



INTERIM
(FURTHER REVISIONS DUE IN 2020)

Ministerial Stipends and Related Conditions of Placement Handbook

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

October 2019

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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 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.

Ministers' stipend and allowances will be paid centrally from the Synod office. Where a minister requests the stipend and allowances be paid locally by the Congregation or appointing body, this request must be made to the Synod Financial Services Manager.



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 Congregations and other appointing bodies may negotiate the payment of particular allowances in full where deemed appropriate for part stipend placements.
- 3.2 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.
- 3.3 There will be no change to the terms and conditions during the course of a placement without the approval of the Presbytery. Terms and conditions should be maintained for a minimum term of five years unless otherwise specified at the commencement of the placement.
- 3.4 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.
- 3.5 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.
- 3.6 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 non UCA placement 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. SYNOD STAFF

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

General Secretary of the Synod	Minimum Stipend + 30%
Moderator	Minimum Stipend + 20%
Executive Officer Placements & Safe Church	Minimum Stipend + 15%
Executive Officer Mission Leadership Development	Minimum Stipend + 15%
Executive Officer UnitingCare	Minimum Stipend + 15%
Principal, Uniting College	Minimum Stipend + 15%
Associate General Secretary	Minimum Stipend + 15%
Other Ministers appointed to Synod Staff	Minimum Stipend + 5%
Chaplains	Minimum Stipend + 2.5%

5. ACCOMMODATION ALLOWANCE AND ARRANGEMENTS

5.1 Congregational Placements

The provision of a manse to all ministers serving in congregational 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 Non- Congregational Placements

There will be no requirement to provide a manse to a minister serving in a non-Congregational placement. As a result of the non- supply of a manse a minimum accommodation allowance will be paid to ministers in non-Congregational placements

Schedule A.2



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 RESOURCES ALLOWANCE

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

Schedule A.3

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.4

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.16

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.17



9. SUPERANNUATION FOR ORDAINED MINISTERS

Becoming a member of the Beneficiary Fund is not compulsory.

There will be contributions made by the respective bodies to provide Superannuation for Ordained Ministers:

- 9.1 By the Congregation(s) or other Appointing Body for each minister as per the South Australian Stipend Schedule set annually.

Schedule A.5

- 9.2 By each minister who is a member of the Beneficiary Fund Defined Benefit (Category 6) Scheme (Mercer), an after tax contribution must be made as per the South Australian Stipend Schedule set annually.

Schedule A.22

A Minister (non-retired or retired) can choose to be a member of the Accumulation Scheme (rather than the Defined Benefit Scheme) – which does not require the mandatory contribution.

For Ordained Ministers who are not a member of the Beneficiary Fund (Mercer), an employer contribution will be made to their nominated fund or the Synod default fund as per the South Australian Stipend Schedule set annually.

An election must be made and notification given, by the ordained Minister, if wanting to make an after Tax voluntary contribution to their nominated fund.

10. SUPERANNUATION FOR LAY PASTORS AND ACCREDITED YOUTH WORKERS

There will be contributions made by 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 and is paid Stipend/allowances, the amount will be as per the current Stipends sheet set annually. This will be adjusted on a pro rata basis when the placement is less than full time.

- 10.2 By each Congregation(s) or other Appointing Body to which a Lay Pastor or Accredited Youth Worker is appointed and is paid as per an award, the amount will be the SG % stated by the ATO for that relating year.

Schedule A.5

11. MOTOR VEHICLE ALLOWANCES AND TRAVEL EXPENSES.

- 11.1 There will be a motor vehicle depreciation allowance payable to ministers.

Schedule A.6



- 11.2 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.

Schedule A.7

- 11.3 There will be running costs set at the minimum rate of cents per kilometre to reimburse those ministers, such costs to operate from 1 January each year.

Schedule A.9

Other allowances and rates

- 11.4 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.11

- 11.5 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

- 11.6 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.15

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.

- 11.7 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 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.13 &14

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.11

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.18, 19 & 20

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 Synod.

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