



Dollars & Sense

August 2016 Newsletter from the UCSA Resources Team

The Gift of Administration

The Greek word for the spiritual gift of administration is *Kubernesis* which means to govern, pilot, direct or steer. When we think of spiritual gifts we often think of healing, preaching, prophesy and the like. With the gift of administration, the Holy Spirit enables certain people in the church to organise and plan, to direct and lead others in the various ministries of the church.

The gift of administration is mentioned in 1 Corinthians 12:28 "And God has appointed in the church first apostles, second prophets, third teachers, then miracles, then gifts of healing, helping, administrating, and various kinds of tongues." Romans 12:8 tells us that if our gifting is to lead, then to do it diligently.

The Uniting Church is founded on every member ministry, where every member is actively serving in God's mission to build up the whole church. A foundational value and core activity named in the Presbytery and Synod Strategic Plan is that each member of the Uniting Church is called to use our diverse gifts to further God's kingdom.

As I meet with treasurers and Church Council members I am reminded of how many gifted administrators there are faithfully serving the Church. Whilst at times administration tasks are mostly behind the scenes, they are crucial for the effective stewardship of the resources God has entrusted to us. Thank you for the oversight, the governance and the leadership you provide and for exercising your gift of *Kubernesis*.

As always, I encourage you to contact our team if you have any questions or concerns at any time. We have a general enquiries email within our ministry Centre resources@sa.uca.org.au which is a good place to start if you are not sure who to contact. More information is available on our website at sa.uca.org.au.

Thank you again for all that you do serving in your congregation.

REMINDER: The Resources Team invites you to 'Save The Date' for the Resources Open Day at the Synod office on Wednesday 2nd November.

Peter Battersby
Executive Officer, Resources

Insurance Services

Hi everyone,

Well, we are at insurance renewal time again and are busy preparing for next year's insurance renewals for 2016/17. If you need to review the sum insured on any of your properties or wish to add or remove something from your insurance schedule, please call us.

The quarterly direct debit option will be made available again this year for those congregations which require more time to fund premium payments. Please note that a 5% surcharge will be added to the annual premium if this option is chosen; the surcharge will not apply if the premium is paid annually. More information will be sent out on this at a later date.

If you are arranging any fetes or fairs, please remember that stall holders who are not a part of the Uniting Church need to arrange their own public liability insurance. Our insurance program provides protection

from actions brought against the Church either as a property owner or in connection with our recognised activities. Cover does not extend to include liabilities of other parties conducting activities at or on church premises.

Lastly, if you do discover some damage to your property, please contact Insurance Services as soon as possible. We have a number of builders, carpet/floor repairers/suppliers, glaziers, and assessors who can attend to your needs within hours, making safe any dangerous situations. Our carpet restorers can usually be at the premises on the same day, which is very important for water soaked carpet.

If you have any questions about insurance, contact Susanne Alley or me in Insurance Services on 08 8236 4222 or email us at insurance@sa.uca.org.au

Insurance Fun Facts!

Did you know that the cricketer Merv Hughes once insured his moustache for \$370,000 or that Dutch wine maker Ilja Gort insured his sense of smell for \$8,000,000? The insurance policy excluded Mr. Gort from riding a motorcycle or working as a knife thrower!

Regards,

Tony Phillips

Church signs

What should our sign include?
 Where do we start?
 Help - we have different views in our congregation about a new sign ...

This article provides a brief answer to these questions.

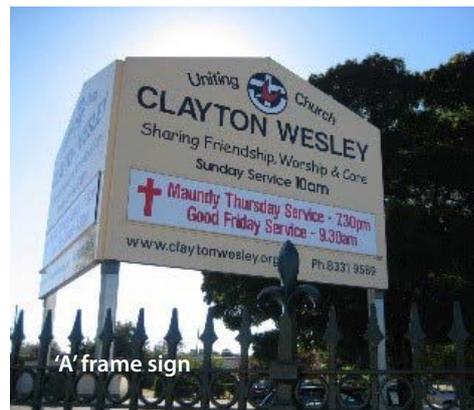
Signage is one of the important external factors of church properties. It is a window to our church and tells a message to people in our community. Is yours one of activity, one of life and one of invitation?

There are a number of factors to consider for church signs:

- Visibility – it should be easily seen
- Sign should be a 2 or 3 second sign – able to be read as driving by
- Includes 1 or 2 facts the church wants to communicate (not 25!)
- Position carefully – with line of sight and traffic flow in mind
- Match mission of church
- Design tastefully
- Avoid clutter!

Some additional considerations:

- 'A' frame sign – can be seen from both directions
- Moving words sign – where quotes or events can be added to sign
- Access signage to invite people onto property
- Positioning of sign – does it stand on its own? Be aware of any conflicting advertising nearby.
- Does the sign make sense to people outside the church?
- Importance of grammar and spelling
- Message to the community – what does it say to people outside the church?



Dos <input checked="" type="checkbox"/>	Don'ts <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Contact local Council regarding any approvals required • Use sans serif fonts (block fonts without 'squiggly' bits) • Maintain garden around sign • Use light background (can be seen in dark) • If using moving words sign – use clear quotes (Property Services has a collection) & change regularly • Blank space is important • Ensure visible from road 	<ul style="list-style-type: none"> • Leave blanks on a sign (eg Minister name) • Hang Minister's name on separate temporary sign underneath sign (sends message that Minister is 'temporary') • If Minister's name used – leave on sign if Minister changes • Clutter sign • Leave old sign up when new is installed • Use serif fonts • Use all capitals (current trend - more lower case) • Allow signwriter to dictate font • Allow weeds, shrubs to grow around sign
Do include <input checked="" type="checkbox"/>	Don't include <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Church name • Church logo – if applicable • UC logo – well recognised by community (for logo use: assembly.uca.org.au/resources/logos) • Website address – only if website is up to date • Phone number (church office or Minister) • Limited info (eg service times - not all ministries) • Street number may be useful • Consider not adding Minister's name – with phone number there is no need to add or could use 'Contact' or 'Information' if preferred <div style="text-align: right; margin-top: 20px;">  </div>	<ul style="list-style-type: none"> • Every program & time on sign • 'Visitors are welcome' (the sign should say this without actually stating it – shop signs don't add 'shoppers are welcome') • Too much information • Mission statement unless suitable • Spelling or grammar mistakes • Minister's name • Clutter on sign <div style="text-align: right; margin-top: 20px;">  </div>

Signage workshops are available for 10 people or more in metropolitan or close to metropolitan areas – a great opportunity for several congregations to come together or a mission network could host a workshop. (Rural areas are also possible.)

For further information regarding signage or workshops, please contact Lynne.

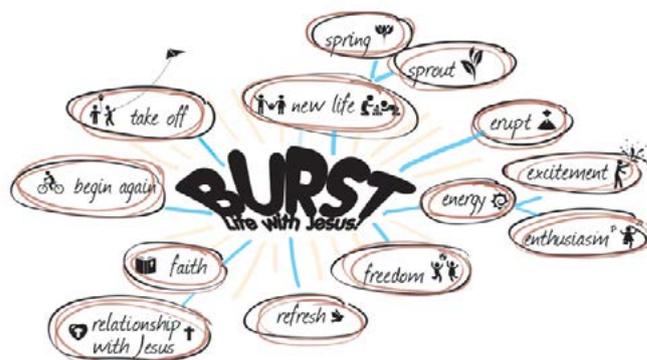
Lynne Aird, Property Administrator, 8236 4210 or laird@sa.uca.org.au

Uniting Venues: Adare Camp and Caravan Park to host KCO in 2016

Adare Camp and Caravan Park is pleased to be hosting KCO for the first time in September this year. In recent years Adare has hosted a number of large groups including The Boys Brigade and Schoolies, however KCO will be by far the largest event held at the venue.

The theme for this year's KCO is *Burst – Life with Jesus*. Children will explore how God is the author of new life and wants us to have new life as burst by Jesus. This is about beginning again, excitement, refreshment, freedom, energy and faith in Jesus. The theme stems from KCO being held in the season of Spring in 2016 but also how KCO itself is starting afresh. This year of transition sees KCO growing out of what has always been and growing in a new way.

Preparations are well underway to host the hundreds of children and volunteers who are expected to attend this year's event. Preparatory work included moving a number of caravan site powerheads to create a functional space for a large stage area. This space will also benefit school and youth camps who currently use the space for activities and as a playing field. Additional lighting was also added.



Adare looks forward to working with the KCO team during this year's event and beyond as Uniting Venues SA seeks to play a greater role in the development of the church's youth.

Work Health & Safety (WHS)

Safe-Tea Break

Welcome to the Third instalment of 'Safe-Tea Break' for 2016 - and my ongoing quest to try and demystify WHS. In this article I'm continuing on the 'Duties and Responsibilities' theme and hopefully clarifying how this extends to contractors. Using contractors to undertake any work on behalf of your congregation - whether they're an electrician, a regular window cleaner or a builder undertaking some major renovation works – comes with specific WHS requirements.

It's all too easy when we use professional trades people to assume that they will take care of any safety requirements and will undertake the job as safely as practicable. Thankfully most good tradies will do this, however their safety whilst at your workplace is also your responsibility. There's a clear requirement under the WHS Act 2012 that where there is more than one PCBU (Person Conducting a Business or Undertaking) at a workplace, they must work together to ensure the safety of themselves and others.

Time, money and 'who we know' often play a significant part in who we use to undertake these jobs for us, but we should always take time to discuss safety matters with all of our contractors before they start the work. You don't need to know their job, but confirming

the following as a minimum should help ensure your due diligence was done:

- **Safety policy and procedures** – do they have their own and can they provide you with copies. How are they planning to undertake this work for you, what equipment, personnel and safety measures are required.
- **References** – have you used this contractor previously or can they provide references; are they members of any professional bodies, and are they licenced for this kind of work.
- **Insurance** – do they have public liability, workers compensation and any other professional insurance cover, and have they provided you with copies.

More information including an example Contractor Engagement Checklist can be found on the UCSA website using the following link:

<http://sa.uca.org.au/whs/service-team-contact-details/contractors>

It's not just what you want to know from them that is important here; they also need to know some relevant information from you too:

- **Hazards and risks** – the location of and control measures required for anything that could cause injury to them while undertaking the work (i.e. electrical, asbestos or fragile roofing)
- **Emergency procedures** – how and what they need to do should there be an emergency (i.e. alarms, evacuation routes and first aid)
- **Supervision and expectations** – how you plan to supervise their work, what your expectations of safety are and making clear how you expect them to operate.

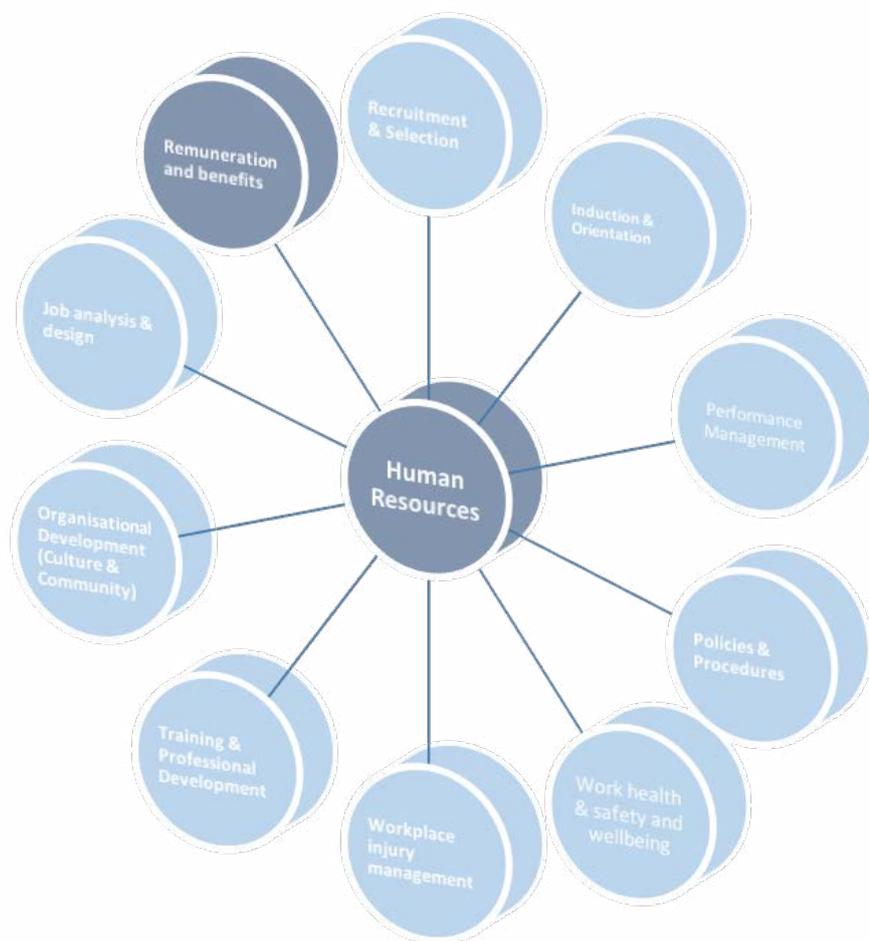
Remember it's your workplace and you hold the principal duty to maintain the safety of it for all who use or could be affected by it. You have the duty and right to stop any work that you are not happy with and appears to be unsafe, and to discuss these concerns with your contractor.

If you would like to discuss this or any other WHS related matters, I work Tuesday – Thursday at the Synod office and can be contacted on wbooth@sa.uca.org.au or by phone on 8236 4214.

Wayne Booth
WHS Coordinator

Uniting Church SA values people and is committed to providing a safe, healthy and productive work environment. Human Resource practices can influence behaviour, attitudes and performance within the workplace.

Uniting Church SA Human Resources can provide Church Councils on behalf of their congregations, with advice, resources, assistance and expertise from a first-tier enquiry basis through to more complex and specific human resource matters. This edition focuses on the **Remuneration & Benefits** circle.



Remuneration and benefits generally involves an assessment as to whether the position is covered by an **award**. The award is used to determine the minimum rates of pay in accordance with the position classification and other terms and conditions of employment. If a position is assessed to be **award-free**, the wage/salary rate must not at any time be less than the Federal minimum wage as determined on an annual basis by Fair Work Australia. Additional methods of wage and salary determinations can be made by assessing similar positions within the Uniting Church and/or positions in the market within relevant organisations.

Uniting Church SA has developed wage rates and penalty loading tables for the use of Church Councils, for congregational occupational groups covered by awards. These can be accessed on the Uniting Church SA website.

For further information please contact Presbytery & Synod Human Resources on: 82364234 or email humanresources@sa.uca.org.au



Finance - general:

2017 Stipends and Allowances

The approved Stipend and Allowances rates are available for your information on the UCSA website at:

[Uniting Church SA - Stipends](#)

Of particular note is the change to Accommodation Allowance in that there is now only one rate.

Audited 2015 Financial Statements

Copies of audited annual Financial Statements (of congregations, faith communities and parishes) should be sent in each year to the UCSA Synod Financial Services Team within 6 months of the end of your financial year. This is in line with Regulation 3.8.7 *Accounting and Audit* which can be viewed on the National Assembly web site.

For those with a year end of 31 December these were due by 30 June 2016.

Please ensure that your Financial Statements are sent in if not already actioned.

If you have any questions regarding this please contact Peter Harbison on (08) 8236 4282 or for Country Callers 1300 766 956.

UCSA Screening Services Unit and National Police History checks

If you are holding an event in the near future please allow a window of approximately **six weeks** in advance of events to ensure police check responses are received back in time. The UCSA Screening Unit aims to process forms within 24 to 48 hours of receipt, assuming all sections of the form have been completed correctly.

Please liaise with your congregation's Duty of Care person or leadership to submit forms if your check is due to expire, is inactive or if you have never undergone a check.

When completing your form please ensure that you read the instructions on the form and that your original ID documents are checked and correctly witnessed by authorised persons, i.e. UCA Ministers, UCA employees or members of UCA Church.

Please also ensure you specify where you are volunteering/working and also the role and duties you undertake. This information is required in order to process the application.

The form can be viewed and downloaded from <http://sa.uca.org.au/documents/called-to-care/police-check/National-Police-History-Check-Informed-Consent.pdf>

This is a 'fillable form' in which you can type your details online before printing it off.

Please ensure you send in the printed form with the original signatures via Australia Post.

If you have any questions please call 08 8236 4282 or email screeningunit@sa.uca.org.au

Payroll

Return to Work Levy rate for 2016/17

The new Return to Work (formerly known as WorkCover) levy rate for 2016/17 is 0.61%.

This rate will be effective from September pay period and will be reflected on September Tax Invoices / Payroll Statements issued.

Congregation Change of Contact Details

If there has been any change to the Payroll contact person within your congregation, the Payroll Bureau must be notified as a matter of urgency.

Please complete the **Payroll Bureau Service MOU Change of Representative** form. This can be downloaded from the UCSA website at <http://sa.uca.org.au/finance/payroll-bureau-service>.

This form also has space to update the email address to which the monthly Payroll Tax Invoice Statements are sent. Please update this also. The Payroll Tax Invoice Statement provides a breakdown of payroll transactions and is issued prior to the direct debit from your congregation's bank account ("Reimbursement file") on the 14th of the month.

Award Rate & National Adult Minimum Wage Changes

The New Modern Award pay rates changed as of 1st July 2016. A summary of these can be found on the UCSA website at <http://sa.uca.org.au/human-resources/congregational-resources/modern-awards>

- The National Adult Minimum Wage is currently **\$17.70** per hour or **\$672.60** per 38 hour week (before tax) for permanent or fixed term employees, or
- **\$22.12** per hour for casual employees (noting that this rate includes a 25% loading).

This means employees who are paid the minimum wage rate in accordance with a Modern Award, or if award-free receive the national minimum wage rate, will receive a pay increase in July each year in accordance with the National Minimum Wage Order made by the Fair Work Commission.

Advance Notice of Employment Terminations

The Payroll Bureau often receive notification of an employment termination at very short notice, resulting in last minute adjustments to ensure that the outgoing employee is paid correctly.

This has an impact on the monthly payroll process, and could result in an overpayment or a second payment being required (e.g. for accrued annual leave). Please bear in mind the cut off times which the Payroll Bureau operate within: by the 1st day of the month for any changes (e.g. new contracts, changes to contracts, termination advice) and by the 4th day of the month for time sheets and leave forms.

Please give the Synod Payroll Bureau a call or send an email *as soon as you are aware* of an employment termination, followed by the 'Termination of Service' form and/or a copy of the termination letter you receive (form available on the Payroll page of the UCSA website).