

CONTRACT OF EMPLOYMENT

YOUNG PEOPLE AND FAMILIES WORKER

CHRYSTON PARISH CHURCH

Church of Scotland Congregation | Scottish Charity Number SC006752

Fixed-term appointment: 1 October 2026 to 30 September 2027

16 hours per week, worked flexibly

This document sets out the terms and conditions of employment and incorporates the Schedules attached to it.

1. Employer

The Employer is the Kirk Session of Chryston Parish Church, Church of Scotland Congregation, Scottish Charity Number SC006752 (the “Employer”).

2. Employee

The Employee is _____, of [insert address] (the “Employee”).

3. Commencement and Fixed Term

Employment will commence on 1 October 2026 and, unless terminated earlier in accordance with this Contract, will continue until 30 September 2027, when the fixed-term appointment will end. Any continuation beyond that date will be by mutual agreement and will be confirmed in writing.

No period of employment with a previous employer counts as part of the Employee’s period of continuous employment, unless otherwise confirmed in writing by the Employer.

4. Probationary Period

The first three months of employment will be a probationary period. The Employee’s performance, conduct and suitability for the role will be reviewed during this period. The Employer may, following discussion with the Employee, extend the probationary period where it reasonably considers this necessary. Successful completion of probation will be confirmed in writing.

5. Review of the Post

A formal review of the post will take place in June 2027. The review will consider the development of the role, the needs of the congregation, available finance and the possibility of continuation beyond 30 September 2027. The review does not create an entitlement to renewal or continuation of employment.

6. Duties

The Employee will diligently carry out the duties of Young People and Families Worker as set out in the Job Description in Schedule 1. The duties may be reasonably adjusted from time to time by the Employer, following consultation with the Employee, provided that any changes remain consistent with the general nature and purpose of the role.

7. Place of Employment

The Employee's normal places of work will include the buildings of Chryston Parish Church, locations within the parish and surrounding area, local schools, community venues and other locations reasonably required for the duties of the post. The role does not require the Employee to relocate.

8. Management and Support

The Parish Minister will be the Employee's Line Manager and will provide day-to-day supervision. The Young People and Families Management Team will support the strategic development of the work and provide guidance on plans, priorities and training. If required, the Employer may appoint an appropriate deputy Line Manager.

The Employee will also receive regular mentoring support. Mentoring is intended to support the Employee's development and does not replace the Line Manager's management responsibilities.

9. Salary

The Employee will be paid at the rate of £16.80 per hour for 16 hours per week, equivalent to £13,977.60 per annum on the basis of 52 paid weeks. Salary will be paid monthly in arrears on the last Friday of each month, subject to the usual deductions for tax, National Insurance and any other lawful deductions.

The rate of pay will normally be reviewed annually by the Employer in October. A salary review does not guarantee an increase in pay.

10. Hours of Work

The Employee's normal hours of work will be 16 hours per week, worked flexibly according to the requirements of the role. Hours may vary between days and weeks and will include some evening and weekend work, including Sunday duties.

The pattern of working hours will be agreed with the Line Manager. The Employee will complete a weekly record of hours worked. Where operational requirements result in additional hours being worked, these should be agreed in advance with the Line Manager wherever reasonably practicable and will normally be compensated by time off in lieu, to be taken within a reasonable period.

The Employee will not normally be expected to work beyond the contracted hours without prior agreement with the Line Manager.

11. Travel and Expenses

Reasonable travel expenses incurred in carrying out the duties of the post, including agreed travel from the church base to activities, meetings, training or conferences, will be reimbursed on submission of an appropriate expenses claim. Mileage for use of the Employee's own vehicle will be reimbursed at the current HMRC approved mileage rate applicable to the journey.

The Employee must hold any driving licence, insurance and other documentation legally required where a private vehicle is used for work purposes.

12. Training

The Employee will be required to undertake training reasonably required by the Employer, including safeguarding and other training necessary for the role. Mandatory training required by the Employer will be treated as working time and, where there is a cost, will be funded by the Employer unless otherwise agreed in writing.

A wider programme of professional development and any associated funding will be agreed between the Employee, the Line Manager and the Young People and Families Management Team.

13. Annual Leave

The holiday year runs from 1 October to 30 September.

The Employee is entitled to 108.8 hours of paid annual leave in each full holiday year, equivalent to 5.6 weeks based on a normal working week of 16 hours. Annual leave will be recorded in hours and must be agreed in advance with the Line Manager.

Public and bank holidays will normally be treated as ordinary days and will not constitute additional annual leave. The Employee's 16 weekly hours may be arranged flexibly around public and bank holidays as appropriate.

In any incomplete holiday year, including the final year of employment, holiday entitlement will be calculated on a pro-rata basis. On termination of employment, the Employee will be paid for any accrued but untaken statutory holiday. If the Employee has taken more holiday than has accrued, the Employer may deduct the equivalent amount from monies due to the Employee, to the extent permitted by law.

14. Sickness Absence and Sick Pay

If the Employee is unable to work because of sickness or injury, they must notify the Line Manager as soon as reasonably practicable and in accordance with any absence-reporting arrangements notified by the Employer.

For sickness absence of seven calendar days or fewer, the Employee may self-certify. For longer absences, the Employee must provide a fit note or other medical evidence as required by law.

In any period of 12 consecutive months, the Employer will normally pay full salary for the first month of sickness absence and half salary for the following month. The Employer may, at its discretion, extend full or half pay, provided that contractual sick pay will not normally exceed 13 weeks in total in any 12-month period. Any Statutory Sick Pay entitlement will be included within these payments where applicable.

15. Pension

The Employee will be enrolled into a qualifying workplace pension scheme where the statutory eligibility requirements are met. The Employer will contribute an amount equivalent to 5% of the Employee's salary, subject to the rules of the scheme and applicable pensions legislation. The Employee's contributions and any right to opt out will be governed by the scheme rules and applicable law.

16. Other Statutory Leave

The Employee will be entitled to statutory family-related and other statutory leave and pay for which they qualify, including maternity, paternity, adoption, shared parental, parental bereavement and other statutory leave as applicable from time to time. Further information will be provided by the Employer on request or where relevant.

17. Notice and Termination

The fixed-term appointment will end on 30 September 2027 unless continued by mutual written agreement. Either party may terminate the employment before that date by giving four weeks' written notice.

The Employer may terminate employment without notice or payment in lieu of notice where the Employee commits gross misconduct or another fundamental breach of contract justifying summary dismissal, following an appropriate process.

Nothing in this clause limits any statutory right to a longer minimum notice period where such a right applies.

18. Disciplinary Matters

The disciplinary procedure in Schedule 2 applies to this employment. It does not form part of the Employee's contractual terms and may be amended by the Employer from time to time, provided that the Employee is informed of material changes.

19. Grievances

The grievance procedure in Schedule 3 applies to this employment. It does not form part of the Employee's contractual terms and may be amended by the Employer from time to time, provided that the Employee is informed of material changes.

20. Safeguarding and PVG Scheme Membership

The Employee must comply with the Church of Scotland's safeguarding policies, codes of practice and procedures, as amended from time to time, and with any local safeguarding procedures adopted by the Employer.

This post involves a regulated role with children. Employment is therefore conditional upon the Employee holding and maintaining the appropriate Protecting Vulnerable Groups (PVG) Scheme membership and any disclosure or confirmation required by law and by the Employer. The Employee must co-operate with renewal or updating requirements and must immediately inform the Employer of any matter that may affect their suitability to undertake the regulated role.

The Employee must promptly report safeguarding concerns, allegations or disclosures in accordance with the Church of Scotland's safeguarding procedures and the law.

21. Christian Occupational Requirement

Because the principal duties of the role include sharing and communicating the Christian faith, supporting Christian discipleship, participating in worship and contributing actively to the life and mission of the congregation, the Employer considers it to be an occupational requirement of the post, within the meaning of Schedule 9 to the Equality Act 2010, that the Employee is a committed Christian and is able in good faith to fulfil the Christian purposes of the role.

22. Confidentiality and Data Protection

The Employee will have access to confidential and sensitive information relating to children, young people, families, volunteers, members of the congregation and the work of the Church. The Employee must not disclose confidential information except where this is required for the proper performance of their duties, required by law, or necessary for safeguarding purposes.

The Employee must comply with applicable data protection law and with the Employer's policies and procedures concerning the handling, storage, sharing and disposal of personal information. These obligations continue after employment ends where the information remains confidential.

23. Health and Safety

The Employee must take reasonable care for their own health and safety and that of others who may be affected by their work, comply with the Employer's health and safety arrangements, and ensure that appropriate risk assessments are completed for activities for which they are responsible.

24. Collective Agreements and Benefits

No collective agreement directly affects the terms of this employment. No contractual benefits apply other than those stated in this Contract, unless the Employer confirms otherwise in writing.

25. Entire Agreement and Changes

This Contract and its Schedules set out the principal terms of the employment. Any agreed change to the contractual terms will be confirmed in writing. Nothing in this Contract removes or reduces any statutory employment right.

Signatures

By signing below, the parties confirm that they have read and understood this Contract and agree to its terms.

Signed by Employee:

Name: _____

Signature: _____

Date: _____

Signed for and on behalf of the Employer:

Name: _____

Signature: _____

Date: _____

Schedule 1

JOB DESCRIPTION

Title of Post: Young People and Families Worker

Responsible to: The Parish Minister of Chryston Parish Church as Line Manager, supported by the Young People and Families Management Team.

Hours: 16 hours per week, worked flexibly, including some evenings, weekends and Sunday duties.

Term: 1 October 2026 to 30 September 2027, with any continuation beyond that date by mutual written agreement.

Safeguarding: The post is a regulated role with children and requires appropriate PVG Scheme membership.

Right to Work: The Employee must provide evidence of the right to work in the United Kingdom as required by law.

Occupational Requirement: It is an occupational requirement, for the purposes of Schedule 9 to the Equality Act 2010, that the post holder is a committed Christian, because of the nature and context of the duties described below.

Main Purpose of Post

To work alongside the Young People and Families Management Team, the Minister and volunteers to develop and implement an effective Young People and Families Programme which seeks to:

- take the Gospel into the community, engage with young people and families, introduce them to the love of Jesus, and help them grow as followers of Jesus;
- enthuse, inspire, develop and support volunteers, encouraging the sharing of faith, ideas and experience; and
- develop sustainable pathways through which young people and families can connect with the life, worship and mission of Chryston Parish Church.

Main Duties

- Plan and deliver an innovative, vibrant and attractive programme to engage young people and families in the community and, through a range of pathways to faith, communicate the love of Jesus.
- Build and deepen relationships within the church family so that children, young people and families are supported to grow as disciples.
- Work alongside the Young People and Families Management Team and the Minister to encourage intergenerational church life and appropriate support for those with particular needs.
- Build and develop effective relationships with local primary and secondary schools and other community organisations, including assisting with school assemblies where appropriate and under the guidance of the Minister.
- Represent and communicate the views, needs and concerns of children, young people and families within the church family.
- Encourage families, children and teenagers to participate actively in church life and worship and to develop their gifts and talents.
- Attend Sunday morning worship as reasonably required within the agreed working pattern and, in collaboration with the Minister, assist in worship, particularly where families and young people are involved.
- Lead and develop the Young People and Families volunteer team and act as a principal point of contact for relevant community and church relationships.

- Take an active part in the work of the church Ministry Team, under the direction of the Line Manager and the Young People and Families Management Team, in support of the existing Young People and Families provision.
- Be an active part of the Chryston Parish Church family and contribute to the Christian life and mission of the congregation.
- Communicate regularly with the Kirk Session and congregation about the work, its development, opportunities and progress.
- Comply with all relevant health and safety and safeguarding requirements and ensure that appropriate risk assessments are completed for activities for which the Employee is responsible.
- Provide input and guidance to the Kirk Session on matters relating to the integration of young people and families into the wider congregation and provide progress reports when reasonably requested.
- Meet regularly, normally monthly, with the Line Manager and provide reports to the Young People and Families Management Team approximately every two months.
- Complete a weekly time record and, where reasonably requested by the Line Manager, provide a forward work schedule for planned activities.
- Undertake such other duties as may reasonably be requested by the Employer from time to time, provided that they are consistent with the nature and level of the role.

Mentoring and Development

The Employee will receive regular mentoring. The purpose of mentoring is to encourage reflection, development and sustainable ministry practice. Formal management responsibility remains with the Line Manager and the Employer.

Schedule 2

DISCIPLINARY PROCEDURE

The purpose of this procedure is to encourage appropriate standards of conduct and performance and to provide a fair process where concerns arise. The Employer will have regard to the ACAS Code of Practice on disciplinary and grievance procedures.

Informal Stage

Where appropriate, concerns about performance or conduct will first be discussed informally by the Line Manager with the Employee, with the aim of clarifying the concern, identifying any support or improvement required and agreeing a reasonable way forward. Serious matters may proceed directly to the formal procedure.

Formal Procedure

- 1. Investigation.** The Employer will establish the relevant facts before deciding whether formal disciplinary action is required. Where reasonably practicable, the investigation will be carried out by a person who will not chair any subsequent disciplinary hearing.
- 2. Written notification.** If a disciplinary hearing is required, the Employee will be informed in writing of the alleged misconduct or performance concern, the possible consequences and the date, time and place of the hearing. Relevant information will be provided in sufficient time to allow the Employee to prepare.
- 3. Right to be accompanied.** At a formal disciplinary hearing or appeal, the Employee may be accompanied in accordance with statutory rights by a trade union representative or official, by a work colleague where one is available or another appropriate companion.
- 4. Hearing.** The Employee will have a reasonable opportunity to respond to the concerns, present relevant evidence and ask that relevant witnesses be considered. The hearing will be conducted by a person or committee with authority to make the relevant decision.
- 5. Possible outcomes.** Depending on the circumstances, the outcome may include no action, an improvement plan, a first written warning, a final written warning, dismissal with notice, or dismissal without notice in a case of gross misconduct. Any warning will normally state the required improvement, the period for which the warning will remain active, and the consequences of further misconduct or insufficient improvement.
- 6. Decision.** The decision will be confirmed to the Employee in writing without unreasonable delay, including the reasons for the decision and any right of appeal.
- 7. Appeal.** The Employee may appeal in writing to the Session Clerk within five working days of receiving the written decision, stating the grounds of appeal. If the Session Clerk was materially involved in the original decision, the appeal should instead be submitted to another person nominated by the Kirk Session. The appeal will, so far as reasonably practicable, be heard by persons who were not involved in the original decision. The appeal decision will be confirmed in writing and will be final within the Employer's procedure.

Examples of Matters That May Lead to Disciplinary Action

- Unauthorised or irregular absence, or persistent lateness.
- Unsatisfactory performance after reasonable support and opportunity to improve.
- Failure to follow a reasonable management instruction.
- Breach of confidentiality or data protection obligations.
- Failure to comply with safeguarding, health and safety or other relevant Church policies.

- Conduct that materially damages the legitimate interests or reputation of the Employer or the Church of Scotland.
- Failure to notify the Employer of an absence or to provide required medical evidence.
- Any other misconduct or serious breach of the Employee's contractual duties.

Examples are illustrative and are not exhaustive. The seriousness of any matter will be considered in context.

Schedule 3

GRIEVANCE PROCEDURE

The purpose of this procedure is to provide a fair means for the Employee to raise concerns relating to employment. The Employer will have regard to the ACAS Code of Practice on disciplinary and grievance procedures.

Informal Resolution

Where appropriate, the Employee should first raise the matter informally with the Line Manager. If the grievance concerns the Line Manager, or if it would not be reasonable to raise it with them, the Employee may raise it with the Session Clerk or another person nominated by the Kirk Session.

Formal Grievance

- 1. Written grievance.** If the matter is not resolved informally, or is sufficiently serious to justify formal consideration, the Employee should set out the grievance in writing and submit it to the Session Clerk or, where appropriate, another person nominated by the Kirk Session.
- 2. Meeting.** The Employer will arrange a meeting without unreasonable delay, normally within 14 days where reasonably practicable, to discuss the grievance. The Employee will have a reasonable opportunity to explain the grievance and any outcome sought.
- 3. Right to be accompanied.** At a formal grievance meeting or appeal, the Employee may be accompanied in accordance with statutory rights by a trade union representative or official, by a work colleague where one is available or another appropriate companion.
- 4. Decision.** After the meeting, the Employer will confirm its decision in writing without unreasonable delay and will advise the Employee of any right of appeal.
- 5. Appeal.** If the Employee wishes to appeal, they should do so in writing within five working days of receiving the decision, setting out the grounds of appeal. The appeal will, so far as reasonably practicable, be considered by persons who were not involved in the original decision. The final decision will be confirmed in writing.
- 6. Overlap with disciplinary proceedings.** Where a grievance is raised during a disciplinary process, the Employer may temporarily suspend the disciplinary process or, where the matters are related, deal with them concurrently, as appropriate.