

HOW DOES MY CHURCH BECOME AN ACCREDITED LIVING WAGE EMPLOYER?



Churches that take the step to accredit as Living Wage Employers are ensuring that those working in the church are **able to meet the cost of living** at a time when this is more important than ever.

But it is also more than that. **Accrediting is a symbolic action**, positioning the Church as a force for good in the community that it serves, and as an organisation that is 'walking the walk' in tackling local poverty.

Here are **5 simple steps** you need to take to become an Accredited Living Wage Employer.

1. Confirm that **directly employed staff are being paid** the current Living Wage rates (London Living Wage if inside of London) and that you have a **plan in place** to extend this to include any contractors.

All staff, regardless of hours, will need to be paid the Living Wage.

Subcontracted staff who work regularly (i.e. more than 2 hours per week for 8 or more consecutive weeks) should receive the Living Wage.

2. Get in touch with the [Living Wage Foundation](#) who will send through a Licence Agreement and other information on accreditation
3. Put the Living Wage on PCC agenda and vote to agree to become a Living Wage Employer, ensuring they are happy with terms within the Licence Agreement and accreditation fee.
4. Complete the Licence Agreement and return to the Living Wage Foundation, with any other documentation you may need, e.g. contracts for third party staff. This is when you pay the annual accreditation fee of **£60** (assuming no more than 10 employees).
5. Your accreditation should come through within a month. Once accredited, your church will appear on the Living Wage Foundation's website as a Living Wage Employer, as well as on a localised map. You will also be able to proudly share the Living Wage logo in your building(s) & on your digital communications & and celebrate in Living Wage Week!

GOT MORE QUESTIONS?

The most common **FAQs** for churches are included on the back of this sheet.

More detailed FAQ on the Living Wage can be found [here](#).

FAQs



HOW MUCH WILL IT COST OUR CHURCH?

For organisations employing up to 10 people, there is an annual fee of **£60**.

If your church employs more than 10 people, the fee is slightly higher - please [contact the Living Wage Foundation](#) for more information.

HOW LONG DOES IT TAKE?

For small organisations e.g. churches, you can expect to be accredited within 1 month.

WHAT PAPERWORK WILL I NEED?

If you only employ people directly, i.e. no third-party contracts, you simply need to complete the **Licence Agreement**, to confirm you are paying the Living Wage rates.

If any staff are subcontracted, you need to detail these contracts in a separate document.

WE HAVE CONTRACTED OUT SOME WORK (E.G. CLEANING, HALL BOOKINGS). CAN WE STILL ACCREDIT?

Yes, but you must ensure you have a plan in place (e.g. for when contracts are renewed) that any subcontracted staff who work **regularly** (i.e. more than 2 hours per week for 8 or more consecutive weeks) receive Living Wage rates.

CAN WE DISPLAY THE LOGO ONCE WE'VE ACCREDITED ?

YES! All accredited employers are encouraged to display the Living Wage Employer Mark, to recognise their commitment to the Living Wage.

This includes a plaque, merchandise and digital assets to demonstrate that you are a responsible employer to their staff and networks.

Your church will also be listed on the Living Wage Foundation website and employer map.

WILL WE BE AUDITED?

The Living Wage Foundation does not carry out annual compliance audits of Living Wage Employers as the accreditation is a signed legal agreement of their commitment to the Living Wage.

WHAT DOES ACCREDITING SIGN THE CHURCH UP TO IN THE FUTURE?

The Real Living Wage is calculated each year by the Resolution Foundation and based on actual living costs (more details [here](#)).

The new hourly rate is normally announced each year in the autumn in the run up to Living Wage Week. As an accredited employer, you are committing to continue to pay the current rate.

Accreditations are renewed annually. The accreditation fee is charged annually upon renewal, along with a short survey, asking for any updates in terms of contracts/employee numbers as well as asking what benefits the organisation has seen as a result of accrediting.