**Templates and Forms for appointing a Minister**

**Supporting a Minister**

Accredited ministry is an honour and responsibility conferred by our Union of churches on a person which places them in a position of trust and responsibility to share care and concern for the life and witness of our congregations. It is likewise appropriate that those whom we accredit and hold in respect are appropriately honoured and supported among us.

Congregations, when calling an accredited minister to a position of leadership among them, are not engaging an employee. For this reason, it is appropriate to have an agreement between minister and congregation that can be designated a **ministry covenant**, which will include the terms and conditions of appointment. It is not appropriate to view or hold out this agreement as a contract of employment. The ministry covenant is an agreement entered into between the minister and the congregation - a relationship of trust, not contract: where that trust is violated or abandoned, the bond of minister and congregation is then severed.

In recognising and accepting God’s call to serve in the office of minister in a local congregation, a person so called should covenant before God and the congregation as follows:

● to be faithful and trustworthy in executing this holy office and calling under God

● not to abuse the trust afforded them

● to exercise good stewardship of time and energy, taking sufficient time for study, prayer and recreation.

Congregations, on their part, should recognise their responsibility under God to honour and materially support those called by God to serve in the office of minister. Congregations should also be mindful to fulfil all the statutory and fiscal requirements laid upon them by the Law of Scotland, as these pertain to supporting a person in the office of minister to the congregation.

1. **Draft invitation of Call**

***Recognition of the call of God by the congregation***

*We, the congregation of ........................ are agreed that God is calling …………….. to exercise the office of minister to this congregation.*

*In so recognising God’s calling, we willingly submit to God’s will and invite you to fulfil this role among us. We recognise the covenantal character of pastoral ministry, built on trust, exercised by those holding the office of pastor. We in turn commit and covenant ourselves to prayerfully and dutifully support you in an honouring and appropriate manner.*

*Signed:*

1. **Draft acceptance of Call**

***Recognition of the call of God by the minister***

*I, …................................. , am honoured to recognise and accept your leading under God to call me to serve the congregation of …........................................in the office of minister.*

*I recognise the covenantal nature of this calling and appointment, built on trust. In so accepting the call to serve you as pastor, I promise to faithfully fulfil God’s requirements, and to apply myself to pursuing and upholding the standards of conduct and character and the convictions befitting the office of minister.*

*Signed:*

1. **Terms and Conditions of Appointment**

The following **Terms of Appointment** are to be used in the case of a call to a grant-aided church and in general terms are recommended as guidelines for other churches.

They are based on the recommendations of the minimum provisions recommended by the most recent Assembly of our Union (many congregations will enter into variations of this, some agreeing more generous provisions), as follows:

*The following terms of settlement have been agreed between*

*Rev ..................................................................................................*

*And ................................................................................... Baptist Church*

*Date .......................................*

1. *The appointment is to full-time service and is to be terminable by the Minister on a minimum of one month’s notice or by the church on a minimum of 3 month’s notice, with occupancy of the manse (where relevant) extended a further 3 months at no extra cost to the Minister. Any subsequent extension of the latter would be by mutual agreement between the Minister and the church on agreed terms.*
2. *It is understood that the Minister:-*

*▪ Has 2 days (or six segments, a segment being a morning, afternoon, or evening) per week completely free of church duties.*

*▪ Will not accept any other paid employment without the consent of the church leadership*

*▪ Be granted sabbatical leave with no loss of stipend in every 7th year of ministry, provided the Minister has served in their current church at least 2 years of the 7 required.*

*▪ is entitled to 5 weeks annual holidays plus local public holidays or days in lieu. In addition the Minister will be entitled to minister in other churches for up to 4 Sundays.*

*▪ will be released for 2 weeks annual study leave / reflection / spiritual development time.*

1. *The church will pay the Minister the Reference Stipend at the current rate as agreed by the Annual Assembly. The stipend will be paid by standing order, in monthly installments, on the 20th day of each month.*
2. *The stipend will be paid in full during any temporary incapacity of the Minister through illness. In the event of actual or anticipated prolonged incapacity the Pension administrators should be notified.*
3. *The church will pay the Minister, in addition to stipend, a pension contribution to the Baptist Union of Great Britain Minister’s Pension Scheme or the Minister’s own pension scheme if applicable.*
4. *The church will pay the full cost of travelling expenses incurred by the Minister in the performance of ministerial duties. When a car is used, the appropriate allowance paid is 45p/mile, for up to 10,000 miles; thereafter, 25p/mile.*
5. *The church will be responsible for providing appropriate phone and broadband contracts. The Minister should make a monthly contribution for personal use.*
6. *The church will pay in full the Council Tax due on the manse or the Minister’s own house, in addition to any housing allowance paid.*
7. *The church will provide full support to their Minister towards their attendance at the Annual Assembly of our Union and at such training days or conferences where attendance is recommended or required, for the purposes of ministerial accreditation, by the Baptist Union of Scotland.*
8. *The church will reimburse the Minister any expenses incurred on church business, e.g., office and administration expenses, postage, stationery, hospitality, attending the Baptist Union Assembly, Ministers’ Fellowships, etc..*
9. *The church will pay the removal expenses of the Minister on taking up appointment.*
10. *The Minister may be provided with a manse by the church for the performance and fulfillment of duties. In connection with the provision of such a manse the church will be responsible for:*

*• Such re-decoration of the interior of the manse as may be required before the Minister settles.*

*• The maintenance of the interior and exterior of the manse on an agreed basis.*

*• The annual inspection of the manse to ensure the property is in good repair and up-grading undertaken as appropriate.*

*If the Minister lives in their own house, the church will pay a housing allowance. This may vary significantly across the country; however, a realistic amount should be paid monthly by the church. It is expected that this would not currently be less than £6,000 per year.*

1. *The above financial provisions will be reviewed each year, and any changes notified in writing.*
2. *If any difference of opinion should arise in connection with the operation or understanding of these Terms of Appointment, the Minister shall first consult with the Church Secretary and the Church Treasurer.*

*Church Secretary ....................................................................................*

*Minister .................................................................................................*

*Date .....................................................................................................*

*NOTE: Signed copies of the above terms should be deposited with the Minister and the Church Secretary.*

*In the case of a grant aided church the above agreement should also be signed by the Mission and Ministry Advisor of the Baptist Union of Scotland.*

*Mission and Ministry Advisor ....................................................................................*

*Date ....................................................................................................*