

Lay Employment

July 2019



Welcome

to the second Lay Employment newsletter

for the three Yorkshire Districts. The plan is to send a newsletter three times a year to provide information on Connexional lay employment updates, news on what is happening to lay employees in Yorkshire, as well as important external people-related issues.

Lay employees are likely to play an increasingly important role in the life of the Districts over the next few years so we need to do all we can to attract and retain high calibre members of staff.

We have a rich variety of staff in the Districts, including Administrators, Pastoral Workers, Family Workers, Youth Workers, Mission Workers and a number of Cafe Workers, Caretakers, Cleaners and Premises Managers

'As Lay Employment Advisor it is important that I should be contacted as soon as it has been decided to take on a paid employee'

Rob Cooper
*Lay Employment
Advisor for the
Yorkshire West,
Yorkshire North &
East, and Sheffield
Districts*

I am a CIPD qualified Human Resources professional and have been involved in people management and development for the last 30 years. I am a member of Haxby and Wigginton Methodist Church in York and am married to Steph who works for Christian Aid. We have two children and three grandchildren

What's new

The Living Wage minimum rate of pay for all employees is currently £9.00 per hour.

This is the minimum rate of pay we should pay for any member of staff.

Qualifications, experience and responsibilities must be considered in arriving at the actual salary paid.

I can offer suitable advice if required. Please remember to review salaries on an annual basis.

Line Management Support and Training

The Yorkshire Plus Learning Network provides training and support for Line Managers of lay staff.

We have developed a one day training course for Line Managers to identify the skills and qualities needed to manage lay employees and explore the roles and responsibilities of managing lay employees in the Methodist Church. We have also put in place a support group for line managers to discuss topics that are most relevant to them and share experiences on managing lay employees. Please contact your District Administrator for further information and dates

Our responsibilities

By law, every lay employee must be issued with an approved Contract of Employment (at the very latest within 8 weeks of the individual starting their employment). On the Methodist Church website is an excellent section relating to lay employment. It can be found under the title of 'Lay Employment Advisory Information Pack'. It is a very comprehensive guide and is updated on a regular basis. The weblink is [http://www.methodist.org.uk/ministers-and-office-holders/employees-and-volunteers/church-\(lay\)-employees/lay-employment-advisory-info](http://www.methodist.org.uk/ministers-and-office-holders/employees-and-volunteers/church-(lay)-employees/lay-employment-advisory-info)

There has also been some work done around Local Ministry and how this can be best supported by churches and circuits. It gives detailed information around working with employees and volunteers with relevant case studies to support you at all stages of the recruitment and development processes. Here is a link for more information <https://www.methodist.org.uk/for-ministers-and-office-holders/employees-and-volunteers/supporting-local-ministry/>

I would suggest, however, that you contact me in the first instance if you are considering the appointment of a lay employee to 'go through' our requirements from a practical point of view. I hold on computer, for your use, examples of the various form letters, application forms, job descriptions and Contracts of Employment. A pre-prepared simplified set of documents is now available for caretakers and cleaners. Please note that I need to approve all documents before a post is advertised.

We maintain a database of all Lay Employees within District. This involves having a list of full names, addresses, phone numbers and National Insurance numbers etc. Please let me know of any resignations or any significant changes to the Terms and Conditions of lay employees

If you have any queries relating to Lay Employment matters, or if there are any topics you would like me to focus on in the next newsletter, please do not hesitate in contacting me.

Contact:

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