



Employment Policy

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Published by Dave Tudor
Chairman of the Trustees

Signed  Date 30.08.2025

Approved by Mark Inglis
on behalf of Seagate Elders

Signed  Date 30.08.2025

Approved by Kerelyn Myhill
on behalf of Seagate Trustees

Signed  Date 30.08.2025

Employment Policy

1. **Purpose**

The purpose of this document is to define the employee and employer responsibilities for Seagate and Café 141 Employees employed by Seagate Evangelical Church.

2. **Scope**

The scope will cover employment procedures and responsibilities for employees, leaders (Elders and Trustees) and members of Seagate Evangelical Church (SEC) and Meadowgreen Community Church (MCC). This policy will define the Trust's processes for;

- Employee Appraisal
- Employee Remuneration
- Employee Expenses
- Employee Holidays
- Issue Escalation and Disciplinary

Documents that contain further information will be highlighted in bold where appropriate.

3. **Definitions**

- Elder: an appointed Christian leader at Seagate Evangelical Church
- Trustee: an appointed Trustee at Seagate Evangelical Church
- Employee: a paid member of staff at Seagate Evangelical Church or Café 141
- Church Member: a member of Seagate Evangelical Church or Meadowgreen Community Church

4. **Roles and responsibilities**

The table below summarises employee positions and responsibilities for Church staff

Role	Hours Worked	Responsibilities
Pastor	Full time, permanent	To provide spiritual, teaching and discipleship leadership for SEC & MCC. The Pastor is also an Elder.
Assistant Pastor	Full time, permanent	To provide spiritual, teaching and discipleship leadership for SEC & MCC. The Pastor is also an Elder.
Church Community Worker	Up to 20hrs per week, permanent	To provide pastoral and community support to the Troon community and surrounding areas
Church Officer	Up to 14hrs per week, permanent	To provide logistical, maintenance and compliance activities for SEC & MCC
Church Administrator	Up to 14hrs per week, permanent	To carry out administrative activities for SEC & MCC
Social Media Coordinator	Up to 8 hrs per week, permanent	To ensure the Church, Café and MG centre are visible on social media

The table below summarises employee positions and responsibilities at Café 141

Role	Hours Worked	Responsibilities
Café Manager	Full time, permanent (35hrs)	Include: ordering supplies, sales and invoice reconciliation, food preparation, promotional planning, hygiene requirements, staff management
Café Staff	Part time, permanent 1x22 hrs 1x19 hrs	Include: food preparation assistance, KP duties, front of house customer service

Line Management Church Employees:

Line management will be provided by two individuals from the Elders and Trustees. The line managers will have the appropriate experience and be appointed by the Chairpersons of the Elders and Trustees.

Line Management Café 141 Employees:

Line management for the Café Manager will be provided by two Trustees, and line management for the Café Staff will be provided by the Café Manager.

Appendix I describes the current line manager allocation.

The Trustees and Elders will review and confirm line manager appointment on an annual basis.

5. Procedures

5.1 Employee Appraisal

Each employee will have a face-face appraisal and interim mid-year review with both line managers present. The employee will be asked to submit a progress update on performance in the role and any issues to be resolved.

A standard appraisal document format will be used. This is attached as Appendix II.

Appraisal records will be retained in the employee's file.

5.2 Employee Remuneration

The Trustees will be accountable for ensuring staff remuneration is competitive and appropriate, including approval of annual pay increases.

The line managers will discuss remuneration with employees during the annual appraisal process.

5.3 Employee Expenses

Staff will be reimbursed for all expenditure reasonably incurred in the performance of their duties as described in the ***Expenses Policy***. Claims for items not allowed under the policy will be rejected, unless specifically noted and authorised by line management.

5.4 Employee Holidays

Leave entitlement is detailed in Employee contracts. Employees will be trusted to manage their holidays and are requested to liaise with colleagues to ensure there is adequate cover during their absence. Further information can be found in the ***Granting Annual Leave Policy***.

5.5 Employee Absence

Please refer to the ***Sickness Absence Management, Maternity Leave and Paternity Leave*** policies.

5.6 Grievance and Discipline

For information relating to any issues an employee may have with any other staff member or Church member, or an issue raised by a Church member about a Church employee please refer to information outlined in the ***Grievance Policy and Procedure***.

Church Member Escalation

In the event a Church member has an issue with an employee that cannot be resolved through discussion and prayer then, as appropriate, they should approach the employee's line managers at the earliest opportunity. The line managers will then carry out a review with all parties and appropriate actions undertaken to resolve the issue. The process will be documented and retained within the employee's file. The Elders and Trustees will be informed of the investigation outcome.

6. Values and behaviours

Our Church vision states that ***Seagate should be a place of comfort but where we should never simply be comfortable, where we should find rest but never rest on our past achievements and where we should find a home in the community of believers but where we never fail to point people to their true home and their true Saviour.***

Seagate Elders and Trustees expect all staff to conduct their role with Christian values and behaviours. These are summarised below;

Love / Joy / Peace / Patience / Kindness / Goodness / Faithfulness / Gentleness / Self Control.

These values, the Fruits of the Holy Spirit Gal 5:22 identify what ought to be distinctive of Christian faith today. They are listed in order to communicate what is important, and to provide a foundation for further action. These values influence behaviours and action. They have the capacity to inspire and encourage.

7. References

The National Association of Citizen's Advice Bureau (NACAB) provides sound information on employment rights at: <http://www.adviceguide.org.uk/>

Further information can be found here relating to: basic rights at work, employment status and contracts of employment, maternity rights, dismissal, redundancy and more.

Appendix I – Line Reporting Accountabilities

Role	Line Reporting Accountabilities
Pastor	Mark Inglis (Elder), Dave Tudor (Trustee)
Assistant Pastor	Richard Woods (Elder); Dave Tudor (Trustee)
Community Worker	Richard Woods (Elder), Dave Tudor (Trustee)
Church Officer	Alan MacLeod (Trustee), Tom Smith (Trustee)
Church Administrator	Richard Woods (Elder), Kerelyn Myhill (Trustee)
Café Manager	Dave Tudor (Trustee), Tom Smith (Trustee)
Café Staff	Corrie Duncan (Café Manager)

Appendix II – Appraisal Document Template

Appraisal

Employee Name	
Title	
Review Conducted by:	
Review Period	

1. Highlights from past year
2. Disappointments/ Challenges
3. Review of Key Projects for the Year

Key Projects	Employee Comments	Trustees' Feedback
1.		
2.		
3.		
4.		

4. Opportunities for Development/ Applicable Training Courses
5. Key Projects for Upcoming Year

Key Projects
1.
2.
3.
4.

6. Summary

Signed by:

<u>Name</u>	<u>Role</u>	<u>Signature</u>	<u>Date</u>
Employee Name			
	Trustee		
	Trustee		