or part day's pay for each day or part day of unauthorised absence:

'Unauthorised absence' is failing to turn up for work at the appropriate time unless absence is due to:

- i. genuine sickness and this has been notified to the employer in accordance with this contract;
  - ii. leave for which prior permission has been granted;
  - iii. genuine reasons outside the employee's control which are acceptable to the employer.
- e) salary for days not worked due to you failing to give the required period of notice of termination
  - f) overpaid salary, expenses or any other overpayment to your from St Stephen Walbrook.

### **15. MATERNITY/PATERNITY/ADOPTION/PARENTAL LEAVE**

Members of staff will be granted maternity, paternity, adoption, and parental leave in accordance with the relevant statutory enactment in force at the time of application. See separate policies.

### **16. NOTICE**

Save for dismissal for gross misconduct where dismissal may be without notice the minimum notice which you are entitled to from the employer and you are required to give to the employer in respect of the termination of employment, once you have successfully completed the probationary period and are confirmed in post, is one month

St Stephen Walbrook will give one month's notice to terminate your employment.

For staff who are made redundant, the statutory entitlement to redundancy pay will apply.

### **17. DISCIPLINARY & GRIEVANCE PROCEDURES**

St Stephen Walbrook expects you to conform to its standards of conduct and performance.

The Disciplinary and Grievance procedures [which do not form part of your Contract] are set out in separately.

St Stephen Walbrook may amend these procedures from time to time and will notify you of any changes.

**18. CONFIDENTIALITY, INTELLECTUAL PROPERTY & DATA PROTECTION**

You must not disclose any confidential information arising out of your employment at any time during or after your employment, unless such disclosure is authorised by the employer.

'Confidential information' includes, but is not limited to, financial information, business plans, business dealings, technical data, research activities, marketing information and/all intellectual property in relation to St Stephen Walbrook or associate parts of the organisation and/all any such information concerning any organisation with which St Stephen Walbrook or any associate parts of the organisation is in the habit of dealing; any information concerning any employees or officers of St Stephen Walbrook or any associate parts of the organisation; any document marked 'confidential'; any information that you have been told is 'confidential' or which you might reasonably expect the employer would regard as confidential; and any information that has been given to the employer in confidence by customers, suppliers or other persons.

By signing this agreement, you consent to the recording, processing, use and disclosure of personal data relating to you, for the purpose of performing your contract of employment, making decisions regarding your employment and complying with legal requirements.

You also consent to sensitive personal data being held, such as information regarding your health and for it to be processed for the purpose of making decisions regarding your employment.

**19. OTHER WORK**

If during the course of this employment, you wish to engage in any other work, whether as an employee or on a self-employed or other basis, you must seek agreement from the employer. Agreement will not be unreasonably withheld.

**20. COLLECTIVE AGREEMENTS**

There are no collective agreements applicable to your employment with the employer.

**21. GOVERNING LAW**

This Contract shall be interpreted and construed in accordance with the laws of England and shall be subject to the exclusive jurisdiction of the English Courts.

**22. THIRD PARTY RIGHTS**

Nothing in this Contract is intended to confer on any person any right to enforce any term of this Contract, which that person would not have had, but for the Contract (Rights of Third Parties) Act 1999.

I HAVE READ, UNDERSTOOD AND ACCEPT THE ABOVE TERMS AND CONDITIONS OF EMPLOYMENT.

**Signed by Employee** .....

**Dated** .....

**Signed for and on behalf  
Of St Stephen Walbrook**

**Dated** .....

*NAME*  
*DATE*

## APPENDIX A – Job Profile

### Church Administrator

*The Administrator is a key staff member in the life of St Stephen Walbrook. The position holder will have significant responsibilities with regard to many aspects of the day to day activities of the church, working closely as a team with the Priest In Charge, the Curate and the Verger.*

*The Administrator will be expected to maintain important relationships on behalf of the church with the Parochial Church Council and parishioners, visitors to the church, event, exhibition and concert organisers, contractors and service providers to the church, the Diocese, the Archdeaconry and St Martins-in-the-Fields where a partnership agreement, besides other things, currently provides choral resources on a regular basis.*

### Roles

#### *General*

- Answering emails ranging from requests for church plans, carol services, opening hours, accommodation, refuse, building developments, recitals, church hire, prayers, church records.
- Liaising with, preparing for and meeting with a huge range of people, from florists, marriage couples, neighbouring business and livery companies.
- Liaising with verger, over working, equipment, supplies, services, bookings and events, fees, maintenance and upkeep.
- Liaising with builders and workmen over projects, quiet periods etc.
- Displaying posters for services and other church events.
- Dealing with post and general correspondence
- Maintaining the ChurchSuite database and event management system.
- Some basic Content Management of the Church website.
- Arranging meetings between clergy and people who want to see them.
- Printing church histories and other leaflets and posters.
- Setting up tables, chairs, PA systems, projectors, screens etc. as necessary for church meetings.
- Clearing up and moving furniture after meetings.
- Representing the church at meetings of local businesses.
- Coordinating contractors, events and different strands of church life.
- Other tasks like filing, answering the telephone and supplying refreshments for official visitors.
- Opening up/locking up the church, when others are not available.
- Oversight of the sound system, setting up microphones and audio recording of sermons when necessary.
- Evening/weekend working, as agreed with the Priest-in-charge.
- Any other duties, as agreed with the Priest-in-charge.

#### *Services*

- Preparing and producing service orders for regular and 'special' services including baptisms, marriages, memorials etc.
- Arranging special services, such as Harvest, Transfiguration, Carol Services etc.
- Arranging the content of Carol services with companies and others.
- Booking and liaison with clergy to cover services when the regular priest is unavailable.
- Printing and sending of readings for services – Discover & explore, Thursday Eucharist and Special Services.
- Liaising with musicians for services re practice times.
- Liaising with musicians for services regarding services, weddings, memorials, fees and music.

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- Producing posters for services.
- Attendance at meetings of the Music Committee.

#### *Events*

- Dealing with requests for function lettings (concerts, art exhibitions, talks etc.) including meetings with potential clients, designing tickets for events, producing mailings, liaising with caterers etc.
- Confirming dates and details for weddings, baptisms and memorials with interested parties.
- Preparing and producing invitations to church events, inc. hard copies and ChurchSuite.
- Maintaining event diaries. Dealing with potential clashes such as Tuesday CSC meetings.
- Updating and printing weekly the information sheet 'The Next Fortnight'.
- Sending information to 'City Events' monthly.
- Producing the monthly music leaflet.
- Updating the Calendar on ChurchSuite.
- Producing posters for church events.
- Organising, attending and minuting Music Committee meetings.

#### *Finance*

- Raising and sending invoices to hirers and external service organisers for deposits and fees.
- Raising and sending invoices after weddings, memorials and baptisms and lettings apart from the Chinese Salvation Church. Ensure request for gift-aid declarations are made where appropriate.
- Checking timesheets weekly and sending payroll timesheets monthly.
- Receiving invoices, writing cheques, arranging for counter-signatures, and sending payments.
- Paying invoices by BACs, Mastercard or cheque, including choir members, conductors and organists.
- Entering invoices and receipts etc. onto Xero, our web based accounting system.
- Counting weekly collections with Verger.
- Dealing with Gift Aid mandates and matters.
- Liaise with Gift Aid secretary re gift aid donations, not including the processing of Gift Aid donations.
- Liaison with Verger over cleaning equipment and other supplies, such as communion wafers, handtowels, candles, lightbulbs etc.
- Maintaining the church Petty Cash accounts and funds alongside the Verger.
- Ordering, receiving and checking office and church consumables, ranging from chair hire, communion wine, stamps, candles etc.

#### Pattern of Working

Four weekdays including Thursdays, 9.00 am – 5.00 pm

#### Pay

Gross salary of £23,360 per annum