**Review of Salaries and Remuneration for Lay Employees**

**Yorkshire North and East District**

**February 2020**

**Introduction**

Lay Employees have always played a vital role in the life of the District working alongside Presbyters, Deacons and congregations. There are a wide variety of roles that are currently carried out including including Administrators, Pastoral Workers, Family Workers, Youth Workers, Mission Workers and a number of Cafe Workers, Caretakers, Cleaners and Premises Managers.

As the District encourages local churches and Circuits to fulfil “Our Calling” by cultivating Flourishing Missional Communities, it has established ‘growing lay leadership’ as one of its priorities. Such lay leadership is not limited to paid roles and is key to a healthy church where everyone’s gifts and graces are being valued. However, as we look to fewer ordained ministers in the future it is increasingly likely that the profile of lay employment within our District (and the wider Connexion) will increase with greater reliance on the service and gifts that they bring.

**Current Situation**

The District has recently taken steps to bring some Terms and Conditions of employment for lay workers more in line with comparable organisations (religious and charity based) and these are highlighted below:

**Hours of Work**: the standard working week to remain at **37 hours.**

**Annual Leave Entitlement**: to be increased to **25 days plus 8 statutory holidays** (current arrangements are 20 days plus statutory holidays)

**Sick Pay**: the recommendation is to put into place occupational sick for all employees with the following arrangements:

A Lay Employee who is absent from work by reason of ill health will be entitled to receive up to occupational sick pay, less any statutory sick pay entitlement, for the following periods. The period should be considered in terms of a rolling year.

Extensions of sick pay are made at the employer’s discretion.

i. After 6 months - 1-month full pay

ii. After 2 years service - 2 months full pay + 2 months half pay

iii. After 10 years service - 4 months full pay + 4 months half pay

 Staff who work part-time will receive sick pay on a pro-rata basis

Whilst this is a very positive move forward, the policy for setting and reviewing salaries for lay employees also needs some focussed attention.

Analysis has been carried out over the last two years and the average number of applicants for Lay Employment roles in the District is 3-4. This often does not give the Church/Circuit the diversity of applicants to select from and many roles have to be re-advertised or reimagined in the light of this. Whilst there are many reasons why the number of applicants is low, we consider, from feedback given, that salary levels are a determining factor.

**Proposals**

**Lay Employee Salary Levels**

As was outlined in the introduction, there are a range of different categories of lay employees employed in the District. Based on analysis that has been carried out on comparable roles (Charities, Public Sector and other religious based organisations), the information below provides details of the categories and recommendations on salary ranges for each category.

**The range gives some latitude for the Church/Circuit to appoint someone at a higher salary within the range based on their level of experience, skills and qualifications.**

**Lay Employment Categories**

**Administrators**

**Church Administrator**

These roles would typically have responsibility for one church. It is proposed that for advertised roles an hourly rate range of £9.82 - £11.37 per hour should be used (£18,894 - £21,876 per annum for a 37-hour week). The higher end of the range should be used where:

* There is a greater degree of autonomy and initiative within the role
* The role may have to manage additional areas such as Finance and Diary Management

**Circuit/District Administrator**

As these job titles suggest, there is a wider responsibility for these roles. It is proposed that for advertised roles an hourly rate range of £11.37 - £13.43 per hour should be used (£21,876 - £25,839 per annum for a 37-hour week). The higher end of the range should be used where:

* Some Supervision of other roles may be required
* There is a greater degree of autonomy and initiative within the role
* Greater knowledge and application of a wider range of IT products and systems
* Greater liaison with external bodies and also within the wider Methodist Connexion

**Children and Youth Workers**

There are a large number of roles within the District that are focussed on work with children and young people. The job content for these roles varies significantly as can be expected. There are some roles where a formal qualification is required. In the light of this the salary range that is proposed is broad. This scale is based on the JNC (Joint Negotiating Committee) national scale for youth workers. It is proposed that for advertised roles an hourly rate range of £9.82 - £15.95 per hour should be used (£18,894 - £30,688). The higher end of the range should be used where:

* A formal qualification is an essential criterion for the role
* Strategic advice on setting up programmes
* Supervising other employees
* Working at a Circuit / District level where the range of responsibility is broader

**Cleaners**

These roles are based on the Real Living wage so a church should be advertising at £9.30 -£9.82 per hour (£17,893 to £18,894 per annum for a 37-hour week).

**Caretakers**

These roles are also based on the Real Living Wage, however, in some cases there are additional responsibilities so a church should be advertising at £9.30 - £11.88. The higher end of the range should be used where:

* There is a greater degree of interaction with the users of the church
* There are administrative duties which may involve bookings and dealing with payments from users of the church

**Pastoral Workers**

These roles have traditionally been carried out by volunteers and in many churches this is still the accepted practice.

Having said that there has been a small number of paid roles that have been advertised.

It is proposed that for advertised roles an hourly rate range of £10.85 - £12.92 per hour should be used (£20,875 - £24,858 for a 37-hour week). The higher end of the range should be used where:

* There is more coordination of pastoral activities required, perhaps over more than one congregation
* There is a Circuit responsibility to determine how Pastoral Work is carried out

**Lay Pastors**

Over the last 3-4 years there has been an increase in the number of Lay Pastor roles advertised across Yorkshire. This has mainly been driven by the decreasing number of Presbyters and Deacons available through the stationing process. However, some Districts such as our own are encouraging the development of these lay leadership roles due to a renewed recognition of the value of a strong partnership of lay and ordained in leadership.

The role of the Lay Pastor can differ depending on the context for the role. In some contexts, they can occupy a leadership role and be the focal point for church activities whereas in other contexts they carry out a supporting role to the Presbyter. We have available Job Descriptions and Person Specifications for two quite different Lay Pastor roles, one of which is more of a support role and one of which is more of a leadership role. From a salary perspective the proposed range is £19,875 - £25,820 (£10.33 -£13.42 per hour) for a full-time 37 hour per week role.

**Other Roles**

There will be roles that emerge within the District that do not fall within the above categories. It is proposed that these will be dealt with on a case by case basis. Research will be carried out in the local job market for comparable roles and a salary will be processed accordingly.

**Annual Salary Increase and Timing of Salary Increases**

There are a number of different practices in place regarding the level and timing of salary increases in the District. We are proposing standardising future arrangements to the following:

* Connexionally, the Real Living Wage is implemented from 1 April each year. Therefore, we would propose all salaries will be increased from 1 April. (The Real Living wage will rise to £9.30 per hour from 1 April 2020)
* We would propose pay rises for all lay employees are made at the same percentage rate as the increase in the Real Living wage. For example, in 2020 the Real Living Wage will increase from £9.00 to £9.30 per hour, so in 2020 the percentage increase for all roles would be 3.33%.