

Uniting Church in Australia
Presbytery and Synod of South Australia

Terms of Placement
Minister of the Word / Deacon / Youth Worker / Lay Pastor

**** A copy of this Statement must be included when extending a Call to a Minister****

PLACEMENT: _____ **Uniting Church**

MINISTER: **Minister of the Word**

(Insert name of person being called and designate if they are a Minister, Deacon, Youth Worker or Lay Pastor)

All \$ figures as per "Schedule A" unless variation(s) explicitly agreed.

Full Time <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, time fraction _____ %	Commencement date: _____ _____ (then 2 weeks <u>moving time</u>)	Term: Undefined <input type="checkbox"/> Fixed <input type="checkbox"/> If fixed, end date: _____
STIPEND:	Minimum Stipend as determined annually by Synod: 2017 Stipend	\$57,232.40
	Additional provision, (if any): Remote/rural ministry allowance - Moderate (As determined by the Synod)	\$ \$
	TOTAL	\$57,232.40 <input type="checkbox"/> Yes <input type="checkbox"/> No
TRAVELLING:	OPTION <u>No new leases available from July 2014</u> 1. Motor Vehicle leased by Synod (a) Monthly Congregation contribution (b) Monthly paid by Minister (c) Fuel: 12.05 cents per km or other arrangement..... ----- 2. Motor Vehicle provided by Minister (a) Congregation Contributes MV Depreciation - \$6,107.00 (Full time 2018) MV Standing Charge - \$3,177.00 (Full time 2018) (b) Congregation Contributes Travel 2018 Costs @ (based on petrol costing \$1.40 per litre) (Paid direct by Congregation)	<input type="checkbox"/> Yes <input type="checkbox"/> No \$ \$ <input type="checkbox"/> Yes <input type="checkbox"/> No \$6,107.00 \$3,177.00 19.30 cents per km.
HOUSING:	Is a Manse provided? If "Yes", please provide address and telephone number. OR, provision of rental accommodation in lieu of a manse (costs to be met in full by Congregation.) OR, an accommodation allowance of \$16,888 per annum (Full time 2018).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

PROFESSIONAL DEVELOPMENT ALLOWANCE:	As determined by Synod (2018)	\$1,866.00
SUPERANNUATION FUND CONTRIBUTION	Congregation Contribution (2018) Paid by Minister (required?- mandatory only if member of Mercer Defined Benefit Scheme)	\$8,436.00 \$3,372.00
DEDUCTIONS	National Home Endowment Fund (optional from 18 March 2016) (2018)	\$ or Nil
ANNUAL LEAVE:	Four weeks (i.e. 28 days including 4 Sundays) pro-rata per calendar year to be taken within that year as negotiated with the Church Council. All leave needs to be taken before the termination of a placement and cannot be accrued and carried over to the next placement.	
VOCATIONAL DEVELOPMENT LEAVE:	Fourteen days (two weeks) pro-rata per calendar year taken within that year by arrangement with the Church Council. This is to be taken before the termination of a placement and cannot be accrued and carried over to the next placement.	
SICK LEAVE:	Sick Leave and work related illness or injury provisions will be as provided under the conditions of the Ministers Benefit Fund set out in By-law 11.4. The Congregation will pay \$190.78 per month to the Fund.	
LONG SERVICE LEAVE	Accrued at the rate of one week (7 days) pro- rata for each year of service. The Congregation will pay \$156.33 per month to the Ministers Long Service Leave Fund.	
NON CONGREGATION COMMITMENTS	The Minister may be away from Congregational duties for – Extraordinary Presbytery/ Synod commitments Defence Forces or other Chaplaincy commitments Other (<i>please define</i>)	_____ days per year _____ days per year _____ days per year
TELEPHONE:	<i>Mobile</i> Congregation will pay for mobile phone plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
STATIONERY/ POSTAGE:	Congregation pays. Amount allowed in budget:	<input type="checkbox"/> Yes on reimbursement basis
OTHER ALLOWANCES/ CONDITIONS:	One Sunday per quarter (non cumulative) free of placement duties Is Minister's Benefit Account administered by Presbytery/Synod? _____ will currently be my day off	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No Day off to be negotiated after commencement
OTHER PROVISIONS	Provision by congregation of laptop. Internet access and landline at church office.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
These Terms of Placement were approved by the Church Council on ____/____/____		
Signed:		
Name:.....		
Chair	EO PR&MP	Minister Accepting Call

Notes in regard to the Terms of Placement Schedule

Ministers of the Word, Deacons, Deaconesses, Youth Workers and Lay Pastors are normally called for an undefined term. Extension beyond 10 years requires agreement of Minister, Placement and Presbytery. [Reg. 2.6.8, 2.7.3]

Terms of Placement must be approved by the Church Council or other responsible body and the Presbytery, **and** lodged with the Placements Committee before the placement can be listed. During a Placement, variation to these Terms of Placement needs the prior approval of the Presbytery and the Placements Committee must be notified.

The figures quoted are effective from 1 January 2017 and represent a full time congregational placement. Pro rata rates apply to part-stipended placements. All figures are based on "Schedule A" unless variation(s) explicitly agreed.

STIPEND: The Synod approves a minimum stipend figure each year.

Additional loading: Some Placements pay a percentage loading above the minimum, which must be justified to the Presbytery with the reasons being on public record within the Presbytery.

CAR ALLOWANCE: Synod determines annually a rate for motor vehicle depreciation, standing charges and running costs.

HOUSING: The provision of a manse to all Ministers serving in non-Presbytery/Synod placements is the normal practice unless alternative arrangements acceptable to all parties have been negotiated and approval has been given for the Minister to provide their own accommodation by the Congregation/Parish and Presbytery. Where rental accommodation is provided in lieu of a manse the congregation is expected to meet the full rental costs.

In relation to Presbytery/Synod placements:

- a. there will be no requirement to provide a manse to a Minister serving in a Presbytery/Synod placement.
- b. the existing arrangements, where manses are being provided, will operate until the end of the present placement or extension(s) thereof.
- c. where accommodation is not provided an appropriate accommodation allowance will be paid.

In relation to clergy couples who live in a manse each Congregation or other Appointing Body involved in the placements is responsible for appropriate cost sharing. Negotiations need to take place between the couple and each Congregation or other Appointing Body in order to identify additional facilities that may be required and appropriate cost sharing of housing a clergy couple.

Because the clergy couple have the benefit of the manse, they do not receive an accommodation allowance. The accommodation allowance that a Minister in this situation might receive from a Congregation or Appointing Body that is not providing the manse, will be paid to the Congregation that is providing the manse. This is to help offset the costs of providing the manse.

Where a part time Minister is receiving the provision of a manse, as part of the terms and conditions of the placement, the congregation will not charge any rent for the manse, subject to the following:

- If the Minister is part time in another placement, the pro-rata accommodation allowance from that placement will be paid to the congregation providing the manse
- If the Minister is not earning other personal income, the Minister is encouraged to provide some additional hours of service to the congregation as compensation for the full accommodation provision
- If the minister is earning personal income from another secular position, the Minister and the congregation may negotiate a mutually agreed rental arrangement
- A Presbytery or Synod representative should act as an independent broker for such negotiations

TELEPHONE: A Placement's responsibility for the Minister's telephone accounts does not include liability for discretionary items such as Pay TV subscription.

STUDY LEAVE: The By-laws approved by the Council of Synod include the following:

Vocational Development for Ministers

- 11.1.10 a. Time for vocational development shall be available to Ministers in placement within the Synod to enable such Ministers to equip themselves more adequately for ministry by participating in suitable programmes.
- b. Study undertaken under this provision shall be planned by the Minister in consultation with the Church Council or with the Committee of Presbytery or Synod appropriate to the placement.
- c. The consultation will ensure that due consideration is given to the needs of the Congregation or other placement, as well as the study time to be undertaken, so that it is taken at a time convenient and suitable to both.
- 11.1.11 a. The period of study shall normally be 14 days per calendar year taken within that year by arrangement with the Congregation or other appropriate body.
- b. Study time may be taken in one period of 14 consecutive days or in shorter periods at various times during the year.
- c. Study entitlement shall be taken before the termination of a placement and shall not normally be accrued and carried over to the next placement.
- 11.1.12 When circumstances indicate the desirability of it, study time may be aggregated for not more than two years with the concurrence of the Church Council.
- 11.1.13 a. In the case of a course of study in excess of 28 days, the Minister shall submit a proposal to the Presbytery (or Synod) for approval after consultation with the Church Council or other appropriate body, which shall make a recommendation to the appointing body concerning the proposed study.
- b. In exceptional circumstances, approval may be granted for accumulated study time and long service leave to be taken in the same year but only after the proposed study programme has been approved by the Church Council and the Presbytery or other appointing body after careful consideration of a detailed proposal submitted not less than six months before such a programme is to be taken.
- 11.1.14 Ministers are encouraged to include appropriate lay persons as participants in their study programme as often as possible.
- 11.1.15 The Committee for Continuing Education, acting for the Ministerial Education Board of the Synod, will provide a list of courses in advance to assist planning, but this list will not set any limits upon a Minister as they plan a suitable programme which may include academic study, Ministerial effectiveness, group life, skills development, spiritual development, research or any other study or training appropriate to the Ministerial and pastoral office.

FINANCIAL ASSISTANCE FOR STUDY LEAVE: There is no specific requirement on a Placement. Some Placements offer assistance towards the cost of course fees, travelling, etc.