

SECTION 1: THE ROLE OF THE DISTRICT LAY EMPLOYMENT SECRETARY

This section provides information on:

- **The role of the District Lay Employment Secretary**
- **Documents that the District Lay Employment Secretary needs from churches and circuits**

Churches, circuits and districts can all be employing bodies in their own right. The representatives of each employing body are responsible for their actions and for any financial repercussions that arise out of employment relationships.

The employment framework is complex. New legislation and Employment Tribunal decisions are continually re-shaping our understanding of employment practices.

Within the Connexion, it is understood that representatives of churches, circuits and districts need a source of advice and guidance to ensure we promote good employment practice and reduce the risk of error. Each district has a Lay Employment Sub-Committee which is serviced by a volunteer Lay Employment Secretary. The role of the Lay Employment Secretary is to:

- Provide advice to circuit and church representatives
- Oversee employment arrangements within the district
- Check contractual documents prior to issue
- Receive information from the Development and Personnel as issues arise

At any time the District Lay Employment Secretary should be aware of the employment arrangements for all employees within the district. The District Lay Employment Secretary should receive:

- Documents relating to proposed appointments
- A copy of the signed written Statement of Terms and Conditions
- Notification of any contractual changes which occur during employment
- Notification of the intention to terminate a contract
- Notification of the intention to invoke disciplinary procedures

The functions of the Lay Employment Sub-Committee are set out in CPD 438A (5).

The contact details for your District Lay Employment Secretary can normally be found in the Synod Directory for your District or from the Development and Personnel Office at Methodist Church House.