

## GUIDELINES FOR DETERMINING SALARY FIGURE FOR LAY POSTS

The Methodist Conference 2010 confirmed its decision that the Living Wage, also known as the Ethical Living Wage which is published by the [Living Wage Foundation \(LWF\)](#) will form the minimum basic salary for all people employed by a district, circuit or local church.

Districts, circuits or local churches must ensure that the Living Wage is a minimum that is paid to lay employees throughout the Connexion.

The aim of these guidelines is to assist Churches/ Circuits/ Districts with setting up the salaries for lay roles. To ensure that this is done in a consistent and fair manner it is important to consider the following:

- It is the **post** (not the individual) for which the salary is being set.
- The person specification, drawn up from the job description, will detail the essential criteria required in order for the post holder to perform their duties satisfactorily
- Whatever qualifications or abilities a post holder or potential post holder may have as personal qualities, if they are not listed as essential criteria in the person specification, then they do not count when setting a salary figure for a post.

### Job description and Person Specification

1. If the job description is being reviewed, check that it is up to date, if it has changed, rewrite it to reflect the changes.
2. If there are no changes then check that the person specification is still accurate, if the job description has changed, the person specification must reflect these changes.
3. If a person specification does not exist, then this needs to be created based on the job description. (For further guidance please refer to [Preparing the JD&PS](#) section of the Lay Employment Resource).

### Calculating a salary for 2025/2026

The salary figure is made up of two parts:

- A. **THE BASIC SALARY** which is based on the Living Wage (LWF). Basic hourly rate of **£13.45 in Regions incl. Scotland /£14.80 in London**
- B. **ADDITIONAL SALARY** - the opportunity to award additional points to the basic salary of **£774 in Regions incl. Scotland / £825 in London**. For further information, please go to Part B below.

## EXAMPLES OF AWARDING ADDITIONAL POINTS

### Applying the 9-point salary scale to the Person Specification

- Look at the essential qualifications in the Person Specification.
- Look at the 3 areas of Qualifications, Experience and Responsibilities and of the 3 points within each section.
- Is there anything in the essential criteria in the Person Specification for which an additional payment in recognition of Qualifications, Experience or Responsibilities can be made?
- Add any additional points to the basic hourly figure.

#### (1) Full time employee

The example is based on an employee working full time for 40 hours week. If the full time hours are less than 40 hours per week, then the hours used below need adjusting.

- a) Calculate the annual salary based on the hourly rate:

$$£13.45/£14.80^* \times 52 \text{ weeks} \times 40 \text{ hours} = £27,976/£30,784^*$$

- b) Decide whether any additional points are to be added.

For example: if 2 additional points are to be added: ➤ 2 x £774= £1,548

$$\text{➤ } 2 \times £825 = £1,650^*$$

Add (a) and (b) together:

$$\text{➤ } £27,976 + £1,548 = \text{£29,524 for a 40 hour week}$$

$$\text{➤ } £30,784 + £1,650 = \text{£32,434}^* \text{ for a 40 hour week}$$

#### (2) Part time employee

- Follow (a) and (b) above as for a full time employee working 40 hours a week.
- The figures then need to be prorated for a part time employee.
- For an employee working 20 hours a week:
  - Hourly rate =  $£27,976 \div 52 \text{ wks} \div 40 \text{ hours} = £13.45$
  - Prorated annual salary =  $£13.45 \times 52 \text{ wks} \times 20 \text{ hours} = £13,988$

- Hourly rate = £30,784 ÷ 52 wks ÷ 40 hours = £14.80\*
- Prorated annual salary = £14.80 x 52 wks x 20 hours = £15,392\*

\*London rate

## **PART A: EXAMPLES**

### **EXAMPLE 1**

#### **JOB DESCRIPTION**

**Job Title: e.g. Missing Generation Officer**

#### **Main Responsibilities**

- Working in partnership with the minister and church community, set up and develop initiatives, which offer "belonging" to young singles, couples and families.
- Set up and lead a regular house group aimed at providing Christian fellowship for 20-40 year olds.
- Develop, with others, a monthly circuit worship service relevant to the needs of the 20-40 age group.
- Support the leadership of one of the uniformed organisations or toddlers group, which are active in the church.
- Contribute, as part of a team, to making the church premises open and accessible 7 days a week. Co-ordinate the volunteers assisting in this work.
- Support the overall vision of an open and inclusive Christian centre.
- Appraise and review initiatives set up and activities undertaken, and change where necessary the action and focus of work after discussion with, and agreement, from the management group.
- Live and work as neighbours to the emerging local housing in the town centre, being part of a visible Christian presence in the heart of the town.
- Attend quarterly Church Council meetings and weekly meetings of the church staff. (Other meetings only to be attended when specially requested).
- Keep adequate records of contacts and of work undertaken.

### EXAMPLE 1 PERSON SPECIFICATION

Attributes	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>		A recognised Biblical, theological or practical mission qualification	Q
<b>Proven Ability</b>	Ability to adapt work and working style to suit the Church environment		A, I
	Able to demonstrate practical evangelism or outreach to both church and non church members		A, I
<b>Special Skills, Knowledge, &amp; Responsibilities</b>	An understanding of the “missing generation” (20 – 40 year olds)		I
		Able to lead Worship	A, I
		Able to use Word, Power Point, spreadsheets	E
<b>Special Qualities or Aptitudes</b>	Able to relate effectively to a wide spectrum		A, I
	Able to communicate effectively in person and in writing		A, I
	Able to motivate self and others	Able to set and work to goals without direct supervision	A, I
	Able to present a strong Christian example	Able to contribute effectively to a team	A, I
		Able to adapt to changing priorities and circumstances	I
<b>Any Other Requirements</b>	Willingness to understand and engage with Methodism and be subject to its discipline		I
	Satisfactory Enhanced Disclosure from the DBS		DBS Clearance

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)

## Calculating the salary

The Basic salary is: 40 hours x 52 weeks x £13.45= £27,976

Can additional points be added to the basic salary according to the criteria in Part B (for more details see p. 11-12)?

1. Can any points be added, based on the essential person specification and according to the description under Qualifications in Part B?

In this example 0 points

2. Can any points be added, based on the essential person specification and according to the description under Experience in Part B?

In this example 2 points

3. Can any points be added, based on the essential person specification and according to the description under Responsibilities in Part B?

In this example 0 points

2 points @ £774 each = £1,548

**The basic salary of £27,976 + £1,548 increases to: £29,524**

## **EXAMPLE 2**

Using the same job description as in Example 1, the person specification changes (shown in **ITALICS**).

### **EXAMPLE 2 PERSON SPECIFICATION**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Education &amp; Training</b>	<i>Postgraduate Diploma (or equivalent) in Theology</i>		Q
<b>Proven Ability</b>	Able to adapt work and working style to suit the Church environment		A, I
	<i>Practical evangelism or outreach to church and non church members</i>		A, I
<b>Special Skills, Knowledge &amp; Responsibilities</b>	Has an understanding of the “missing generation” (20 – 40 year olds)		I
	<i>Able to supervise volunteers</i>		A, I
		Able to lead Worship	A, I
		Able to use Word, Power Point, spreadsheets	E
<b>Special Qualities or Aptitudes</b>	Able to relate effectively to a wide spectrum		A, I
	Able to communicate effectively in person and in writing		A, I
	Able to motivate self and others	Able to set and work to goals without direct supervision	A, I
	Able to present a strong Christian example	Able to contribute effectively to a team	A, I
		Able to adapt to changing priorities and circumstances	I
<b>Any Other Requirements</b>	Willingness to understand and engage with Methodism and be subject to its discipline		I
	Satisfactory Disclosure from the DBS		DBS Clearance

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)

## Calculating the salary

The Basic salary is: 40 hours x 52 weeks x £13.45= £27,976

Can additional points be added to the basic salary according to the criteria in Part B?

1. Can any points be added, based on the essential person specification and according to the description under Qualifications in Part B?

In this example 3 points

2. Can any points be added, based on the essential person specification and according to the description under Experience in Part B?

In this example 2 points

3. Can any points be added, based on the essential person specification and according to the description under Responsibilities in Part B?

In this example 1 point

6 points @ £774 each = £4,644

**The basic salary of £27,976 + £4,644 increases to: £32,620**

### **EXAMPLE 3**

**Job Title:       Caretaker**

#### **Job Description**

- To keep the church, ancillary premises and grounds tidy and clean to a good standard.
- Unlock and lock up the premises as necessary according to use by church groups or external organisations.
- Administer any requests for use of the premises by outside organisations within the guidelines set by the Church Council.
- Ensure that the heating systems operate as necessary to heat the buildings ready for meetings.

#### **EXAMPLE 3 PERSON SPECIFICATION**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Education &amp; Training</b>		Basic school leaving certificate	
<b>Proven Ability</b>		Ability to operate a heating system	A, I, E
<b>Special Skills, Knowledge &amp; Responsibilities</b>	Working knowledge of Health and Safety regulations as they apply to church premises	Understanding of church life and the groups which use the premises	A, I
	Able to identify tasks which must be referred to a church steward		I
<b>Special Qualities or Aptitudes</b>	Willing to work alone		I
	Able to communicate effectively with users (verbally and in writing)		A, I
	Able to work flexibly between 0800 and 2100 hours		A, I
	Able to keep premises clean and tidy to a high standard		E
	Able to climb one flight of stairs (no lift)		I
	Satisfactory disclosure from the DBS		DBS Application

A – Application form; I – Interview; E – Exercise

Can additional points be added to the basic salary according to the criteria in Part B?

## Calculating the salary

The Basic salary is: 40 hours x 52 weeks x £13.45 = £27,976

1. Can any points be added, based on the essential person specification and according to the description under Qualifications in Part B?

In this example 0 points

2. Can any points be added, based on the essential person specification and according to the description under Experience in Part B?

In this example 0 points

3. Can any points be added, based on the essential person specification and according to the description under Responsibilities in Part B?

In this example 1 point

1 point @ £774 each = £774

**The basic salary of £27,976 + £774 increases to: £28,750**

## **PART B: THE POINT SYSTEM**

There is a basic salary set for employees and this is reviewed on an annual basis.\* Where the post requires the post holder to have specific experience and/or undertake a higher level of responsibility, the person specification must set this out clearly. Then, in recognition of this, where certain criteria are met, additional points in the areas of qualifications, experience and responsibilities can be awarded to give an increase to the basic salary.

The following sections give some idea of the areas where increases to the basic salary could be made. These criteria must be clearly stated in the person specification before the position is advertised. A maximum of 3 points can be awarded in each of the following sections.

\*The value of the point base figure is reviewed in October. Annual inflation rise is applied based on the average of the Retail Price Index and the Average Earnings Index as per recommendations from the 'Lay Worker's Terms and Conditions' 2007 Conference Report.

### **Section A: Qualifications (job related qualifications)**

Choose one of the following (please note that the National Qualifications Framework is in the process of being correlated with the Framework for Higher Education Qualifications, and that a fuller and updated list may be obtained from the HR Team, Methodist Church House, 25 Tavistock Place, London WC1H 9SF)

- A-level, Advanced GNVQ, level 3 NVQ, or equivalent = 1 point
- Appropriate undergraduate Diploma or Degree, level 4 NVQ or equivalent = 2 points
- Appropriate postgraduate Diploma or Degree, level 5 NVQ, Professional Qualifications or equivalent = 3 points

### **Section B: Proven Ability (Previously referred to as Experience)**

- Can demonstrate how proven ability through past experiences shows understanding of the work to be undertaken = 1 point.
- Can demonstrate how proven ability through past experiences will contribute to the development of the post = 1 point.
- Can demonstrate how proven ability through past experiences will contribute to strategic thinking = 1 point.

### **Section C: Responsibilities**

- Does the post hold Managerial and Supervision responsibilities? i.e. the postholder would be required to recruit, train and manage volunteers. If yes = 1 point.
- Does the post involve complexity i.e. the post holder would be involved in a range of tasks covering various functions some of which may be described as demanding or complex? If yes = 1 point.
- Will the post holder be responsible for making decisions? i.e. difficult or important decisions on a regular basis, within established policy, where many factors must be weighed, and /or makes decisions leading to changes in procedures affecting others. If yes = 1 point.

**A maximum of 9 points can be awarded.**

## **PART C**

### **POSTS**

Listed below are examples of post titles used in the life of the Church. It is recognised that some posts may contain 2 or 3 elements of the posts listed. This is not an exhaustive list.

The post titles could be prefixed, as appropriate, by the words District, Circuit or Church.

- Administrator
- Caretaker
- Chaplain to: Prison/young offenders; Nursing home; Further Education College
- Children's Liaison Officer
- Community Liaison Officer
- Evangelism enabler
- Family Liaison Officer
- Gardener
- Pastoral Worker - circuit/church/ecumenical
- Pastoral Worker with specific groups of people e.g. the bereaved, the elderly, church members
- Local Lay-Pastor (and similar post titles used for appointments to the office of Local Lay-Pastor, e.g. Lay Pastor)
- Premises Manager
- Project Manager e.g. Asylum Seekers; Drop-in Centre; Homeless
- Schools' Worker

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