

## IV REGULATIONS FOR VOLUNTARY ADDITIONAL PAYMENTS

*Edinburgh, 26th May 2005, Session VII*

1. In September, prior to the year of payment, the **Ministries Council** will notify Presbyteries, of those charges which are in a position to make Voluntary Additional Payments at 5% or 10% or 15% over the National Stipend Scale. **Presbyteries**, in turn, will inform charges of their position with regard to Voluntary Additional Payments and will set a date by which each charge and, where necessary each part of a charge, will notify Presbytery of their intention whether or not to make a Voluntary Additional Payment to stipend.
2. The **Ministries Council** will declare annually the three levels of Voluntary Additional Payment and the Income Base levels above which each may be paid.
3. The **Ministries Council** has the authority to withdraw a Voluntary Additional Payment if payments are not kept up to date in accordance with procedural note (c) below in the year following the failure to pay.
4. Eligible **charges** are responsible for making their own decision on what level the Voluntary Additional Payment they wish to make and for transmitting their decision in time for Presbytery agreement. See procedural note (a) below.
5. On receipt of the decision to make of a Voluntary Additional Payment, **Presbytery** shall have the power to agree or not to the payment being made, and shall advise the Ministries Council as to whether or not it concurs with the decision of the charge, by November of the calendar year prior to which the payment is due to be made.
6. It will be the responsibility of **Presbytery** to inform both the charge and the minister of their decision, whether or not it is concurred, by November of the calendar year prior to which the payment is due to be made. Where the charge is over-ruled by Presbytery they should be informed of the Presbytery's decision with reasons. **Presbyteries** should take into consideration knowledge of local financial circumstances and judge the sustainability of these payments before agreement is reached.
7. For the avoidance of doubt, in the case of a linked charge all congregations in the linkage have to agree to the Voluntary Additional Payment and **Presbytery** must ensure that agreement has been reached. Voluntary Additional Payments from linked congregations will be recovered in the same proportion as their income bases.
8. The **Ministries Council** will initiate the payment to the minister and collection of such a payment plus employer's national insurance from the charge.

### **Procedural Notes**

- (a) The advised level of Voluntary Additional Payment to each eligible charge will be the maximum and charges may pay below the maximum at any of the fixed levels, but may not pay above the maximum notified. The levels for 2005 and 2006 are 5%, 10%, 15%.

- (b) Voluntary Additional Payments are payable for the whole year except where a vacancy occurs or where a charge fails to return payments in accordance with the procedures set out in section (c) below.
- (c) To be allowed to make Voluntary Additional Payments to stipend charges must remit their Voluntary Additional Payment to the Ministries Council by monthly standing order. Other payments to the National Stipend Fund and Mission and Renewal Fund must be paid monthly and travel expenses should be paid on receipt of the quarterly invoice.
- (d) Presbyteries have a right to advise charges on the making of Voluntary Additional Payments but they do not have the power to instruct eligible charges to make Voluntary Additional Payments.
- (e) If a charge becomes vacant during the year the Voluntary Additional Payment must be reassessed through the vacancy schedule.
- (f) If a charge is vacant at the time of making a decision to make a Voluntary Additional Payment, the decision will be deferred until the vacancy schedule is processed.
- (g) If a charge has shortfalls or current year deficits in any of their central payments at the end of the year the right to pay the Voluntary Additional Payment will be withdrawn for the following year. The Presbyteries will be advised of such cases before withdrawal.