

# employment contract service

## Introduction

Stewardship has joined forces with **Anthony Collins Solicitors** to produce an employment contract pack designed specifically for churches and Christian charities. The pack includes model employment documentation and, if required, \*a model service licence agreement, together with explanatory notes.

### The aim of the pack is to:

- Ensure that your church/charity employs its worker(s) in a way that is consistent with its constitution
- Explain the main options available to you as an employer
- Help you choose the most appropriate terms on which to employ
- Give you confidence to be able to agree reasonable terms of service in a cost effective way
- Help you avoid the potential pitfalls of employment and property law

### The pack consists of the following parts:-

- Model employment contract for a church leader / charity worker
- Model disciplinary procedure
- Model expenses policy
- Explanatory notes on the employment contract

\*not suitable for use in Scotland

- Optional model service licence / occupancy agreement - to cover occupancy of a manse
- Explanatory notes on the service licence/occupancy agreement
- The documentation is emailed to you and can be supplied in hard copy if necessary

### Extent of permitted use

Please note that your purchase of a pack entitles you to make use of the documentation on more than one occasion but it must not be used other than for an employee of your church / organisation.

### Prices

- The standard pack price is £125 plus VAT, a total of £150.
- With the optional service licence / occupancy agreement the price is £150 plus VAT, a total of £180.

We anticipate that the documentation will be updated from time to time. We will notify you of the opportunity to obtain an update, which will be in the form of a completely new pack.

**To obtain the pack**, complete and return the attached order form with your payment.

For more information call **Payroll** on 020 8418 8181 or email payroll@stewardship.org.uk

# employment contract pack/volunteer agreement pack order form

## Contact Details:

Name of Church/Charity:

Contact Person:

Title:

Address:

Post Code:

Telephone:

Fax:

Email:

## Order

- New Standard Employment Contract for Churches £150.00 (VAT inclusive)
- New Enhanced Employment Contract for Churches £180.00 (VAT inclusive)
- New Standard Employment Contract for Charities £150.00 (VAT inclusive)
- New Enhanced Employment Contract for Charities £180.00 (VAT inclusive)
- New Volunteer Agreement Pack £84.00 (VAT inclusive)
- Update for Standard/Enhanced Employment Contract /Volunteer Agreement Pack at £72.00 (VAT inclusive)

Please specify which pack you originally purchased and if Church/Charity

- Church
- Charity

## Electronic documentation

This will be sent to you as a Word Document attachment

## Payroll services

1. Do you currently operate or intend to operate your own payroll?  Yes  No
2. Do you currently use a payroll agency?  Yes  No
3. If you use an agency, which one? \_\_\_\_\_
4. What rate is charged? \_\_\_\_\_
5. Are you aware that Stewardship offers a payroll service?  Yes  No
6. Information on our payroll service will be sent to you with the pack but would you appreciate an earlier call from us?  Yes  No
7. Would you like information on our Consultancy Helpline  Yes  No

## Declaration

I hereby undertake on behalf of the above church/charity that the employment contract and associated documentation supplied will be used solely for the employment purposes of the church/charity and will not be passed on whether in written or electronic form for use by another church or organisation.

Signed:

Capacity:

Date:

Please send with your payment to: Stewardship, PO Box 99, Loughton, Essex, IG10 3QJ, 020 8502 5600. A registered charity.