[*NAME OF DEANERY PARTNERSHIP*] VIA [*NAME OF KEY MISSION CHURCH OR LEGAL ENTITY*]

AS RECIPIENT

AND

THE LINCOLN DIOCESAN TRUST AND BOARD OF FINANCE

AS FUNDER

|  |
| --- |
|  |

**DEANERY PARTNERSHIP ADMINISTRATOR FUNDING AGREEMENT**

1. **THIS AGREEMENT** is dated [*insert date*]

BETWEEN:

1. [*Deanery Partnership name], via [name of legal entity]* (**the Recipient**); and
2. The Lincoln Diocesan Trust and Board of Finance Ltd (**LDTBF**), whose registered office is Edward King House, Minster Yard, Lincoln, LN2 1PU.
3. **BACKGROUND**

As part of the Diocese of Lincoln’s strategy under A Time to Change Together, the LDTBF (as the Company) have committed to providing additional administrative support to Deanery Partnerships to enable the flourishing of Mission within these localities. This agreement is supported by the advisory document, associated templates and additional resources listed in section 13. The agreement is designed to provide a framework for payment, minimum requirements for receiving the funding and mechanisms for monitoring and reporting.

1. **DEFINIATIONS**
2. **“The Recipient”** means the Deanery Partnership via the chosen legal entity responsible for receiving the grant and employing the Deanery Partnership Administrator.
3. **“The LDBF”** means the Lincoln Diocesan Trust and Board of Finance Ltd, acting as the charitable company which holds the financial and other assets of the Diocese and is responsible for oversight of their good stewardship.
4. **“The Deanery Partnership”** means the Deanery or Group of Deaneries working together under a Time to Change Together, led by the Partnership Dean and Lay Co-Lead.
5. **“The Deanery Partnership Administrator”** means anyone is receipt of payment for services under the terms of this Agreement.
6. **“The Grant”** means the funds received by the Recipient under the terms of this Agreement.
7. **“The Finance Department”** means the finance department of the LDTBF, under the leadership of the Director of Finance.

**4 THE GRANT**

The LDTBF agrees to pay the Recipient the sum of £928.30[[1]](#footnote-1) on the recipients chosen day each calendar month, subject to the terms and conditions set out in this Agreement. The LDTBF may increase the grant annually subject to any internal LDTBF staff pay award, but this will be subject to the discretion of the Diocesan Secretary.

**5 THE PURPOSE OF THE GRANT**

The Recipient shall use the Grant for the purpose of providing administrative support to facilitate the operations of the Deanery Partnership and/or the parishes within the Deanery Partnership, subject to local need and subject to the minimum requirements laid out in section 9.

**6 RECEIVING THE GRANT**

The Recipient shall ensure that the LDTBF (via the Finance Department) have the correct bank details for transfer of the funding to the appropriate bank account linked to the legal entity outlined in this Agreement. Any change to these details or the proposed legal entity to receive the funding should be proposed in writing and at least one calendar month in advance of any due payments. Remittance notices will be made to the Recipient by the Finance Department in the usual way.

**7 USE OF THE GRANT**

The Grant may be used by the Recipient in any way deemed lawful and appropriate by the legal entity, as long as it is for the purpose outlined in the Agreement and with due regard made to the minimum requirements laid out in section 9. The LDTBF retain the right to monitor the use of the Grant as outlined in section 10 and where its use is considered to be illegal, illicit or unethical, to cease payment of the Grant.

**8 DURATION**

The duration of the Grant is not fixed, but will be reviewed annually in line with section 10 on monitoring and reporting. Notice for the cessation of the Grant will be given in writing and with as much notice as possible (no less than two months), unless the Recipient is in breach of this Agreement and then notice need not be given.

**9 MINIMUM REQUIREMENTS**

The Grant has been designed to offer flexibility to Deanery Partnerships so that appropriate administrative support can be tailored to each context. Below is a list of the minimum requirements of provision, which the Recipient agrees to implement following receipt of the Grant:

1. That the Template Role Description (in whole or in part where multiple roles are employed) will be used for the employment of one or more positions to fulfil the role of Deanery Partnership Administrator.
2. That a copy of the employment contract(s) for any post associated with the grant will be provided to the LDTBF prior to the first payment being made.
3. That the Deanery Partnership, via the chosen legal entity, shall act as employer and provide all the necessary support, equipment and effective working environment to the employee subject to UK employment law.
4. That the Deanery Partnership shall provide a framework for monitoring of the role and will report to the LDTBF as outlined in section 10.
5. That the Deanery Partnership Administrator will work with the Parish Support Administrative Team (as described in the Template Role Description), to assist with collating returns and data required by the National Church and the Diocese of Lincoln.
6. That the Deanery Partnership via the legal entity acting as employer, shall ensure Safer Recruitment policies have been followed, that appropriate employer liability insurance is in place and that all employment and other relevant laws have been followed.

**10 MONITORING AND REPORTING**

The Recipient agrees to provide the LDTBF with a brief annual report (at the end of each calendar year) on the impact of the Grant on the operation of the Deanery Partnership. A template for this report will be provided. Effective monitoring of the impact of the grant throughout the year, in order to fulfil this requirement under the Agreement, is the responsibility of the Recipient.

**11 LEGAL**

The Recipient agrees to follow all relevant laws and regulations in the use of the Grant, including but not limited to;

1. UK Data Protection Act 2018
2. UK Employment Law (including on minimum wage, employment contracts, discrimination, bullying and harassment, dismissal and grievances, equal pay, holiday pay, parental leave and redundancy).
3. UK Money Laundering Regulations 2017
4. The Charities Act 2022

**12 SIGNATORIES TO THE GRANT**

**THE RECIPIENT**

SIGNED:

FULL NAME:

ROLE: *[DEANERY PARTNERSHIP LEAD OR LAY CO-LEAD]*

DATE:

**THE LDTBF**

SIGNED:

FULL NAME:

ROLE:

DATE:

**13 CONTACT AND PAYMENT DETAILS**

**PARISH CONTACT**

NAME OF CONTACT FOR PARISH ACTING AS EMPLOYER:

ROLE:

CONTACT NUMBER:

EMAIL ADDRESS

**PAYMENT DETAILS**

NAME OF BANK ACCOUNT:

ACCOUNT NUMBER:

SORT CODE:

NAME AND ADDRESS OF BANK:

DATE OF EACH MONTH CHOSEN FOR PAYMENT[[2]](#footnote-2):

**13 ADDITIONAL RESOURCES**

1. Deanery Partnership Advisory Document
2. The template Job Description
3. The two models of employment
4. A guide to employment in parishes
5. A template contract of employment

1. The total amount of financial support available for administration per Deanery Partnership in 2023 is £11,146. [↑](#footnote-ref-1)
2. Where the date chosen falls on a Sunday, or where that date is not contained in any given month, payment will be made on the next working day. [↑](#footnote-ref-2)