

## **EXTRACT FROM GUIDELINES ON MANAGEMENT OF UKGA DIVINE WORKERS**

### **Article 10**

Full-time divine workers and contract workers on a long-term contract shall not accept part-time or temporary employment of any nature without the prior written consent of the UKGA.

### **Article 11**

#### Work Location

11.1 Full-time preachers and trainee preachers are required to work at different locations in the UK and overseas depending on the assignment of divine work.

### **Article 12**

#### Working Hours

12.1 Full-time preachers, trainee preachers, contract workers performing pastoral, evangelistic and training work, and voluntary pastoral workers are expected to work irregular hours. One day a week of rest (on average) will be provided to them when the DRA prepares their work schedules.

### **Article 14**

#### Salary and Wages

#### 14.3 Salary Review

- (1) The salaries of each full-time divine worker or part-time office worker will be reviewed annually in the month of his or her commencement of employment according to the range of pay points of their respective pay scale until his or her salaries have reached the maximum point.
- (2) The pay scale and the salaries of each employee will also be adjusted every December according to the RPI for October published by the government each year.

### **Article 15**

#### Work-related Expenses

#### 15.2 Mobile calling allowances

Full-time preachers may apply for a mobile calling allowance of up to £15 a month towards their mobile calling costs. Records of mobile calling costs shall be provided to the DFA when allowances are claimed.

### **Article 19**

#### Annual Leave

Full-time divine workers are entitled to twenty-eight working days' annual holiday (including bank holidays) for each year of service with the UKGA. The annual leave year is from 1 January to 31 December. This entitlement will be calculated on a pro rata basis for part-time office workers.

### **Article 23**

#### Automatic Pension Benefits

Divine workers (excluding voluntary pastoral workers) who have met the eligibility criteria for automatic enrolment will be enrolled on the UKGA's workplace pension scheme maintained with the National Employment Savings Trust (Nest).

### **Article 24**

#### Retirement Benefit Scheme

The UKGA will contribute £50 per month to a personal pension scheme of each full-time divine worker from the date of his or her commencement of employment. This entitlement will be calculated on a pro rata basis for part-time office workers.

**Article 27**

## Termination of Contract

## 27.1 Permanent UKGA employees

Notice of termination of contract of employment shall be given in writing by either the UKGA as the employer or the employee as follows:

- (1) During theological training or the probationary period, either party may give one month's notice of termination of employment.
- (2) After completion of theological training or the probationary period, either party may give three months' notice of termination of employment.

**Article 29**

## Retirement

The age of retirement of an employee shall be determined in accordance with his or her state pension age. However, the UKGA may continue the employment of an employee who reaches retirement age subject to the prior approval of the UKGA Board.

*In case of discrepancies between the English and Chinese versions, the English version shall apply and prevail.*