



Frequently Asked Questions: Ordained Local Ministry (post-Ordination)

NB: These conditions also apply to Auxiliary Ministers.

What is the time commitment for an OLM?

The rule of thumb is 10 hours plus a Sunday, however some weeks there may be more time involved and other weeks less. This does not include travel to and from the church. It is also not envisaged that you would be working every Sunday in the month. These hours would include some time for preparation, but if, for example, you were taking a whole service one Sunday preparation would not be seen as the sum of your commitment in that week. The hours you are expected to work should be clearly outlined in your agreement with Presbytery.

However, while you are studying (towards a Diploma), an allowance against your agreed hours is encouraged and should be agreed in consultation with the Presbytery, supervising minister and Kirk Session.

What about Continuing Ministerial Development?

Full details can be found in the OLM CMD Review Form and accompanying Guidance Notes, and in the letter which was sent out to all OLMs, Auxiliary Ministers and Session Clerks in June 2014.

These resources may be used as a framework for CMD, to identify training needs and to enhance and develop the ministry of the individual OLM. This may lead to an application for a Resource Grant (£275 per year), or for payment of Academic Fees. Each application must be related to identified goals. Each application will be considered by the Training Task Group, who will make a decision as to whether or not to approve the application. This agreement should be reached prior to making any financial commitment relating to any application.

In relation to academic study, the Ministries Council has made a commitment to pay for relevant study one level above that which the OLM had achieved at Ordination. For example, if an OLM had achieved a Certificate at Ordination, then they could claim payment of academic fees towards achieving a Diploma.

In relation to the Resource grant, this can be used for conference attendance, other learning experiences, spiritual accompaniment, and physical resources such as books and hardware.

Presbytery may be able to provide other opportunities for CMD such as shadowing, training events, mentoring etc.

Can I receive payment for what I do?

It is clear from the Act governing Ordained Local Ministry* that this is a non-stipendiary ministry, and that you are offering to serve the Church without any expectation of financial remuneration. As a number of OLMs have previously been readers and paid as locums the Council has agreed that the first 10 hours plus a Sunday of any contracted work that you do must be unpaid. Commitments outside of the 10 hours plus a Sunday can be remunerated, so, for example, you could receive a pulpit supply fee for taking a service (*not* normally at the church to which you are attached) on a Sunday when you are not contracted to be at your attachment, or, if you are providing locum cover over two days plus a Sunday you could be paid for hours over and above the 10 plus a Sunday.

Please note that if you are currently employed as Ministries Development Staff (PPW) this is a separate role and cannot be included in your 10 hours plus a Sunday.

How do I become Ordained?

You can proceed to ordination after a successful final review, having completed all training and on receipt of a sustaining letter (which serves the purpose of the Exit Certificate). However, unlike being set apart as a Reader, you must be ordained *into* a post. As an OLM you are offering your services on a voluntary basis to the Presbytery and therefore the Presbytery decides where, when and to what you will be ordained. This can be a role in a specific charge, or within Presbytery, but is for Presbytery to decide. Before you are ordained, but after your final review, you have the status of “graduate candidate” and are free to, for example, offer your services for pulpit supply. Any post is, as already stated, non-stipendiary (10 hours plus some Sunday commitment). You must complete these non-stipendiary hours before any paid hours are worked. For example, if a Presbytery approves locum work, then the first 10 hours of this is non-stipendiary. The Agreement between the individual and the Presbytery is to provide special support as required by Presbytery e.g., in vacancies, illness etc. You cannot, however, be *inducted* to a part time post. An Ordained Local Minister cannot be a minister in a charge, whether full or part time.

As per above re MDS (PPW) posts, you cannot be ordained into your appointment as MDS (PPW).

*ACT IX 2011 ANENT THE ORDAINED LOCAL MINISTRY (AS AMENDED BY ACT XII 2012)

Can I serve as a locum?

Depending on how the Presbytery wishes to deploy you, you may be ordained into a Presbytery-Wide appointment – available across a region to offer special support as required (eg vacancies, illness) as a Presbytery resource. In such a post you would be free to take up the offer from a Kirk Session to become a Locum, subject to Presbytery approval. The first 10 hours in such a post would not be paid (see above)

What does it mean that I am supervised?

As an OLM you are not allowed to exercise your ministry except under supervision. This means that you are responsible to a single person for the conduct of your ministry. This can be either the minister in the charge, the Interim Moderator in a vacancy, or a nominated individual within Presbytery if your deployment is to a Presbytery post.

Do I have a contract?

You are not an employee, therefore the term contract is not appropriate. However, there is a standard agreement template available on the website, which can be edited to suit the local situation. Presbytery, in consultation with Kirk Sessions, if applicable, will decide the terms and conditions of your agreement.

A new agreement should be constructed for every new role on which you embark..

Can I remain an Elder in my own Kirk Session?

A minister of Word and Sacrament is a teaching Elder; an Elder in a congregation is a ruling Elder. Once you are a minister of Word and Sacrament you are no longer a ruling Elder and therefore cannot remain as a member of a Kirk Session. However, you would be expected to associate with the Kirk Session of the charge in which you are deployed and you may, if necessary, act as Moderator. If you are currently acting as a Session Clerk you would not necessarily have to resign as there is no requirement for the Clerk to be an Elder, but you may wish to consider carefully the implications for your time commitment.

What is my role in Presbytery?

As a minister of Word and Sacrament, ordained to a role within Presbytery, you are a member of Presbytery with concomitant rights and responsibilities. At any point when you are not actually deployed as an OLM, or if you are moving from one Presbytery to another, you should request a Practising Certificate from your Presbytery. This entitles you to a seat in Presbytery when you are not actually in an appointment.

Presbytery will also, therefore, have to appoint equalising elders for each new OLM post within the bounds.

Can I be deployed as part of the Presbytery plan?

Yes. The Ministries Council encourages Presbyteries to think creatively about how to use any OLMs within the bounds in terms of their plan.

How do I claim travel expenses from Presbytery and what is covered? (NB. These regulations also apply to candidates, who may claim expenses from the Ministries Council)

Reimbursement Rates

The Ministries Council recommend that the travel reimbursement rate for Ordained Local Ministers should be paid at **45p per mile for the first 10,000 miles** and **25p per mile for any additional miles**.

Other travel costs (such as bus fares or ferry charges) incurred in the course of work as an OLM may also be reclaimed against receipts.

Inland Revenue Rules

The mileage claimed has to be **wholly, exclusively and necessarily** in the pursuit of duties as an OLM and does not normally include travel to and from the place of work which is designated as the Church building (or the main Church Building in the case of a linkage).

When an OLM is deployed by Presbytery in a parish that is outwith 15 miles from home, travel to the Church building may be reimbursed as far as the parish bounds at the rate of 25p per mile.

Where an OLM is living in a tied property (eg. where the spouse is a Parish Minister who is required to occupy the manse) and the designated place of work for the OLM is at a distance, the costs of travel to the place of work should be reimbursed at 25p per mile. Travel from the designated place of work to places connected with the appointment should be reimbursed at 45p per mile.

However, please note that if travelling direct to a pastoral visit within the parish from home, before going to the church building, the total mileage can be charged at 45p.

Procedure

All travel reimbursements claims must be claimed through the appropriate travel claim form.

For travel expenses other than mileage there is a place on the form to reclaim these e.g. bus fares. Receipts must be provided for all expenses other than mileage claims. In relation to mileage claims, it is **essential** to keep an up-to-date Log Book, which will be inspected annually by Presbytery and may from time to time be required for inspection by HM Revenue and Customs.

DO NOT INCLUDE EXPENSES OTHER THAN TRAVEL ON THE FORM

What if I want to move to another Presbytery?

Presbyteries are free to deploy OLMs or not, as they see fit, so if you are moving into another Presbytery you will need to ask if it is prepared to find a role for you.

While it is customary to be a member of the Presbytery in which you reside, this is not a requirement, and you can if you choose, request membership of a neighbouring Presbytery. As OLM is a local ministry, you should not offer your services outwith your own Presbytery unless with the express permission of both your own Presbytery and the Presbytery in which you are seeking to work. In addition, it would be inappropriate for you to seek a position outwith your own Presbytery, although your assistance may be requested.

What if I am encountering difficulties and need access to pastoral care?

While in training your first point of contact is the MSO responsible for organising your training. After ordination the Presbytery assumes responsibility for your pastoral support.

Where should I address any further queries?

In training you should address your queries to the MSO responsible for your training within the Ministries Council. After deployment, any queries should be taken, in the first instance, to the Presbytery Clerk.