



## **1 GENERAL INFORMATION**

### **1.1 Purpose**

The purpose of this document is to provide information for ministers and treasurers about ministerial entitlements, including supply, for 2012. More detailed information about ministerial entitlements can be found in the Handbook of Ministerial Provisions and Charges, on the following webpage: <http://wr.victas.uca.org.au/committees/tpc>. Ministers and Treasurers are encouraged to check the website for the most recent version of the Handbook.

### **1.2 Definitions**

#### **1.2.1 Minister**

Unless otherwise stated minister means Ministers of the Word, Deacons (ordained ministries), Deaconesses, Pastors in listed placements, Lay Pastors, those in the Specified Ministry of Youth Worker and Community Minister (non-ordained ministries), and who are in an approved placement.

#### **1.2.2 Long Term Supply**

Long Term Supply Ministry (not a placement) is for a period of more than three months in the one location.

#### **1.2.3 Short Term Supply**

Short Term Supply is more than one month but not more than three months in the one location.

#### **1.2.4 Occasional Supply**

Occasional Supply is less than one month in the one location.

### **1.3 Part-time Placements**

The amounts for stipend and allowances which are specified in this document are for full-time placements. Where a minister is in a part-time placement then the stipend and allowances will be calculated *pro rata* accordingly.

### **1.4 Start date**

Information in this document on stipend and allowances will apply from the first full pay period in January 2012.



## 2.6 Ministers' Insurance

2.6.1 The Church Council contributes to the Synod Special Insurance Fund which helps to meet the costs of supply during a minister's illness or maternity leave, and supports some ministers awaiting placement. The contribution for full-time ministers is as follows:

**\$400 per annum**

2.6.2 WorkCover Insurance will be invoiced to congregations based on rateable remuneration.

## 2.7 Personal Resources and Development Allowance

Ministers in full-time or part-time placement are entitled to a Personal Resources and Development Allowance (PRDA) as follows:

Full-Time Placements	
Full-time	\$2,200
Full-time Discounted (may apply where a minister is provided with equipment such as computer/printer)	\$1,100

Part-Time Placements	
0.9	\$2,010
0.8	\$1,820
0.7	\$1,630
0.6	\$1,440
0.5	\$1,250
0.4	\$1,060

Each minister determines how they will use the grant. It is expected that there will be consultation about professional development between the minister and the Church Council (or other responsible body) and Presbytery.

The purpose of the PRDA is:

- to acquire personal resource material related to ministry,
- internet access,
- for the capital cost of personal computer and other operating equipment,
- to buy consumables for personal office use, and
- for professional development, including annual presbytery conference for ministers, continuing education courses.

Ministers in a full-time placement attending an annual presbytery conference are to meet a cost of up to \$225 a year from the PRDA. Any cost beyond that would normally be funded by the presbytery or voluntarily by the congregation (or other appropriate body) or minister.

## 2.8 Travel Allowance

The Travel Allowance is calculated on kilometres irrespective of the time fraction of a placement and includes two components: a Car Allowance plus a Fuel Provision. A minister may choose from two methods of Fuel Provision - either Fuel Cost Allowance OR Fuel Cost Reimbursement, however such an election may not be changed for a period of 12 months.

### 2.8.1 Car allowance:

- (a) Travel up to 5,000 km per annum: \$5,000; or
- (b) Travel from 5,000 km up to 20,000 km per annum:  
\$5,000, plus \$310 per 1,000 km travelled above 5,000 km; or
- (c) Travel from 20,000 km up to 30,000 km per annum:  
\$9,650 plus \$200 per 1,000 km travelled above 20,000 km; or
- (d) Travel above 30,000 km per annum:  
\$11,650 plus \$130 per 1,000 km travelled above 30,000 km.

**PLUS**

### 2.8.2 Fuel Provision: (option (a) or (b) below)

- (a) Fuel Cost Allowance - \$180 per 1,000 km of travel per annum – see table on page 6.

**OR**

- (b) 'Fuel Cost Reimbursement' for actual expenditure on 'L' litres of fuel, where L = agreed travel (km) divided by 9.0 (km/litre).

#### Fuel Cost Reimbursement (option (b)) Example\*

**Congregation agrees to pay 10,000km for the travel allowance. The minister elects to use 'Fuel Cost Reimbursement'.**

**Car allowance = \$5,000 + (\$310 x 5,000 ÷ 1,000)**  
**= 6550**

**Fuel Cost Reimbursement = 10,000 km ÷ 9**  
**= 1,111 litre**

**The minister will then submit receipts for reimbursement up to the limit of 1,111 litres.**

\*Further information available from Accounting Services (03) 9251 5234

## 2.9 Ad hoc travelling allowance

From 1 January 2012, the ad-hoc travelling allowances for minister's professional duties are:

- (a) \$0.71 per kilometre for cost reimbursement for ministers not in placement, theological students, and retired ministers; or
- (b) \$0.36 per kilometre for marginal cost reimbursement only (which includes 17.0 cents per kilometre as the fuel cost component), for ministers in placement or other employment;
- (c) restricted, as a guideline, to a daily limit not to exceed reasonable commercial car rental costs; and

## 2.10 Synod Committee Travel Rate

The ad hoc travelling allowance figures are **not** for Synod Committee membership. The agreed figure for Synod Committee Membership is \$0.36 per kilometre.

### 3 SUPPLY MINISTRY

#### 3.1 Fees

Occasional Supply	Short Term Supply
\$115 for one service	\$145 for one service
\$215 for two services	\$250 for two services
\$270 for more than two services on any one Sunday;	\$310 for more than two services on any one Sunday;
\$185 per day for pastoral ministry	\$185 per day for pastoral ministry
Long Term Supply	
Minimum stipend, Personal Resources Development Allowance, Car Allowance (see 0), provision of manse or Manse Allowance. Where Long Term Supply is more than 12 months then 14 days Study Leave and 4 weeks annual leave apply	

#### 3.2 Travelling expenses

Reimbursement of travelling expenses at the ad hoc travelling allowance (see 2.9 above).

#### 3.3 Superannuation

Where supply payments exceed \$450 per calendar month to ministers who are under 70 years of age, compulsory superannuation of 9% of supply fees and travel allowance applies and should be paid to an accumulation fund which is administered by the Beneficiary Fund or superannuation fund of choice.

### 4 PAYMENTS ON BEHALF OF MINISTERS

#### 4.1 Long Service Leave (LSL) and Special Insurance

LSL and Synod Special Insurance Fund payments are to be forwarded quarterly to:

Accounting Services  
 130 Little Collins Street  
 MELBOURNE 3000  
 Ph: (03) 9251 5238

#### 4.2 Superannuation

##### 4.2.1 Beneficiary Fund (ordained ministers) and UC Super (lay ministers)

Beneficiary Fund payments are to be made monthly, using the Westpac Bank Encoded deposit book. Contributions to the Uniting Church Superannuation Plan are to be made monthly using the standard schedule provided to Treasurers. Queries should be directed to:

Beneficiary Fund  
 Level 4, 11 Bank Place  
 MELBOURNE 3000  
 Ph: (03) 8615 7777

UC Super  
 GPO Box 674  
 BRISBANE 4001  
 Ph: 1800 811 145

##### 4.2.2 Home Endowment Fund

Home Endowment Fund payments are to be made monthly, using the Westpac Bank Encoded deposit book. Payments and queries should be directed to:

The Home Endowment Fund Officer  
 130 Little Collins Street  
 MELBOURNE 3000  
 Ph: (03) 9251 5463



**Rev Rob Brown**  
**General Secretary**

**November 2011**

**Appendix A – Travel Allowance (for details see 02.8.1 and 2.8.2 (a) above)**

Car Allowance		Fuel Allowance	Total
Kilometres pa	\$	\$	\$
5000	\$5,000	\$900	\$5,900
6000	\$5,310	\$1,080	\$6,390
7000	\$5,620	\$1,260	\$6,880
8000	\$5,930	\$1,440	\$7,370
9000	\$6,240	\$1,620	\$7,860
10000	\$6,550	\$1,800	\$8,350
11000	\$6,860	\$1,980	\$8,840
12000	\$7,170	\$2,160	\$9,330
13000	\$7,480	\$2,340	\$9,820
14000	\$7,790	\$2,520	\$10,310
15000	\$8,100	\$2,700	\$10,800
16000	\$8,410	\$2,880	\$11,290
17000	\$8,720	\$3,060	\$11,780
18000	\$9,030	\$3,240	\$12,270
19000	\$9,340	\$3,420	\$12,760
20000	\$9,650	\$3,600	\$13,250
21000	\$9,850	\$3,780	\$13,630
22000	\$10,050	\$3,960	\$14,010
23000	\$10,250	\$4,140	\$14,390
24000	\$10,450	\$4,320	\$14,770
25000	\$10,650	\$4,500	\$15,150
26000	\$10,850	\$4,680	\$15,530
27000	\$11,050	\$4,860	\$15,910
28000	\$11,250	\$5,040	\$16,290
29000	\$11,450	\$5,220	\$16,670
30000	\$11,650	\$5,400	\$17,050
31000	\$11,780	\$5,580	\$17,360
32000	\$11,910	\$5,760	\$17,670
33000	\$12,040	\$5,940	\$17,980
34000	\$12,170	\$6,120	\$18,290
35000	\$12,300	\$6,300	\$18,600