[insert name of church] REMUNERATION AND EMPLOYMENT POLICY

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# PURPOSE

* 1. This Remuneration and Employment Policy outlines the way employment terms, including remuneration, for all staff roles at [insert name of church] is determined.

# SCOPE

* 1. This Remuneration and Employment Policy applies to all paid staff roles at [insert name of church].
	2. The Elders [or insert alternative governance group throughout] are responsible for implementing this policy.

# POLICY STATEMENTS

* 1. Employment terms, including remuneration, will be negotiated with all staff as part of the recruitment process. Employment terms will be guided by the information in the most recent version of the Churches of Christ in Queensland Ministers Appointment & Employment Guide and the requirements of Fair Work Australia.
	2. Every staff member will have a signed employment agreement outlining employment terms and position responsibilities.
	3. Remuneration of paid pastoral staff roles will be determined according to the most recent version of the Churches of Christ in Queensland Ministers Appointment & Employment Guide.
	4. Remuneration of other paid staff positions (non-ministering persons roles, e.g. administrative roles) will be determined using the relevant award for the role as a minimum. Awards can be found on the Fair Work Ombudsman website (<http://fairwork.gov.au>). If there is no award for the role, the remuneration of the staff member will be negotiated between the church and the successful applicant.
	5. The Elders will negotiate other allowances/equipment included in the remuneration package with each staff member as is appropriate for their role (e.g. mobile phone, laptop/desktop, phone call and data allowance, home internet allowance, fuel/kms allowance etc.). The method of paying these allowances will also be agreed (e.g. included in salary as an allowance, or reimbursed as an expense upon presentation of a claim and accompanying proof). In determining whether to offer such allowances the Elders will give due regard to the expectations of the role and the likely mix of private and work use.
	6. Remuneration for all roles will be reviewed each year and adjusted at 1 July in accordance with a) any agreed increase related to performance or role responsibilities and b) as per the recommendations in the relevant award or the Churches of Christ in Queensland Ministers Appointment & Employment Guide. Employment terms will also be adjusted to reflect any new minimum National Standards if necessary.
	7. Staff in paid roles will be notified in writing of changes to their remuneration and/or employment terms.

# PRINCIPLES

## Accountability and responsibility

* 1. The Elders are responsible for negotiating employment terms, including remuneration, with all paid staff and for reviewing terms and remuneration at least annually, with any agreed increases to remuneration applied from 1 July each year.

## Compliance, monitoring and review

* 1. The Elders are responsible for ensuring this policy is followed for all paid staff.
	2. The Elders may delegate responsibility (e.g. to the church treasurer or administrator) for ensuring that remuneration is paid and leave balances are tracked in accordance with the employment terms, including superannuation, long service leave, tax and MEB (where relevant).
	3. The annual audit of church accounts will include checking that employees are being paid correctly and that accurate records of pay and leave balances are being kept.
	4. This policy will be reviewed annually by the Elders/Board.

## Reporting and records management

* 1. No additional reporting is required.
	2. Copies of all staff employment agreements will be kept securely on file.

# DEFINITIONS AND TERMINOLOGY

## Terms and definitions

|  |  |
| --- | --- |
| Term | Description |
| **Board** | [insert and update as relevant for your church] |
| **Elders** | [insert and update as relevant for your church] |
|  |  |
|  |  |

# RELATED LEGISLATION AND DOCUMENTS

|  |  |
| --- | --- |
| Category | Related Reference Document(s) |
| **Related Policies** | [insert if any] |
| **Related Legislation and Standards** | [insert if any] |
| **Related Procedures, Supporting Documents and references** | Churches of Christ in Queensland Ministers Appointment & Employment Guide (updated annually)Staff position descriptionsStaff employment agreements[insert others as relevant] |

# APPROVAL AND REVIEW DETAILS

|  |  |
| --- | --- |
| Approval and Review | Details |
| **Ownership and Accountability** | Board/Elders |
| **Approval Responsibilities** | Elders |
| **Next Review Date** | DD/MM/YYYY |

|  |  |
| --- | --- |
| Approval and Review | Details |
| **Approval Date**  | DD/MM/YYYY |
| **Amendment History**  | [note date and reason for amendment] |