

# Arranging of supply ministry within the Presbytery of Port Phillip West

## Objective

From time to time there are likely to be long periods in which stipended ministry is unavailable within UCA congregations, agencies or schools. This can occur in instances where ministers take long service leave, extended sick leave, and when a vacancy arises. Provision of ministry during these extended periods without stipended ministry is called supply ministry. (Annual recreational leave, study leave, short-term sick leave and covering a minister's quarterly Sunday off are not supply ministry situations.)

This document outlines the processes for arranging supply within the Presbytery of Port Phillip West. Supply ministry typically covers pastoral and worship leadership duties to the level of 0.5 EFT. However, these arrangements can vary, depending upon the needs and resources of a particular placement.

## Assistance with making supply arrangements

The Pastoral Relations Committee (through the Presbytery Minister Pastoral Care, Rev. Ann Key) is ultimately responsible for approving supply arrangements. Assistance can be obtained from the Presbytery Ministers — Rev. Ann Key (0417 252 832 or [keyaerg@vic.australis.com.au](mailto:keyaerg@vic.australis.com.au)) or Rev. Robert Renton (0427 812 606 or [robert.renton@bigpond.com](mailto:robert.renton@bigpond.com)) can assist.

In either case, it is necessary for the supply arrangements to be recorded on the attached form and forwarded, when completed, to the Secretary of Presbytery (C/- Rev. Robert Renton – [robert.renton@bigpond.com](mailto:robert.renton@bigpond.com) or 16 Baden Drive, Hoppers Crossing 3029).

## Procedures

1. As soon as it is known that supply ministry will be needed, the Church Council should contact either Presbytery Minister.
2. Once a there has been agreement between the proposed supply minister and the Church Council regarding terms and details, the Church Council treasurer should fill in all details on the attached form and send it to the Secretary of Presbytery at the above address for approval by the Pastoral Relations Committee.
3. Normally, supply arrangements are made for up to **three months** at a time. They can be extended, and a new form is not required if there are no changes to the original arrangements. A letter from the Church Council secretary to the Secretary of Presbytery to this effect is all that is required.
4. Supply ministry **payment rates** are calculated on the figures given in the attached form; however, you can also find the details on the Synod's website (at the bottom of the list of documents available for download) <http://wr.victas.uca.org.au/accounting-services/central-stipends-and-payroll-services/>. The treasurer needs to discuss with the supply minister how the payments are to be made. It is the expectation of Presbytery that all the entitlements of a supply minister will be paid. Where appropriate, the treasurer should also liaise with the Synod Central Pay Office regarding payments for supply ministry, including Ministers' Benefit

Account payments. Please also note that a supply minister on a long-term appointment is entitled to pro-rata recreational and study leave or payments.

5. With regard to **long service leave**, it is the expectation that the minister in placement has primary responsibility for arranging supply ministry during the period of long service leave. This allows the minister to plan for continuity in the time that she/he is away from the placement. The minister in placement should consult with the Church Council regarding these arrangements. In any case, it is the responsibility of the Church Council to seek approval from the Pastoral Relations Committee for the supply arrangements.
6. With regard to **extended sick leave** or **placement vacancy**, it is the responsibility of the Church Council to make arrangements for supply ministry in consultation with the Presbytery Minister (Pastoral Care), the Rev. Ann Key. In these situations, it is not appropriate for the (former) minister in placement to be involved in the arranging of supply ministry.
7. Occasionally the Joint Nominating Committee of a vacant congregation will wish to consider the person in supply. In such circumstances, there should be a six months gap between the supply ministry and the consideration of the person by the JNC for the vacancy.

### **Responsibilities of the supply minister**

- Upon arrival in the congregation, the supply minister shall, as soon as possible, meet with the Church Council to consider the tasks that need to be done and the matters relating to them.
- Frequent consultation with the Church Council is essential.
- Supply ministers are expected to be aware of local congregational practices with regard to baptisms and the conduct of holy communion and, where appropriate, adhere to those practices.
- Where a congregational program has been commenced but not completed, the supply minister is expected to assist with it.
- Supply ministers are reminded of the requirements of the Code of Ethics and Ministry Practice, particularly in the case of the minister in placement being on extended leave and/or there being tensions over ministry within the congregation.

Adopted by the Pastoral Relations Committee

March 2009 and amended January 2012

## STATEMENT OF SUPPLY ARRANGEMENTS

[Return this form to the Secretary of Presbytery (address above).

CONGREGATION/AGENCY/SCHOOL: .....

DATE: .....

MINISTER IN PLACEMENT: .....

REASON FOR SUPPLY MINISTRY: .....

.....

.....

**PERIOD OF PROPOSED SUPPLY:**

From: ..... 2011 To: ..... 2011

**SUPPLY MINISTER'S DETAILS:**

Name: .....

Address: .....

Telephone & Email: .....

**SUPPLY ARRANGEMENTS:**

**Short term supply (Yes / No)**

	<u>One Service</u>	<u>Two Services</u>	<u>More than Two Services</u>	<u>Payment</u>
Less than one month	\$115	\$215	\$270	\$
Up to three months	\$145	\$250	\$310	\$
Pastoral Ministry	\$185 per day			\$
Travel Expenses	71¢/km (Ministers not in placement, Students, Retired Ministers, Retired Lay Preachers) 36¢/km (Ministers in placement or other employment)			\$

**Long term supply (Yes / No)**

<u>More than three months</u>	<u>Full time rate</u>	<u>Time Fraction</u>	<u>Payment</u>
Stipend	\$49,538		\$

<u>More than three months</u>	<u>Full time rate</u>	<u>Time Fraction</u>	<u>Payment</u>
Travel	Ad hoc allowance: 71¢/km		\$
Manse allowance	\$290 per week if manse not provided		\$
Personal Resources	Annual: 0.4 \$1,060; 0.5 \$1,250; 0.6 \$1,440; 0.7 \$1,630; 0.8 \$1,820; 0.9 \$2,010; 1.0 \$2,200		\$
Superannuation	Where supply payments exceed \$450 per month to ministers who are under 70 years old, compulsory superannuation payments of 9% of supply fees plus travel allowance applies and should be paid to the person's accumulation fund (Beneficiary Fund or private).		\$
Telephone	All ministry-related calls to be reimbursed or met by congregation.		\$
Postage & Stationery	All ministry-related needs to be reimbursed or met by congregation.		\$
Leave	Where long-term supply arrangements continue over 12 months, 14 days of study leave and 4 weeks of annual leave must be paid.		\$

**Payments on behalf of ministers**

Beneficiary Fund payments should be made monthly, using the Westpac Bank encoded deposit book. For queries, contact the Beneficiary Fund, Level 4, 11 Bank Place, Melbourne 3000 (telephone 8615 7777).

UC Super payments are to be made monthly using the standard schedule provided to treasurers. Payments and queries to UC Super, GPO Box 674, Brisbane 4001 (telephone 1800 811 145).

Central Stipends at the Synod of Victoria: contact the Payroll Office at 130 Little Collins Street, Melbourne 3000 (telephone 9251 5200).

**Agreements**

Have the Church Council, Supply Minister, and (if appropriate) Minister in Placement established the tasks to be undertaken by the Supply Minister and arranged for appropriate oversight of the Supply Ministry?

**Yes / No**

**Signatures**

..... (On behalf of Church Council)

..... (Supply Minister)