



Ministerial Stipends and Related Conditions of Placement Handbook

**These guidelines are available to Ministers, Church Council
Secretaries and Treasurers**

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Ministerial Stipends and Conditions of Placement Handbook

1. INTRODUCTION

This handbook has been prepared to provide an understanding of ministerial benefits and conditions for placements.

Throughout the handbook, the term 'minister', unless specified otherwise, includes Minister of the Word, Deacon, Deaconess, Lay Pastor, person accredited to the specified ministry of Youth Worker, Ministry Intern and a candidate for ministry in an approved placement.

Please note when referring to Lay Pastor and Accredited Youth Worker that these are for appointments prior to 1 July 2008. From that date Ministry of Pastor applies and persons in this category are dealt with by common law contracts.

Stipends and some allowances are determined annually by the Presbytery/Synod while others are determined by the Standing Committee on recommendation from the Stipends Committee.

Rates for stipends and allowances will be defined in Schedule A

2. MINIMUM STIPEND

There will be a minimum stipend payable to ministers.

Schedule A.1

Ministers will receive the minimum stipend less any personal contributions to superannuation, the National Home Endowment Fund and the motor vehicle leasing scheme if applicable.

Where a minister requests the stipend and allowances be paid centrally from the Presbytery/Synod Office, the Synod strongly encourages the Congregation(s) and Agencies to accede to the request.



3. PART TIME PLACEMENTS

In regard to the payment of stipend and allowances to ministers serving in placements that are filled on a less than full stipend basis the following applies:

- 3.1 The terms and conditions for all part stipend placements commencing after 31 December 2006 will be on a pro rata basis according to the percentage of stipend to be paid.
- 3.2 There will be no change to the terms and conditions of part stipend placements which commenced before 1 January 2007.
- 3.3 Congregations and other appointing bodies may negotiate the payment of particular allowances in full where deemed appropriate for part stipend placements.
- 3.4 The terms and conditions of all part stipend placements should be determined before a minister is requested to engage in conversations with a Joint Nominating Committee.
- 3.5 There will be no change to the terms and conditions during the course of a placement without the approval of the Presbytery / Synod. Terms and conditions should be maintained for a minimum term of five years unless otherwise specified at the commencement of the placement.
- 3.6 The stipend, professional development allowance, motor vehicle depreciation and standing charges, and the Ministers Benefit Fund and Long Service Leave Fund levies will be paid at the proportion of the stipend that reflects the basis of the placement of the minister.
- 3.7 Where a minister is serving in a half stipend placement and receiving full car allowances, full Beneficiary Fund contributions and provision of a manse or full accommodation allowance (which is the equivalent of 2/3rds of the full remuneration package), and the minister has no other employment, the minister may be encouraged to give consideration to increasing their time involvement up to two thirds as a venture in mission.
- 3.8 Where two or more Congregations share a minister, each Congregation will be responsible for a share of the total contributions based on the extent of their particular placement.
- 3.9 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.

4. PRESBYTERY/SYNOD STAFF

Minimum stipends payable to Presbytery/Synod Staff shall be at the following rates;

| | |
|---|------------------------|
| General Secretary/CEO of the Synod | Minimum Stipend + 30% |
| Moderator | Minimum Stipend + 20% |
| Executive Officer Pastoral Relations | Minimum Stipend + 15% |
| Executive Officer Mission Resourcing Network | Minimum Stipend + 15% |
| Executive Officer UnitingCare | Minimum Stipend + 15% |
| Principal, Uniting College | Minimum Stipend + 15% |
| Other Ministers appointed to Presbytery Staff | Minimum Stipend + 5% |
| Chaplains | Minimum Stipend + 2.5% |

5. ACCOMMODATION ALLOWANCE AND ARRANGEMENTS

5.1 Non-Presbytery/Synod placements

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. Approval must be given by the Congregation(s) and Presbytery PRC for the minister to provide their own accommodation.

Where rental accommodation is provided in lieu of a manse, a Congregation is expected to meet the full rental costs.

There will be a minimum accommodation allowance payable to ministers who provide their own accommodation which has been approved by the Congregation(s) and Presbytery PRC.

Schedule A.2

5.2 Presbytery/Synod placements.

There will be no requirement to provide a manse to a minister serving in a Presbytery/Synod placement.

As a result of the non supply of a manse a minimum accommodation allowance will be paid to ministers in Presbytery/Synod placements.

Schedule A.3



5.3 Clergy couples

Clergy couples who live in their own home, and do so with the approval of the Congregation(s) and Presbytery PRC, will receive a full accommodation allowance each or pro rata if working part time.

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. 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.

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.

6. PROFESSIONAL DEVELOPMENT AND CANDIDATE BOOK ALLOWANCE

6.1 There will be a professional development allowance payable to ministers in placement.

Schedule A.4

6.2 There will be a resource allowance payable to each candidate in full-time training for the ministry, with a pro-rata allowance to be paid to candidates studying part-time

Schedule A.5

7. MINISTERS BENEFIT FUND

There will be an annual contribution, paid by the respective body, to the Ministers Benefit Fund for each minister in a Congregation(s), Presbytery, Synod, Assembly or other approved placement.

Schedule A.17

8. LONG SERVICE LEAVE FUND

There will be an annual contribution, paid by the respective body, to the Long Service Leave Fund for each minister in a Congregation(s), Presbytery, Synod, Assembly or other approved placement.

Schedule A.18



9. ASSEMBLY BENEFICIARY FUND

There will be contributions made to the Uniting Church in Australia Assembly Beneficiary Fund:

- 9.1 By the Congregation(s) or other Appointing Body for each minister of 15% of the notional stipend, as set annually. **Schedule A.6**
- 9.2 By each minister of 6% of the notional stipend, as set annually. **Schedule A.24**

10. SUPERANNUATION FOR LAY PASTORS AND ACCREDITED YOUTH WORKERS

There will be contributions made to the respective bodies to provide Superannuation for Lay Pastors and Accredited Youth Workers .

- 10.1 By each Congregation(s) or other Appointing Body to which a Lay Pastor or Accredited Youth Worker is appointed of 15% of the notional stipend, as set annually, adjusted on a pro rata basis when the placement is less than full time. **Schedule A.6**

11. MOTOR VEHICLE ALLOWANCES AND TRAVEL EXPENSES.

Members of the Motor Vehicle Leasing Scheme

Note that the Motor Vehicle Leasing Scheme is being wound up.

- 11.1 Where the minister is in the motor vehicle leasing scheme the Congregation or Appointing Body and the minister will pay appropriate negotiated contributions towards the vehicle. **Schedule A.9 & 22**
- 11.2 There will be running costs set at the minimum rate of cents per kilometre to reimburse those ministers who are members of the Motor Vehicle Leasing Scheme, such costs to operate from 1 January each year. **Schedule A.11**

Non members of the Motor Vehicle Leasing Scheme

- 11.3 There will be a motor vehicle depreciation allowance payable to ministers who are not members of the Motor Vehicle Leasing Scheme. **Schedule A.7**
- 11.4 There will be motor vehicle standing charges (registration, insurance, stamp duty, interest on capital etc) paid by each Congregation(s) or other Appointing Body per month to ministers who are not members of the Motor Vehicle Leasing Scheme. **Schedule A.8**



- 11.5 There will be running costs set at the minimum rate of cents per kilometre to reimburse those ministers who are not members of the Motor Vehicle Leasing Scheme, such costs to operate from 1 January each year.

Schedule A.10

Other allowances and rates

- 11.6 There will be running costs set at the minimum rate of cents per kilometre to reimburse those ministers retired, or other persons serving the church part-time as chaplains or in other capacities for travel on church business such costs to operate from 1 January each year.

Schedule A.12

- 11.7 Where the minimum retail price of petrol varies from that set per litre in the locality, the minimum base rates are to be increased or decreased by 0.12 cents per kilometre for every 1 cent per litre that the local price exceeds or is less than that set per litre.

Schedule A.12

- 11.8 There will be a set payment per annum by the Congregation(s) or other Appointing Body to the Motor Vehicle Travel Equalisation Scheme in respect of each minister

Schedule A.16

The funds of such scheme shall be used to provide additional funds for ministers who own their own vehicles and who, due to the locality or nature of their placement, require additional depreciation allowance.

The funds should be allocated through the Motor Vehicle Travel Equalisation Scheme on the following basis:

- i. to be paid to ministers who own their own vehicles:

| <i>Business kilometres travelled per annum</i> | <i>Recommended depreciation subsidy per annum</i> |
|---|---|
| 30,000 – 40,000 | 2 cents per kilometre over 30,000 |
| 40,001 – 50,000 | 3 cents per kilometre over 30,000 |
| Over 50,000 | 4 cents per kilometre over 30,000 up to a maximum of \$1,500 |

- ii. to be paid to Congregations where ministers own their own vehicles: two (2) cents per kilometre for all business kilometres travelled over 30,000, paid to Congregations based on the claims made by the minister.



- iii. to provide additional funds to the Synod Motor Vehicle Leasing Scheme, as determined by the Synod Resources Board, to cover excess kilometres by ministers who are participants in the Synod Motor Vehicle Leasing Scheme and who, due to locality or nature of their placement, are required to travel higher than average distances.
- 11.9 The Stipends Committee will monitor motor vehicle costs during each year and recommend to the Standing Committee any adjustment of the allowances provided above that the Committee considers necessary.

12. PREACHING AND TRAVELLING FEES

In respect of preaching fees, there will be a payment of preaching fees to retired ministers, ministers who are in receipt of an annual income which is less than the minimum stipend and theological students (other than students on placement for field education) for one service or an increased amount for two or more services in one day.

Schedule A.14 &15

There will be reimbursement of travelling expenses to all preachers (including Lay Preachers) at the minimum rate of cents per kilometre plus or minus local adjustments, if any.

Schedule A.12

13. REMOTE MINISTRY ALLOWANCE

There will be a remote/rural ministry allowance payable to ministers and Frontier Services patrols residing in a location defined by the Australian Bureau of Statistics (ABS Review on Remoteness 2001) as 'moderately accessible', 'remote' or 'very remote'

Schedule A.19, 20 & 21

This will include the payment of the 'remote/rural ministry allowance' into the Ministers Benefit Account, as with other allowances.

The remote/rural ministry allowance will be paid out of the Synod Mission and Service Fund and the level of allowance will be reviewed annually, along with other ministerial stipends and conditions, by the Stipends Committee and determined by the Presbytery/Synod.

14. HOME ENDOWMENT FUND

There will be a contribution to the National Home Endowment Fund by ministers in placement as required.

Schedule A.23

Further information is available from the Fringe Benefits Accounts handbook and SA Presbytery and Synod By-laws for matters relating to stipends and related conditions such as fringe benefits, leave etc.