



## Seagate Employment Policy


Version – 1.3

Date of publication – 28.02.2023

Published by Dave Tudor  
Chairman of the Trustees

Signed  Date 28.02.2023

Approved by Mark Inglis  
on behalf of Seagate Elders

Signed  Date 28.02.2023

Approved by Kerelyn Myhill  
on behalf of Seagate Trustees

Signed  Date 28.02.2023

# Employment Policy

## 1. PURPOSE

The purpose of this document is to define the employee and employer responsibilities for Seagate Evangelical Church (SEC).

## 2. SCOPE

The scope will cover employment procedures and responsibilities for employees, leaders (Elders and Trustees) and members of SEC. This policy will define the SEC processes for;

- Employee Appraisal
- Employee Remuneration
- Employee Expenses
- Employee Holidays
- Issue Escalation and Disciplinary

## 3. DEFINITIONS

- Elder: an appointed Christian leader at Seagate Evangelical Church
- Trustee: an appointed Trustee at Seagate Evangelical Church
- Employee: a paid member of staff at Seagate Evangelical Church
- Church Member: a member of Seagate Evangelical Church

## 4. ABBREVIATIONS

- SEC: Seagate Evangelical Church

## 5. ROLES AND RESPONSIBILITIES

The table below summarises the main employee positions and responsibilities in SEC.

| Role                       | Hours Worked                    | Responsibilities   |
|----------------------------|---------------------------------|--|
| Pastor                     | Full time, permanent            | To provide spiritual, teaching and discipleship leadership for SEC. The Pastor is also an Elder. |
| Youth Worker               | Full time, permanent            | To provide spiritual, teaching and discipleship leadership to youth who attend SEC               |
| Church Community Worker    | Up to 20hrs per week, permanent | To provide pastoral and community support to the Troon community and surrounding areas           |
| Children & Families Worker | 15-22.5hrs per week, permanent  | To engage with children and families in our church and community                                 |
| Church Officer             | Up to 14hrs per week, permanent | To provide logistical, maintenance and compliance activities for SEC                             |
| Church Administrator       | Up to 8hrs per week, permanent  | To administrative activities for SEC   |

Each employee will have clear line management provided by two individuals from the Elders and Trustees. The line managers will have the appropriate experience and be appointed by the Chairpersons of the Elders and Trustees. Appendix I describes the current line manager alignment to the employees at SEC.

The Trustees and Elders will review and confirm line manager appointment on an annual basis.

## **6. PROCEDURE**

### **6.1 Employee Appraisal**

Each employee will have a face-face appraisal and interim mid-year review with both line managers present. The employee will be asked to submit a progress update on performance in the role and any issues to be resolved.

A standard appraisal document format will be used. This is attached as Appendix II.

Appraisal records will be maintained by either the Trust Secretary or Treasurer.

### **6.2 Employee Remuneration**

The Trustees will be accountable for ensuring staff remuneration is competitive and appropriate, including approval of annual pay increases.

The line managers will discuss remuneration with employees during the annual appraisal process.

### **6.3 Employee Expenses**

Staff will be reimbursed for all expenditure reasonably incurred in the performance of their duties as described in the SEC Expenses Policy. Claims for items not allowed under the policy will be rejected, unless specifically noted and authorised by line management.

### **6.4 Employee Holidays**

Employees will have a pro rata 30 days holiday per annum which includes bank holidays. Employees will be trusted to manage their holidays and holiday cover.

### **6.5 Issue Escalation and Discipline**

#### **Employee Escalation Process**

In the event an employee has an issue with any other staff member or Church member that cannot be resolved through discussion and prayer then, as appropriate, they should raise with both line managers at the earliest opportunity. The line managers will then carry out a review with all parties and appropriate actions undertaken to resolve the issue. The process will be documented and retained within the employee's file. The Elders and Trustees will be informed of the investigation outcome.

### Church Member Escalation

In the event a Church member has an issue with an employee that cannot be resolved through discussion and prayer then, as appropriate, they should raise with the employee's line managers at the earliest opportunity. The line managers will then carry out a review with all parties and appropriate actions undertaken to resolve the issue. The process will be documented and retained within the employee's file. The Elders and Trustees will be informed of the investigation outcome.

## **7. VALUES AND BEHAVIOURS**

Our Church vision states that ***Seagate should be a place of comfort but where we should never simply be comfortable, where we should find rest but never rest on our past achievements and where we should find a home in the community of believers but where we never fail to point people to their true home and their true Saviour.***

Seagate Elders and Trustees expect all staff to conduct their role with Christian values and behaviours. These are summarised below;

**Love / Joy / Peace / Patience / Kindness / Goodness / Faithfulness / Gentleness / Self Control.**

These values, the Fruits of the Holy Spirit Gal 5:22 identify what ought to be distinctive of Christian faith today. They are listed in order to communicate what is important, and to provide a foundation for further action. These values influence behaviours and action. They have the capacity to inspire and encourage.

## **8. REVIEW PERIOD**

The policy has been reviewed in January 2023 with the only revision being addition of a Seagate Employee position. Next review will take place in Q4 2023 to capture practical learnings.

## **9. REFERENCES**

The National Association of Citizen's Advice Bureau (NACAB) provides sound information on employment rights at: <http://www.adviceguide.org.uk/>

Begin looking here for information relating to: basic rights at work, employment status and contracts of employment, maternity rights, dismissal, redundancy and more.

## Appendix I – Line Reporting Accountabilities

| <b>Role</b>                | <b>Line Reporting Accountabilities</b>           |
|----------------------------|--|
| Pastor                     | Mark Inglis (Elder), Dave Tudor (Trustee)        |
| Youth Worker               | Richard Woods (Elder), Sheena Beckwith (Trustee) |
| Community Worker           | Richard Woods (Elder), Dave Tudor (Trustee)      |
| Church Officer             | Alan MacLeod (Trustee), Tom Smith (Trustee)      |
| Church Administrator       | Kerelyn Myhill (Trustee), Richard Woods (Elder)  |
| Children & Families Worker | Matthew Pearce (Elder), Laura Barr (Trustee)     |

## **Appendix II – Appraisal Document Template**

**Appraisal Form:** Employee Name and Date

Conducted by XXXX (Elder) and YYYYY (Trustee) on date ZZZZZ at venue: to add

### **1. Employee Review of Year**

#### **Highlights -**

- To document

#### **Disappointments/ Challenges -**

- To document

#### **What did you think you did well?**

- To document

#### **What do you think you could have done better?**

- To document

### **2. Year Feedback from Elders and Trustees**

#### **Positive**

- To add.

#### **Opportunities for development**

- To add

### **3. Summary**

A summary paragraph to be added

| <b><u>Name</u></b> | <b><u>Role</u></b> | <b><u>Signature</u></b> | <b><u>Date</u></b> |
|--------------------|--------------------|-------------------------|--------------------|
| Employee<br>name   | Role               |                         |                    |
| Name               | Trustee            |                         |                    |
| Name               | Trustee            |                         |                    |