



DOCUMENT NUMBER	EM002
TYPE	Procedures
SUBJECT	Employment Procedures—Contracting of Clerics, Lay Ministers, Clerks and Other Ancillary Workers across the Diocese
AUTHORISED BY	Diocesan Council
DATE AUTHORISED	8 th May 2021, Procedural Amendment 30 th November 2021

Objective

The objective of this proposal is to alleviate these process gaps by:

- a) Presenting pro-forma contracts of engagement as proposed templates for review, potentially by the HR Committee;
- b) Proposing that contracts of engagement of those directly reporting to the Bishop shall be made under the signature of the Bishop and managed through the Registry;
- c) Proposing that all other employment contracts are lodged with the Registrar and Diocesan Safe Ministry Officer; and
- d) Formalise the requirement for parishes to provide relevant employment information with parish returns and summaries of salaries/stipends, benefits and housing allowances for the tax year ending each 30th June.

Proforma Contracts

The following proforma contracts are presented as Appendices to this proposal:

- a) Letter of offer to rectors, under Diocesan letterhead;
- b) Letter of offer to assistant clerics, under parish letterhead;
- c) Letter of offer to lay ministers, under parish letterhead;
- d) Letter of offer to fixed-term locums, under Diocesan letterhead;
- e) Letter of offer to occasional locums, under parish letterhead;
- f) Letter of offer to clerks of the Diocese, under Diocesan letterhead; and
- g) Letter of offer to clerks of a parish, under parish letterhead.

It is intended that contracts under Diocesan letterhead be signed at the hand of the Bishop and, where relevant, in conjunction with licensing and Safe Ministry approvals. By contrast, the contracts under parish letterhead may be signed by the churchwardens and copied to the Registry and the Diocesan Safe Ministry Officer.

In these proposed proforma contracts, the following has been altered:

- a) Reflective of the nature of a pastoral office, the term “employment” has been replaced by “engagement” in all but items f)–g) above;



- b) Whereas past contracts may not mention the contracting entity, this is set out clearly in these proforma contracts;
- c) All potential allowances applicable for a letter of offer in accordance with the Administration Circular of the Diocese of the Northern Territory are set out in that contract;*
- d) Further and better particulars are provided in relation to superannuation entitlements, particularly in relation to contracting locums, who are most of retired clergy and subject to additional tests in relation to superannuation entitlements; and
- e) Further and better particulars are provided in relation to long service leave entitlements, particularly in relation to contracting locums, who are most of retired clergy and have already received their long service leave entitlements.

*In relation to setting out conditions in writing, the Administration Circular contains the minimum expected stipend, allowances and conditions for clergy including locums and lay ministers, which are to be adopted specifically into each contract document rather than referring to the Administration Circular and updated annually in writing. This proposal is congruent with existing contracts, most of which appear to make no reference to the Administration Circular.

Communication

It is apparent that these proforma contracts will not be used if they are not accessible to parishes. It is proposed that a Sharepoint site be established for the purpose of housing such information, being accessible to each parish. In addition, reference to these proforma contracts will be made in the Administration Circular and communicated in the Registry's quarterly update.

Issuing of Offers of Employment

It is imperative that letters offering employment or contracts are not issued until a role interview has been conducted, document and placed on the employment file and that references have been checked and recorded as such on the employment file.

For completion when document supersedes and existing policy, procedure or protocol.

VERSION NUMBER OF THIS DOCUMENT	DATE OF PREVIOUS DOCUMENT	SUMMARY OF CHANGE	REASON FOR CHANGE
V1	8 th May 2021	Addition of restrictions on issuing of offers of employment	Recognition of inherent risk in not having role interview documentation and reference check on file