

**Church of Scotland
Ministries Council**

**APPOINTMENT OF A LOCUM – GUIDANCE NOTES
(as at 1 January 2018)**

1. APPOINTMENT OF A LOCUM DURING VACANCY

During a vacancy the congregation is given an allowance of £933 per month against Ministries and Mission Contribution. Congregations are free, during the period of a vacancy, to use this allowance as they see fit, although one possibility is to use it towards the costs of a Locum. The vacancy allowance of £933 per month is normally sufficient to cover the salary cost of two days work plus one Sunday service per week.

Where a charge comprises two or more congregations which are linked together, the allowance is increased to £1,082 per month allocated between the linked charges in the proportion of the average income basis to cover the cost of one additional act of worship.

When a vacancy arises, a revised Statement of Requirements will be issued reducing what is due by the amount of the vacancy allowance. If a Locum is appointed and paid through the Central Payroll then the congregation is expected to make separate regular payments in respect of the Locum costs. These costs will be invoiced quarterly, but the congregation can nevertheless choose to pay by monthly standing order if so wished.

A standing order mandate is available from the Stewardship & Finance Department for this purpose.* This mandate has two parts: an instruction to the congregation's bank to pay the standing order and the second part is returned to the Stewardship & Finance Department informing us that the congregation will be paying by standing order.

*email sfadmin@churchofscotland.org.uk or download from www.churchofscotland.org.uk

Alternatively payments can be made by bank transfer to the following account;

Royal Bank of Scotland

Sort code 83-06-08

Account 10484432

Please ensure that the name of the charge appears as the reference.

2. APPOINTMENT PROCESS FOR VACANCY COVER

The appointment of a Locum is the responsibility of the Kirk Session under the direction of the Interim Moderator. Presbytery's permission for such an appointment is only required where the person being considered is not already a member of a Presbytery or the holder of a current Practising Certificate. Where a potential Locum has been identified who is not a member of a Presbytery or who does not hold a current Practising Certificate, the Presbytery – usually through one of its committees – should determine whether it is able to sanction the appointment.

In any event, the Kirk Session should report the name of the person appointed to the Presbytery Clerk for noting at a subsequent Presbytery meeting. For the avoidance of doubt, it should be noted that the Interim Moderator is responsible, with the Kirk Session, for the oversight of the congregation and the Interim Moderator shall, to all intents and purposes, act as the line manager of the Locum. It is the duty of the Kirk Session to ensure that the person appointed as Locum is a member of the Protecting Vulnerable Groups (PVG) scheme in relation to the appointment. This can be arranged through the Safeguarding Unit of the Church of Scotland at 121 George Street, Edinburgh, EH2 4YN. Where the Locum is not already a member of the PVG scheme, the costs are to be met by the charge. **Please note that the Locum Appointment Form cannot be processed unless full PVG details are supplied.**

The charge is responsible both for paying the Locum and, unless the charge has its own payroll facility, for informing the Stewardship & Finance Department of the details of the appointment (see Payroll information below).

When a Locum is appointed by the charge it is necessary to agree the required level of work to be undertaken. A working day would be anticipated as being 7 hours.

3. APPOINTMENT OF A LOCUM OTHER THAN DURING A VACANCY

During a minister's illness, maternity or paternity leave or suspension, pulpit supply can be reclaimed from the Ministries Council using the form entitled 'Reclamation of Pulpit Supply Fees During a Ministers Absence'.* A Locum will normally be appointed for ill health cover after one month. Costs of the Locum during the period of ill health will be covered by the Ministries Council, while travel expenses will require to be met locally. The amount of pastoral cover required will be negotiated directly with the Ministries Council in consultation with the Presbytery. When pulpit supply alone is provided, the appropriate pulpit supply fee should be paid by the congregation directly to the visiting preacher. The rate is £60 for the first service and £30 for each additional service, plus relevant expenses, i.e. travel (car mileage is 45p per mile). The fees paid can then be reclaimed from the Ministries Council.

*email edaily@churchofscotland.org.uk

4. SALARY COSTS

The individual will receive a monthly salary, which will be calculated in order to reflect both the pulpit supply element and the pastoral or other duties undertaken on behalf of the charge.

The current amount payable to a Locum working two days per week is £890 per month for a standard vacancy, and £1,020 per month for those in a linked charge to cover two Sunday services. Fees to those Locums working less than the standard two days per week will be adjusted pro rata using the rates below.

Employer's National Insurance is payable on Locum salaries even if the individual is over State Pension Age. There may also be a pension contribution payable.

	1	2	3	4
Gross Salary payable to Locum	£ 575.00	£ 705.00	£ 890.00	£ 1,020.00
Employer's National Insurance	0.00	0.00	28.98	46.92
Employer's Pension Contribution	<u>11.50</u>	<u>14.10</u>	<u>17.80</u>	<u>20.40</u>
Total Cost to Congregation	£ <u>586.50</u>	£ <u>719.10</u>	£ <u>936.78</u>	£ <u>1,087.32</u>

- 1 One day per week plus one service (salary £315 plus pulpit supply £260)
- 2 One day per week plus two services (salary £315 plus pulpit supply £390)
- 3 Two days per week plus one service (salary £630.00 plus pulpit supply £260)
- 4 Two days per week plus two services (salary £630.00 plus pulpit supply £390)

5. PAYROLL

If using Church of Scotland central payroll, a Locum Appointment Form* **must** be completed and returned before the date of appointment. Forms **must** be authorised by both Interim Moderator/Presbytery Clerk and Congregational Treasurer(s). Forms should be returned by the 10th of the month at the latest to be included in the current month's payroll. **Please note that no payment will be made to a Locum through Stewardship & Finance unless a completed and authorised Locum Appointment Form has been received. In accordance with the Auto Enrolment Pension Regulations, all Locum Appointment Forms should be completed and submitted to Ministries Council within 7 weeks of the appointment start date.**

*email sreeves@churchofscotland.org.uk or download the latest version from www.churchofscotland.org.uk/resources/subjects/ministries_resources (scroll down to the Locum Appointments section).

A Locum is not an 'employee' of the Church of Scotland and therefore no contract will be issued to the Locum from central offices.

The Treasurer(s) of the charge will be expected to inform the Stewardship & Finance Department of any amendment to the agreed monthly salary, and the date of leaving once known. Payment will be made if the person is on holiday (see Holidays information below), and will be the same regardless of the number of Sundays in the month.

6. PENSION CONTRIBUTIONS

There is now legislation – ‘auto-enrolment’ – which requires employers to enrol their workers in a workplace pension scheme. Locums paid by the Stewardship & Finance department are assessed and, if eligible, enrolled into the Parish Minister’s pension scheme. The rates of employer contribution are 1% of qualifying earnings, rising to 2% from October 2017 and 3% from October 2018 and these costs will be recharged to charges in the same way as salary and National Insurance costs. Locums paid on charges’ payrolls will be subject to the same legislation, which is being phased in according to size of employer. For guidance on this please see the Church of Scotland website at the following link:

http://www.churchofscotland.org.uk/_data/assets/pdf_file/0003/25059/Dec-2014-Circular-Pensions-Auto-Enrolment-latest-2.pdf

7. HOLIDAYS

It is suggested that a Locum should be entitled to holiday supply in a similar fashion as applies to a Parish Minister, ie he or she is entitled to have Pulpit Supply provided on six Sundays per annum.

8. LOCUM SICKNESS

Locums are not entitled to sick pay. Where a Locum is being paid through central payroll, the Stewardship & Finance department should be notified as soon as they go off sick.

9. OTHER COSTS

A Locum’s travel costs and other expenses, eg postage, stationery, telephone calls etc, should be reimbursed locally. Mileage payable to a Locum is 45p for the first 10,000 miles travel and 25p per mile for additional miles.