

SLOUGH BAPTIST CHURCH POLICY	Remuneration Policy
POLICY NUMBER: SBCP-33	



Primary Responsibility:	Treasurer
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Issued:	September 2017
Status:	Approved
Review Period:	5 years
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1. Principles

Slough Baptist Church is committed to ensuring that we pay our staff fairly and in a way that ensures we attract and retain the right skills to have the greatest impact in delivering our charitable objectives.

This policy shall be reviewed every five years, but in the event of a material change in either the BU guidelines or national legislation, the Treasurer will bring this policy to the Trustees for review.

2. Staffing categories

There are four categories of staff:

1. Ministry Staff: employees whose main role is pastoral
2. Interns: employees in training for a pastoral role
3. Support Staff: all other employees
4. Volunteers (this includes trustees that are not in any of the above categories)

Ministry staff receive a stipend, not a salary. Therefore, all ministry staff are given the same stipend, irrespective of service or experience. BU Guidelines have been referred to in setting stipends and employment terms and conditions, but this policy describes some variations.

3. Remuneration for Ministry Staff

The ministry staff package includes:-

1. An annual stipend aligned to the Baptist Union stipend applicable at the start of the church's financial year, multiplied by 1.2.

2. Either accommodation (e.g. the Manse) or an accommodation allowance of equivalent taxable value.
3. Employer's contribution to the pension of 16% of the combined amount of the stipend and the housing allowance.
4. Sabbatical leave entitlement.
5. Statutory Maternity / Paternity, Adoption or Parental Leave and Pay

The provision of accommodation owned by SBC to ministers of religion is valued for tax purposes in accordance with tax legislation. This value is used as the basis for the accommodation allowance for ministry staff.

4. Remuneration for Interns

The church shall pay interns at a rate that shall equal or exceed the most recently available UK Living Wage, published by the Living Wage Foundation, which may include an accommodation allowance. Intern pay shall comply with any minimum wage legislation in force.

5. Remuneration for Support Staff

The principles for remuneration of support staff are:

1. The Trustees will agree the basis of the starting pay for support staff prior to filling the appointment.
2. No support staff shall receive annual pay that exceeds the BU Stipend multiplied by 1.2 plus the accommodation allowance or the equivalent hourly rate to that annual pay.
3. The pay rate shall equal or exceed any minimum wage legislation in force.
4. Support staff are entitled to overtime payment when the employee's manager has agreed overtime working.
5. The Employer's contribution to support staff pensions is equivalent to 16% of salary.
6. Support staff are entitled to statutory leave and pay for Maternity/Paternity, Adoption or Parental Leave.
7. Support staff do not receive sabbatical leave entitlement.
8. Support staff do not receive an accommodation allowance.
9. Support staff do not receive pay increases for seniority or performance.

The trustees shall agree an annual cost of living increase that maintains compliance with the above principles, and is based on the greater of:

- The increase of the Baptist Union Stipend
- The increase in the UK Living Wage, published by the Living Wage foundation

6. Remuneration for Volunteers

Volunteers are entitled to expenses, but are not paid.

7. Reporting of Remuneration

Reporting will be in accordance with the SORP (Statement of Recommended Practice):

- Disclose payments to trustees for their roles as trustees.
- Disclose the number of staff in receipt of more than £60,000 and above (in bands of £10,000)
- Disclose pensions and other benefits.