



## Highworth Community Church (HCC)

### Paying staff policy

#### 1. General policy

- 1.1 The trustees of HCC acknowledge the important role that its employees play in helping the church to fulfil its objectives together with the organisational responsibilities that employees carry.
- 1.2 Our policy is to remunerate staff fairly, using salary and associated benefits, at levels that acknowledge their skills, training and level of responsibility, whilst recognising that:
  - Many roles in the church have a vocational element and are not expected to carry remuneration levels consistent with similar roles in commercial organisations;
  - Many church employees are reluctant to disclose personal needs and financial hardships;
  - It is honouring to God that employees are treated well, including the level of remuneration that is paid;
  - Retention of key staff, and with it organisational consistency and stability are important aspects for HCC as we seek to fulfil our objectives;
  - In the event that remuneration details were published, the church would not be embarrassed by that disclosure.
- 1.3 In considering remuneration levels and other employment benefits the trustees will take account of similar roles in similar organisations.
- 1.4 Trustees that declare a conflict of interest (see 2.4) will be unable to play any part in the remuneration setting process in accordance with the conflicts of interest policy operated by the church.
- 1.5 Remuneration levels and associated details will be treated confidentially and will only be made available to trustees other than where required by law or other reporting regulations.
- 1.6 The overall responsibility for this policy and its implementation rests with the trustees of HCC.

#### 2. Setting remuneration levels

- 2.1 In setting staff remuneration levels, the trustees take into account a selection of factors that may include:

- The size and complexity of the church;
  - The skills and qualifications of the employee;
  - Comparative remuneration levels paid in similar organisations for similar roles, recognising regional differences and other differentiating factors;
  - The encouragement of Scripture to pay fairly, perhaps considering the personal family situation of the employee and associated costs;
  - The mix between salary and other benefits in kind.
- 2.2 The setting of remuneration levels and associated employee benefits will conform to all relevant regulations including gender equality, taxation, and paying at or above the national minimum pay levels.
- 2.3 Remuneration levels and associated benefits will be formally assessed on:
- A change of role, duties or responsibilities; or
  - Otherwise on an annual basis.
- 2.4 Trustees that have any relationship, either themselves or via a connected party, to an employee must declare a conflict of interest and must play no part in any discussion and decision about remuneration levels or other employment terms and conditions.
- 2.5 Remuneration levels will be formally recorded and maintained securely within each staff member's personal file. These files will be stored in accordance with the relevant data protection principles.

### **3. Making salary payments**

- 3.1 Salary payments will be made monthly on the agreed date, generally by way of direct transfer from the church bank account to that of the employee, otherwise by means of cheque.
- 3.2 Salary payments will be made after the deduction of PAYE and any other deductions required by legislation or other regulations.
- 3.3 Payment by means of cash will only take place in extreme circumstances and only with the knowledge and consent of the trustees.

### **4. Adoption of this policy**

- 4.1 The trustees of HCC formally accepted this policy at the trustees' meeting held on 22<sup>nd</sup> October 2020. Review date October 2022

*Brenda Savill – Chair*

*Matt Ford – Leadership*