



Paying Staff General policy

The Trustee Board (MAC) of Estuary and Mountain Mission Area acknowledge the important role that its employees pay in helping the charity to fulfil its objectives together with the organisational responsibilities that employees carry.

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 charity have a vocational element and are not expected to carry remuneration levels consistent with similar roles in commercial organisations;
- Employees may be 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 [Name of Mission Area] as we seek to fulfil our objectives;
- In the event that remuneration details were published, the charity would not be embarrassed by that disclosure.

In considering remuneration levels and other employment benefits the MAC will take account of similar roles in similar organisations.

Members of the MAC that declare a conflict of interest will be unable to play any part in the remuneration setting process in accordance with the conflicts of interest policy operated by the charity.

Remuneration levels and associated details will be treated confidentially and will only be made available to members of the MAC other than where required by law or other reporting regulations.

The overall responsibility for this policy and its implementation rests with the Trustee Board of Estuary and Mountain Mission Area.

Setting remuneration levels

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

- The size and complexity of the charity;
- 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.
- The mix between salary and other benefits in kind.

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. Where grants are received to assist with salaries, we will adhere to the requirements of the grant in setting levels of remuneration.

Remuneration levels and associated benefits will be formally assessed on:

- A change of role, duties or responsibilities; or
- Otherwise on an annual basis.

Members of the MAC 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.

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.

Making salary payments

Salary payments will be made monthly on the agreed date, generally by way of direct transfer from the charity bank account to that of the employee.

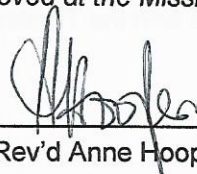
Salary payments will be made after the deduction of PAYE and any other deductions required by legislation or other regulations.

Payment by means of cash will only take place in extreme circumstances and only with the knowledge and consent of the MAC.

Adoption of this policy

The Mission Area Conference of Estuary and Mountain Mission Area formally accepted this policy on

Approved at the Mission Area Conference on 12th October 2022



The Rev'd Anne Hooper
Mission Area Leader

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