

11.1 STIPENDS COMMITTEE

11.1.1 The Synod shall establish a Stipends Committee.

DEFINITIONS

11.1.2 In these By-laws, "Minister" shall mean Minister of the Word, Deacon, Deaconess, Lay Pastor, person accredited to the specified ministry of Youth Worker, Ministry Intern and candidate for ministry in approved placement".

RESPONSIBILITIES OF THE COMMITTEE IN RESPECT OF MINISTERS

11.1.3 The Committee shall make recommendations to the Synod or Standing Committee in respect of Ministers concerning:

- a. The minimum rates of stipend payable.
- b. Stipends payable to Ministers in Synod and Presbytery placements.
- c. Annual Leave.
- d. Long Service Leave.
- e. Provision for the housing of Ministers.
- f. Travelling and related provisions.
- g. Insurance.
- h. Professional Development Allowance and Book Allowance for candidates.
- i. Telephone, postage and stationery.
- j. The policy in relation to reimbursement of out of pocket expenses for Ministers in Synod and Presbytery placements.
- k. Any other related matters.

11.1.4 The Committee, in consultation with the Presbytery, shall determine the stipend and other charges payable in respect of a Minister who is in placement where they are required to give less than full-time service.

11.1.5 The Committee shall administer the following funds:

- a. Long Service Leave Fund.

- b. Any other fund that may be established by the Synod to provide benefits or allowances for Ministers.

ANNUAL LEAVE FOR MINISTERS

- 11.1.6 Annual leave for Ministers shall be four (4) weeks per calendar year taken within that year by arrangement with the Congregation or other appropriate body.
- 11.1.7 In exceptional circumstances, annual leave may be deferred for not more than one (1) year by arrangement with the Congregation or other appropriate body.
- 11.1.8 All annual leave due shall be taken before the termination of any placement.
- 11.1.9 The period between the commencement date of a placement and the date on which the Minister is to assume responsibilities, normally the fifteenth (15th) day after the placement commencement date in respect of an intrasynod move and the twenty-first (21st) day after the placement commencement date in respect of an intersynod move, shall be regarded as special leave for removal purposes and shall not affect the annual leave entitlement.

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 fourteen (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 fourteen (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 (2) years with the concurrence of the Church Council.
- 11.1.13
- a. In the case of a course of study in excess of twenty-eight (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 (6) 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 Leadership Development Council, acting for 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.

MEMBERSHIP OF THE COMMITTEE

- 11.1.16 The Committee shall consist of:
- a. The General Secretary of Synod.
 - b. The Associate General Secretary of the Synod.
 - c. The Executive Officer Resources or nominee.
 - d. The Pastoral Relations Administrator.
 - e. Up to eight (8) persons appointed by the Synod who shall be appointed for a term of four (4) years and shall be eligible for re-appointment for a further four (4) year term.
 - f. Not more than two (2) co-opted members who may be co-opted annually.
- 11.1.17 The Synod shall appoint the Chairperson and Secretary for a four (4) year term from the membership of the Committee.

Amended Standing Committee (SSC 15.209)
August 2015