

**Agreement to vary the terms of appointment between \_\_\_\_\_ ,  
the Diocesan Board of Finance and the Church Commissioners.**

On receipt of this form we will arrange for Accor Services, our Childcare Voucher provider, to send you a Parent Pack prior to you receiving your first electronic Childcare Voucher order, which will be credited to your personal account with Accor Services on the same day as payday.

The parent pack contains full details of the scheme and includes a registration form for your childcare provider(s) to complete and return to Accor Services, along with a copy of the OFSTED or approval registration certificate. Payment is then made from your personal account direct to your childcare provider(s) as authorised by you.

While this agreement is in place, you will not be able to alter the value of your monthly electronic Childcare Vouchers. However, you have the right to opt out of this agreement if you experience a lifestyle change, such as one of the following:

- pregnancy
- leaving your appointment
- termination of appointment
- redundancy of a partner
- change to your working hours
- death of a child/partner

If you do decide to opt out of this agreement you will not be able to re-join within the same financial year.

**Please note:** If you participate in the scheme and become pregnant you are advised to consider whether it continues to be beneficial to remain within the scheme. You may wish to opt out of the scheme as soon as possible before the Maternity leave commences as continuing to order childcare vouchers may affect your statutory maternity pay (SMP) entitlement. Please consult the Clergy Payments Department.

If you are entitled to receive the childcare element of the Working Tax Credit you should seek advice from the Tax Credit Office before joining this scheme as your entitlement may be reduced.

**It is hereby agreed:**

**1. Definition**

- 1.1 'Original Monthly Stipend' means the monthly stipend as directed by the relevant Diocesan Board of Finance on the assumption that the standard stipend for the appointment held had not been varied by this agreement or any similar agreement.
- 1.2 'Adjusted Monthly Stipend' means the original monthly stipend less the Childcare Voucher Direct value.
- 1.3 'Terms' means the terms of your appointment.
- 1.4 'Childcare Vouchers Direct' means a direct stored value facilitated at Accor Services.
- 1.5 'Value' refers to the monetary value set out in clause 4.
- 1.6 'Variation Term' means the period of time being not less than one calendar month for which this agreement is to apply, as set out in clause 5.
- 1.7 'Clergy Payroll' means the central Clergy Payroll operated by the Church Commissioners.
- 1.8 'Payee' means the person receiving a stipend through the Clergy Payroll who has signed the declaration at part 4 overleaf.

**2. Recital**

- 2.1 By this agreement, the Payee, the relevant Diocesan Board of Finance and the Church Commissioners agree to vary the Original Monthly Stipend.
- 2.2 Before entering into this agreement, on the assumption that no agreement similar to this had been entered into, the Payee would have been entitled to receive the Original Monthly Stipend.
- 2.3 As a consequence of entering into this agreement, the Payee will be entitled to receive the Adjusted Monthly Stipend and Childcare Vouchers Direct Value.
- 2.4 The Payee, the relevant Diocesan Board of Finance and the Church Commissioners acknowledge that this agreement constitutes a variation to the terms of the appointment of the Payee.

**3. Variation**

- 3.1 The Payee, the relevant Diocesan Board of Finance and the Church Commissioners agree to vary the terms for the Variation Term as follows:
- 3.2 The payee will cease to be entitled to the Original Monthly Stipend.
- 3.3 The payee will be entitled to receive the Adjusted Monthly Stipend and Childcare Vouchers Direct Value.

**4. Voucher Term**

- 4.1 Pursuant to this agreement, the monthly Childcare Vouchers Direct Value, (expressed in pounds sterling), to be received under these terms shall be stated on the form printed overleaf on page two, (the "Application Form"), which, for the avoidance of doubt forms part of this agreement.

**5. Variation Term**

- 5.1 The Variation Term shall commence on the first available day following receipt of the Application Form and shall expire on the last day of the current financial year.

**6. Responsibility**

- 6.1 The Payee confirms that s/he:
- 6.2 Is the parent or other legal guardian of the child/children in respect of whom the Childcare Vouchers Direct will be used to provide childcare facilities.
- 6.3 Is responsible for selecting the individual or institution that will provide such facilities.

# Application form for ordering Childcare Vouchers Direct

Please provide all the information requested on this form

## Part 1: Your details

Name			
Address			
		Postcode	
Appointment			
Diocese			
National Insurance No.		Date of birth	

## Part 2: Details of your children

The children for whom I am responsible and for whom I will pay for childcare are as follows:

	Name of child	Date of birth	Type of childcare presently employed
1			
2			
3			
4			

## Part 3: Monthly Amount

Required monthly Childcare Vouchers Direct Value

**Total (£)**

(not to exceed £ 243 per month)

Your Original Monthly Stipend will be reduced by the amount indicated above. You must give up the right to earn the income before you have earned the income. Therefore, the change to your Original Monthly Stipend will be effective from the next available payment day following receipt of your Application Form. For example, if you wish to receive the Childcare Vouchers Direct Value in June 2007, you must have signed and submitted your Application Form before the end of May 2007.

## Part 4: Your declaration

If you, the applicant are accepted to join this scheme, it is understood that this constitutes a change to the Terms of your appointment. You will cease to be entitled to your Original Monthly Stipend unless you choose to opt out of the Scheme due to a lifestyle change (detailed overleaf). Instead of your Original Monthly Stipend, you will receive an Adjusted Monthly Stipend (see definition 1.2 overleaf) and a separate value of Childcare Voucher Direct Value as you have stated at Part 3 above. By signing this form, you are consenting to vary the Terms of your appointment. Please read the following information carefully and sign, date and return this agreement to:

Clergy Payments Department, Church House, Great Smith Street, London, SW1P 3AZ.

I have read and understand this agreement to vary the terms of my appointment with regard to Accor Services Childcare Vouchers Direct Scheme and agree to abide by its conditions. I undertake to notify the Church Commissioners if there are any changes in my personal circumstances or childcare arrangements that would cause me to cease being entitled to the Childcare Voucher Direct Service.

Signed (Payee)

Date

## Part 5: Church Commissioners' Use

Date agreement received:		Screen updated by:	
Original Annual Rate:		Date screen updated	
Annual rate of childcare vouchers:		Month of first change	
Adjusted annual rate:		DBF notified:	