

Diocese of Lincoln: Deanery Partnership Administrators

The two models of employment

Model One- Key Mission (Type 1) Church acts as employer for the benefit of the Deanery Partnership

The first model for employment is to use a type 1 parish church within the Deanery Partnership, that already employs staff and has the relevant structure already in place, as the employer of the new Deanery Partnership Administrator. This model has obvious advantages in terms of convenience and speed, but should your Deanery Partnership wish to work together on more projects in the future, model two may offer more flexibility to pool resources.

Important factors to consider

- The responsibility for oversight and management of the Deanery Partnership Administrator needs to be the Deanery Partnership Leads, so where neither of the two leads are at least members of the PCC of the chosen parish an arrangement would need to be made between the two parties to ensure appropriate oversight of the role (from a line management and legal responsibility perspective).
- Using a type 1 church as “employer” does not mean that the role of Deanery Partnership Administrator must be geographically based within that church. In fact, where resources are already placed in that building, predominantly placing the administrator in a different location may add to a sense of fairness across the Deanery Partnership.
- Utilising the employment structure, support network, possibility of cover for illness or holidays and even the building of a type 1 church has obvious advantages and can be balanced in how the role is packaged and presented to ensure the view of other churches in the Deanery Partnership isn't that the DP Administrator is “just for the big church”.

Model Two- Use any parish within the Deanery Partnership as Employer

Any Parish, as a legal entity, can employ staff. If you decide to use one of your smaller parishes that do not already employ members of staff it is important to ensure that you have all of the relevant HR documents and arrangements in place before you take on an Administrator. This includes a requirement for liability insurance. A link can be found below which takes you to the UK Government website which provides a handy step by step guide. The benefits of this model might include a new “way of working” which feels separate yet connected to the larger churches within your Deanery Partnership. It may enable your DP to prevent any accusations of unfair distribution of resources, in that “the larger church gets the administrator”.

Important factors to consider

- The Diocese offers a number of templates for parishes or other charitable entities to employ staff, and can offer additional advice for more specific employment concerns.
- You will need to purchase employer's liability insurance and register as an employer with HMRC so that you can pay tax and national insurance for employees.

Which ever model you decide to use for employing your Deanery Partnership Administrator, there are a number of resources available to make the decision and the implementation easier.

- 1- [Get ready to employ staff- UK Gov step by step guide](#)
- 2- Various Diocesan templates attached.
 - a. Job Description
 - b. Draft Contract of Employment
 - c. Employing staff- Diocesan Guide