

**Church of Scotland
LOCUM APPOINTMENT FORM
November 2024**

This form is intended for use when a Locum is being paid through National office payroll on behalf of a charge. Only one form is required for a linked charge.

To have a locum paid for through central payroll, the Locum Appointment Form must be completed and returned before the date of appointment

Please return the form before the 10th of the month in order for the first payment to be made in that month.

Please read the Appointment of a Locum Guidance Notes at the end of this document before completing the form.

| DETAILS OF CHARGE | | | |
|--|-------------------------------------|--|--|
| Charge Name | | | |
| Congregation number/s | | | |
| Presbytery | Presbytery of | | |
| Reason for appointment of locum | Vacancy | <input type="checkbox"/> | |
| | Illness | <input type="checkbox"/> | |
| | Suspension | <input type="checkbox"/> | |
| | Other <i>Please specify.....</i> | <input type="checkbox"/> | |
| No. of days pastoral work required per week | No. of services each Sunday | | |
| Treasurer's email address(es) | | | |
| Treasurer's contact tel. | | | |
| DETAILS OF LOCUM | | | |
| Locum Surname | | Title | |
| Forenames | | | |
| Address | | | |
| Locum's email address | | | |
| Contact tel. no | | | |
| Date of Birth | | NI Number | |
| Have you lived in any country other than the UK for 12 months or more (whether continuous or in total) in the last 10 years? If yes, Safeguarding will be in touch with you regarding this. | | | |
| PVG Membership No. | | To work with Children (Yes/No) | |
| Clearance Date from Church of Scotland Safeguarding Service | | To work with Protected Adults (Yes/No) | |
| NB: The Locum Appointment Form cannot be processed unless full PVG details are supplied. If the Locum in <u>not</u> a member of the PVG scheme through the Church of Scotland, please contact Faith Action to request a PVG application pack. | | | |

| | |
|----------------------------------|---------------------|
| Start date | End date (if known) |
| Monthly payment payable to Locum | £_____ |
| Locum's bank details | Sort Code |
| | Account no. |
| | Branch |

AUTHORISATION OF APPOINTMENT

Please delete as appropriate

Interim Moderator / Presbytery Clerk (*print name*):

Signature: _____

Date: _____ Email address: _____

Congregational Treasurer (*print name*): _____

Signature: _____

Date: _____ Email address: _____

Please return to:

Faith Action Programme, Church of Scotland Offices, 121 George Street, Edinburgh EH2 4YN

FaithAction@churchofscotland.org.uk

Please ensure that you return this form BEFORE the date of appointment. Forms MUST be authorised by BOTH Interim Moderator or Presbytery Clerk, and Congregational Treasurer(s).

**Church of Scotland
Faith Action Programme
APPOINTMENT OF A LOCUM – GUIDANCE NOTES**

1. APPOINTMENT OF A LOCUM DURING VACANCY

During a vacancy a congregation is entitled to have a locum paid for from Central Church funds. A single charge is entitled to a locum for 2 days per week plus a Sunday service. A working day would be anticipated as being 7 hours.

Where a charge comprises two or more congregations which are linked together, the entitlement is for a locum covering 2 days per week plus 2 Sunday services.

If a Locum is appointed and instructed to work over and above the standard 2 days plus either 1 or 2 Sunday services (depending on whether the charge is linked) the congregation will be expected to make separate regular payments in respect of the additional Locum costs. These costs will be invoiced quarterly, but the congregation can nevertheless choose to pay by monthly standing order if so wished.

If required a standing order mandate is available from the Stewardship & Finance Department for this purpose.*

*email locum@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 or congregation's reference number 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 of obtaining PVG clearance should be met by the charge. **Please note that the Locum Appointment Form cannot be processed unless full PVG details are supplied. If the Locum is not a member of the PVG scheme through the Church of Scotland, please contact Faith Action to request a PVG application pack.**

If the potential Locum is a minister of another denomination and is not a British citizen, then contact must be made with Faith Action without delay to enable the locum to apply for Sponsorship and obtain a Tier 2 Minister of Religion Visa. A Criminal Records Check from their own country must also be exhibited and copied and PVG registration completed. Before the Locum can be paid a National Insurance Number and UK bank account must also be obtained. These processes are lengthy and time consuming and can incur significant costs. Kirk Sessions and Presbyteries should consider carefully the substantial obstacles to making these appointments before embarking on recruitment. Further advice can be obtained from the Faith Action Programme Staff Member responsible for Visas and Immigration.

3. APPOINTMENT OF A LOCUM OTHER THAN DURING A VACANCY

Other than during a vacancy, a Locum appointment can be made for Ill Health, Maternity Leave or Suspension.

- A Locum will normally be appointed for **Ill Health** cover after one month, depending on the local context/circumstances. Costs of the Locum during the period of ill health will be covered by the Faith Action Programme, while travel expenses will require to be met locally. No other Pulpit Supply costs can be reclaimed when a Locum is appointed. The amount of pastoral cover required will be negotiated directly with the Faith Action Programme in consultation with the Presbytery.
- A Locum will normally be appointed for **Maternity Leave** and for the length of the expected Maternity Leave. The appointment is made using the regular Locum appointment form authorised by the Presbytery/Congregational Treasurer/s, with the expectation that the Minister will be suitably consulted/involved in the process of appointment. Costs of the Locum during the Maternity Leave will be met by the Faith Action Programme, while travel expenses will require to be met locally. No other Pulpit Supply costs can be reclaimed when a Locum is appointed.
- A Locum may be appointed where there is a **Suspension**. Costs of the Locum during the period of suspension will be covered by the Faith Action Programme, while travel expenses will require to be met locally. No other Pulpit Supply costs can be reclaimed when a Locum is appointed. The amount of pastoral cover required will be negotiated directly with the Faith Action Programme in consultation with the Presbytery.

4. PAYMENT TO LOCUM

The individual will receive a monthly payment, 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/one service every Sunday is £1,129.33 per month for a standard vacancy, and £1,346.00 per month for those in a linked charge to cover two Sunday services every Sunday. Fees to those Locums working less than the standard two days per week will be adjusted pro rata using the rates below.

Please note that 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.

Costs from 1 April 2024

| | 1 | 2 | 3 | 4 |
|--|-----------------|-------------------|-------------------|-------------------|
| Gross amount payable to Locum | £ 781.33 | £ 998.00 | £ 1,129.33 | £ 1,346.00 |
| Employer's National Insurance | <u>£ 3.22</u> | <u>£ 33.12</u> | <u>£ 51.24</u> | <u>£ 81.14</u> |
| Total Cost to Congregation (not including Pension) | <u>£ 784.55</u> | <u>£ 1,031.12</u> | <u>£ 1,180.57</u> | <u>£ 1,427.14</u> |
| Employer's Pension Contribution | <u>£ 23.44</u> | <u>£ 29.94</u> | <u>£ 33.88</u> | <u>£ 40.38</u> |
| Total Cost to Congregation (including Pension) | <u>£ 807.99</u> | <u>£ 1,061.06</u> | <u>£ 1,214.45</u> | <u>£ 1,467.52</u> |

1 One day per week plus one service every Sunday (monthly payment £348.00 plus pulpit supply £433.33)

2 One day per week plus two services every Sunday (monthly payment £348.00 plus pulpit supply £650.00)

3 Two days per week plus one service every Sunday (monthly payment £696.00 plus pulpit supply £433.33)

4 Two days per week plus two services every Sunday (monthly payment £696.00 plus pulpit supply £650.00)

5. PAYROLL

To have a locum paid for through 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 with the exception of the month of December when they should be submitted by the 5th.

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.

PVG Scheme membership for the Church of Scotland and clearance from the Safeguarding Service is also a requirement.

*email FaithAction@churchofscotland.org.uk or download the latest version from <https://www.churchofscotland.org.uk/resources/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.

It is imperative that the Stewardship & Finance Department are informed, in advance, of the locum's leaving date and/ or any other amendment to the agreed monthly payment, to ensure that the locum is paid correctly. Any overpayments to the locum, due to S&F not being informed on time, may be payable by the charge. 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 auto-enrolment legislation 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 rate of employer contribution is 3% of qualifying earnings. In accordance with the Auto Enrolment Pension Regulations, locum salary can not be backdated any more than 7 weeks of the appointment start date.

7. HOLIDAYS

It is suggested that a Locum should be entitled six weeks of annual leave per annum (calculated from date of appointment) and to have Pulpit Supply provided on six Sundays per annum. The appointing congregation is responsible for keeping track of the locum's annual leave.

8. LOCUM SICKNESS

Locums are not entitled to sick pay.

Where a Locum is being paid through central payroll, the Stewardship & Finance department must be notified as soon as the locum goes off sick by emailing locum@churchofscotland.org.uk

Locum payments will stop when a Locum is off sick.

The congregation may then pay Pulpit Supply during the absence of the Locum, which may be reclaimable as long as locum pay has stopped.

9. OTHER COSTS

Every congregation shall pay for legitimate expenses reasonably incurred by locums in the course of discharging their duties, and these expenses are payable locally. Legitimate expenses include;

- Travelling expenses incurred in the fulfilment of locum duties using the church as a base. Mileage payable to a Locum is 45p for the first 10,000 miles travel and 25p per mile for additional miles in a car. The bicycle allowance is 20p per mile. **Home to work travel is not claimable.**
 - Telephone line rental and calls, including where agreed in advance that for mobile services, incurred in the performance of locum duties.
 - The cost of internet access at a level required for the performance of locum duties.
 - Stationery and postage stamps for use in relation to work.
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