

Church of Scotland  
Ministries Council

**Appointment of a Locum – FAQs**  
(as at 19 March 2018)

<b>Q1</b>	<b><i>If the Locum is going to be paid locally – ie the charge has its own payroll facility – does a Locum Appointment Form have to be submitted?</i></b>
<b>A</b>	No, the Locum Appointment Form is needed <u>only</u> if a Locum has to be paid through Central Payroll. Where a charge has its own payroll facility it should use that in the first instance.
<b>Q2</b>	<b><i>How many forms are required for a linked charge?</i></b>
<b>A</b>	Just the one! Stewardship & Finance will calculate how much each congregation has to pay.
<b>Q3</b>	<b><i>What is the default arrangement?</i></b>
<b>A</b>	<b>Two days per week and one Sunday service.</b> Gross salary payable is <b>£890</b> /month, ie £630 for the two pastoral support days, plus £260 for pulpit supply.
<b>Q4</b>	<b><i>What are the other possible permutations?</i></b>
<b>A</b>	<b>Two days per week and two Sunday services.</b> Gross salary payable is <b>£1020</b> /month, ie £630 for the two pastoral support days, plus £390 for pulpit supply.  <b>One day per week and one Sunday service.</b> Gross salary payable is <b>£575</b> /month, ie £315 for the one day pastoral support, plus £260 for pulpit supply.  <b>One day per week and two Sunday services.</b> Gross salary payable is <b>£705</b> /month, ie £315 for the pastoral support day, plus £390 for pulpit supply.
<b>Q5</b>	<b><i>What if the Locum has to take a THIRD service on a Sunday?</i></b>
<b>A</b>	The payment for a third service is currently £30, whether it's repeating the morning service or doing a completely different evening service.
<b>Q6</b>	<b><i>What is the salary for two Sundays with one service, and two Sundays with two services?</i></b>
<b>A</b>	If the locum covers <b>one day of pastoral work</b> , then the rate will be <b>£615</b> ie £315 for pastoral work, plus pulpit supply element £60x2 + £90x2.  If there are <b>two days of pastoral work</b> , then the rate will be <b>£930</b> ie £630 for pastoral work, plus pulpit supply element £60x2 + £90x2.  When there are five Sundays in the month, just add another £60 for pulpit supply if, say, the Sundays with two services are the first and third in the month.
<b>Q7</b>	<b><i>What is the salary if a Locum is only doing one day of pastoral work per week, ie no Sunday services?</i></b>
<b>A</b>	The salary for <b>one day of pastoral work</b> is <b>£315</b> a month.
<b>Q8</b>	<b><i>What if the requirement is for Sunday service/s <u>only</u>?</i></b>
<b>A</b>	There is no need to appoint a Locum, just pay pulpit supply to the visiting preacher.
<b>Q9</b>	<b><i>What if the Presbytery wishes additional support?</i></b>
<b>A</b>	They would have to provide it from within the 5% discretionary fund, or the congregation is equally at liberty to fund additional support out of their own congregational resources.

<b>Q10</b>	<b>Who needs to know if there is a change to the appointment end date, or other changes?</b>
<b>A</b>	You can phone and inform Ministries or Stewardship & Finance, but please also confirm in writing (email is fine). Sometimes Locum Ministers quote a different end date from the one we were provided by the charge, so it can cause problems if we don't have it in writing from the charge. Please email <a href="mailto:lhood@churchofscotland.org.uk">lhood@churchofscotland.org.uk</a> and <a href="mailto:sfadmin@churchofscotland.org.uk">sfadmin@churchofscotland.org.uk</a>
<b>Q11</b>	<b>If a Locum is off sick, do they get sick pay?</b>
<b>A</b>	No, Locums are not entitled to sick pay. We do need to be informed when they go off sick and when they return to work, however, so that payments can be amended accordingly. Please contact as at Q10.
<b>Q12</b>	<b>Why do the Guidance Notes not mention a 'notice period'?</b>
<b>A</b>	There is no 'notice period' for a Locum – simply decide (in conjunction with the charge) what the finish date will be, and let us know in writing – email is sufficient (see details at Q10).
<b>Q13</b>	<b>What if a Locum works more than the contracted hours one week, eg conducting funerals?</b>
<b>A</b>	There is no extra pay available for funerals, so they should do fewer hours the following week.
<b>Q14</b>	<b>Who pays for Pulpit Supply during Vacancy or for covering Illness or Maternity/Paternity Leave?</b>
<b>A</b>	In a vacancy where there is <u>no</u> Locum, then the congregation should pay the pulpit supply fees directly (pulpit supply fees do not go on the central Locum payroll). This would be afforded by the congregation by the Vacancy Allowance which has been deducted from their M&M contribution.  In cases where a minister is off sick or on maternity/paternity leave and there is <u>no</u> Locum, then Ministries Council would pay the pulpit supply fee (there is a separate form for this).
<b>Q15</b>	<b>Who pays for Locum cover while a minister is on 'administrative suspension'?</b>
<b>A</b>	This matter lies between the General Assembly's Committee on Legal Questions and Ministries Council. The normal practice is for the latter to fund Locum cover on the basis of two days and a Sunday while a minister is on administrative suspension, such suspension being imposed by the Presbytery. If a charge feels that this level of cover is inadequate, then the matter should be raised with Presbytery in the first instance.
<b>Q16</b>	<b>How does 'no pastoral work during the week, Sunday service/s only' work?</b>
<b>A</b>	This is not a 'Locum', and Ministries Council will pay the pulpit supply fee for illness or maternity/paternity cover (there is a separate form for this). In the case of a straightforward vacancy, the congregation should pay the pulpit supply fees directly (ie pulpit supply fees don't go on the central Locum payroll). This would be afforded by the congregation by the vacancy allowance which has been deducted from their M&M contribution.
<b>Q17</b>	<b>Can Readers and Deacons be paid as Locums?</b>
<b>A</b>	Yes they can.
<b>Q18</b>	<b>Can a Deacon act as paid Locum at the charge to which they are attached if the minister suddenly goes off ill?</b>
<b>A</b>	Strictly speaking, the Act on Vacancy Procedure forbids it. Depends on how long the illness is likely to last, and if the Deacon is a member. See Act 8 2003, page 3, point 6: <a href="http://www.churchofscotland.org.uk/about_us/church_law/acts">http://www.churchofscotland.org.uk/about_us/church_law/acts</a>
<b>Q19</b>	<b>Can Auxiliary Ministers/OLMs (non-stipendiary) be a Locum?</b>
<b>A</b>	Yes, so long as Presbytery is happy they have fulfilled their requirements of appointment as Auxiliary/OLM, ie they have to exercise their duties first, before they can pick up a Locum salary.

<b>Q20</b>	<b><i>It is proposed that one of the Presbytery's OLMs is appointed as Locum during a vacancy. The verbal agreement reached is that they will do their 10 hours non-stipendiary work in the charge, and then be paid for the balance. Is there a pattern about what this means in practice? For example, is it best to regard the Sundays as non-stipendiary and to pay for the two days pastoral work? And does Presbytery need to agree the split, or simply the appointment?</i></b>
<b>A</b>	There's nothing laid down, save that the Presbytery should ensure that the 10 hours non-stipendiary element is being fulfilled. The arrangement suggested is a good one, and would actually save the congregation the pulpit supply element of the Locum's remuneration if they were to do the Sunday element as their OLM contribution, and they were remunerated for the two days of pastoral work. Presbytery should agree both the split and the appointment, so that others can see that the OLM element is taking place, and the genuinely non-stipendiary nature of OLM is being affirmed. It also makes it neater and tidier the records.
<b>Q21</b>	<b><i>A Vacant Charge wants to appoint an OLM who is available on a Sunday and certain evenings. They also have someone willing to do one Sunday a month and one day a week, and be available to cover funerals. No cost associated with the OLM (and no Locum Appointment Form required), but how to quantify the proportion of the Locum salary and pay extra as and when they do funeral work?</i></b>
<b>A</b>	Submit a Locum Appointment Form for the one day a week person. With regard to their one Sunday a month, simply pay via the normal means of pulpit supply, with the Treasurer reimbursing the appropriate fee for the number of services conducted, plus travel expenses. Vacant charges receive a discount on M&M, and will have the funds to do this. They'll be invoiced for the one day a week pastoral work.  With regard to the Locum doing the odd funeral, they should either pay as noted at section 2.17 in the Ministries Council's 2016 Report to the General Assembly, or simply pay for two days a week and average it out on the weeks when there are no funerals, asking them to do extra pastoral work.
<b>Q22</b>	<b><i>Presbytery is looking at deploying as a Locum one of its OLM candidates, currently completing their second placement and academic studies. They will not be able to commence their Probationary placement until a few months hence and are keen to be used in the period before that.</i></b>
<b>A</b>	An OLM candidate can be deployed as a Locum if the charge and Presbytery are happy with this arrangement.
<b>Q23</b>	<b><i>When an Interim Moderator conducts worship in the vacant charge for which they are responsible, is it up to the vacant charge to pay the pulpit supply fee?</i></b>
<b>A</b>	If there is no Locum at the vacant charge and the Interim Moderator preaches, it is up to the vacant charge to pay the pulpit supply fee.  If there is a Locum, they and the Interim Moderator could do a switch, because the Locum is already being paid to conduct worship.
<b>Q24</b>	<b><i>The Locum Appointment Form was submitted after the payroll deadline. Will the Locum still receive a salary from their Start Date?</i></b>
<b>A</b>	Yes, this will be reflected in their salary the following month.
<b>Q25</b>	<b><i>We're struggling to find a Locum. The Interim Moderator doesn't want to do it, but is happy to do the bulk of the pulpit supply. Could a pastoral assistant be appointed for the period of the vacancy?</i></b>
<b>A</b>	It is possible to work with a mixture of resource to support a vacancy. Simply tick the box for one or two days of pastoral work once it's been identified who's willing to do the job. The Treasurer should simply reimburse the Interim Moderator with the appropriate cheque for the number of services.  NB: as an Interim Moderator is remunerated at 45p/mile, their conduct of worship will be part

	of Interim Moderator duties and remunerated at 45p/mile (not the currently recommended rate of 25p for pulpit supply mileage).
<b>Q26</b>	<b><i>Why the differential in mileage allowance between 'Locum' and 'Pulpit Supply'?</i></b>
<b>A</b>	Where a Locum is conducting Sunday Services, ie the 'pulpit supply' element of the Locumship, the mileage rate is 45p.  If someone else undertakes pulpit supply (say, if the Locum is on holiday or there is no Locum), the rate is 25p. Congregations are under no obligation to stick to this recommended 25p/mile and could pay the full 45p/mile for pulpit supply, but any claims made back to Ministries Council to cover the cost of pulpit supply will only be refunded at 25p/mile at this time.
<b>Q27</b>	<b><i>Is there a Log Book available for travelling expenses?</i></b>
<b>A</b>	Yes – contact <a href="mailto:sfadmin@churchofscotland.org.uk">sfadmin@churchofscotland.org.uk</a> or <a href="mailto:ministries@churchofscotland.org.uk">ministries@churchofscotland.org.uk</a> Normal practice is for Locums' mileage to be reclaimed locally, so the Treasurer is the only person who needs to receive the log sheets.
<b>Q28</b>	<b><i>Should Locums claim for travelling from home or from the parish?</i></b>
<b>A</b>	HMRC specify it's from the parish, although obviously if the journey is shorter, or saves time via home, it should be calculated by the most appropriate route.
<b>Q29</b>	<b><i>What is the allowance for a congregation in Guardianship?</i></b>
<b>A</b>	The standard is one day a week plus a Sunday. If looking to 'upgrade' to two days, formal application will have to be made to the Presbytery Planning Task Group. Email <a href="mailto:sreeves@churchofscotland.org.uk">sreeves@churchofscotland.org.uk</a>
<b>Q30</b>	<b><i>If there's no Locum, but a retired minister agrees to take a funeral, what is the payment?</i></b>
<b>A</b>	£60, payable by the charge that is receiving a vacancy allowance – not something to be charged on to the family by the undertaker. See p14/45 of 2016 Blue Book. <a href="http://www.churchofscotland.org.uk/data/assets/pdf_file/0006/32829/Ministries_Council.pdf">http://www.churchofscotland.org.uk/data/assets/pdf_file/0006/32829/Ministries_Council.pdf</a>
<b>Q31</b>	<b><i>What happens if two congregations – each with their own Locum – go into a linkage?</i></b>
<b>A</b>	Once the linkage is effected, they'll only be entitled to one Locum. The judgement is that it will be a single charge, and that the workload will equate to two days plus a Sunday. The linkage could be delayed, saying that it will take effect on the induction of a minister, but it might be better to set the date for the implementation of the linkage as being, say, six months hence, to allow them to get used to the reality.
<b>Q32</b>	<b><i>We want to appoint someone from another denomination as Locum. Do we need to ask them for a practicing certificate? Is it the Ministries Council or the charge that pays for the PVG?</i></b>
<b>A</b>	No practicing certificate is needed, but Presbytery needs to give permission to the individual to officiate at Sacraments and weddings.  PVG for Locums is the responsibility of the charge, not Ministries Council.
<b>Q33</b>	<b><i>Can linked charges appoint different locums?</i></b>
<b>A</b>	Yes, different locums can be appointed to a linked charge, but one locum fee must be split between the locums and the cover they provide in each charge as per questions above.
<b>Q34</b>	<b><i>Is a Locum line-managed by the Interim Moderator or by Presbytery?</i></b>
<b>A</b>	A Locum is given direction by the Interim Moderator.