

This Settlement Agreement is made between

..... (the Pastorate)

and the Revd (the Minister)

Both Minister and Pastorate will be bound by the Plan for Partnership and the provisions of the Basis for Union and adhere to the Guidelines for Standards of Conduct and Behaviour of Ministers and Elders and any subsequent such documents agreed by Mission Council and General Assembly.

1. Scope

The pastorate has been declared to be (full time/part-time/percentage) scope by the Area Synod Pastoral Committee.

It is agreed that the basic pattern for the minister's time and conduct of worship will be:

.....

2. Stipend

The minister will receive the stipend appropriate for a pastorate of this scope from the Maintenance of the Ministry Payroll Office.

3. Housing

The minister will live in the manse provided at

The pastorate will undertake the responsibilities set out in 061 'Provision of Manses' of the Property Handbook (see the 'Key Documents' page of the Synod website at www.urcwessex.org.uk). An annual gas certificate will be obtained by the pastorate. The minister will be expected to exercise responsible stewardship of the property. He/she will be responsible repairing any damage caused to the property other than normal wear and tear; will allow access for inspections; will report to the pastorate Manse Officer anything that could lead to the deterioration or damage of the property.

[or

The minister will live in a house within the pastorate area towards which the pastorate will pay a housing allowance according to the Plan for Partnership.]

4. Travel

The pastorate will reimburse the minister for using his/her own car/transport in accordance with the recommendations of the URC central committee, and for costs of public transport, upon submission of a written claim (*as agreed*), and subject to annual review in the light of recommendations from URC Synod and/or finance department. The pastorate will also pay a fixed car allowance as determined by the Plan for Partnership.

[or

The pastorate will provide a car for use on church business and will pay the running costs. The minister will reimburse the pastorate for his/her private mileage at a rate of per mile.]

5. Administration, Telephones and Computer

The pastorate will reimburse the minister for all administrative expenses, including stationery and postage, upon submission of a written claim. Telephone(s) will be provided by the pastorate. The minister will be expected to reimburse the pastorate for private telephone calls. A computer will also be provided with access via broadband to the internet. A specification for the computer and details of telephones and broadband will be negotiated and agreed prior to induction.

6. Education for Ministry

The pastorate will support the minister in undertaking Education for Ministry (EM), both EM2 (Report to General Assembly 1998 p. 124) and EM3 (Report to General Assembly 1998 p. 126).

The Pastorate will encourage the minister to take Sabbatical leave as recommended in the Plan for Partnership and to attend the annual Synod Ministers' School, for which the pastorate will pay. The pastorate will also support the minister in the accompanied self-appraisal scheme. For any Sundays involved in these provisions the pastorate will be responsible for arranging and paying for pulpit supply.

The Pastorate will offer a book allowance of £..... (the suggested figure is at least £250) to be offset against the purchase of books, computer software, resources, etc.

7. Local Mission and Ministry Review

The minister and pastorate will participate in the Local Mission and Ministry Review scheme (including the Ministerial Accompanied Self Appraisal) agreed by Mission Council in December 2008, previously introduced at General Assembly 2006, as undertaken in the Wessex Synod.

8. Holidays and Regular Days Off

The minister will have a regular day off on 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.

9. Removal Costs

The pastorate will accept its share of removal expenses as recommended in the 'Plan for Partnership' (*note 3*).

10. General

The pastorate will honour the guidance in regard to minister pregnancy, paternity leave, and the declaration of Equal Opportunities contained in the URC Employment Practice report accepted by General Assembly 1990.

11. Re-negotiation and Review

The Pastorate and minister are willing to re-negotiate these terms of settlement during the course of a ministry at the request of the Synod through the Area Synod Pastoral Committee. In particular, it is recognised that, following appropriate consultation, an alteration to the scoping of the pastorate may be necessary during the course of the ministry. Any suggested changes from the pastorate or the minister will be subject to the agreement of the Synod through the Area Synod Pastoral Committee.

The terms of this agreement will be reviewed by the Elders every two years and when changes are made to Synod and General Assembly guidelines.

12. The Wider United Reformed Church

The pastorate acknowledges that ministers are ministers of the whole United Reformed Church and have a responsibility to serve the wider church as well as their own local pastorate. Requests for specific pieces of wider service will be discussed between the Elders' Meetings and the minister.

Signed Minister
..... for the Pastorate
..... for the Area Synod Pastoral Committee
Date