



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 2010. More detailed information about ministerial entitlements can be found in the Handbook of Ministerial Entitlements, on the following webpage: <http://victas.uca.org.au/mec>. Ministers and Treasurers are encouraged to check the website for the most recent version of the Handbook, however may request a hardcopy at the cost of \$15 by emailing mec@victas.uca.org.au.

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 3 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 1 January 2010.

1.5 Updates

If you wish to receive updates of this information by email in the future then please email mec@victas.uca.org.au with 'MEC list' in the subject line.

2 MINISTERS IN PLACEMENT

2.1 Stipend

2.1.1 From 1 January 2010

The minimum stipends payable to ministers in full-time placement are as follows:

- If **not** members of Ministers' National Home Endowment Fund **\$44,784 pa**
- If members of Ministers' National Home Endowment Fund **\$42,984 pa**

2.1.2 From 1 July 2010

The minimum stipends payable to ministers in full-time placement are as follows:

- If **not** members of Ministers' National Home Endowment Fund **\$45,216 pa**
- If members of Ministers' National Home Endowment Fund **\$43,416 pa**

2.2 National Home Endowment Fund (NHEF)

Membership of the National Home Endowment Fund is compulsory for ministers unless they have been granted exemption by the NHEF Committee. If a Church Council has not been advised of an exemption then the following payment will apply:

\$1800 per annum

2.3 Manse Allowance

The manse allowance for ministers in full-time placement in Victoria and Tasmania, not living in a church-provided manse is as follows:

\$14,248 per annum (up to) OR \$274.00 per week (up to)

2.4 Long Service Leave (LSL) Levy

The Ministers' LSL Fund currently has an excess provision and so it has been possible to reduce the LSL levy for full-time ministers. The table below shows the levy for the period 2008 – 2011.

2008	2009	2010	2011
\$806 pa	\$0 pa	\$500 pa	\$500 pa

2.5 Superannuation

2.5.1 Ordained Ministers in Placement

The standard Beneficiary Fund Contribution details are:

Notional Stipend **\$43,092 pa**

Superannuation Contributions (full-time)

Minister's contribution** 6% **\$2592 pa**

Church Council /sponsoring body contribution 15% **\$6468 pa**

**This contribution is deducted from the stipend and forwarded to the Beneficiary or other nominated fund.

Contributions to the Beneficiary Fund are calculated as a percentage of the Notional Stipend, rounded to the nearest figure divisible by 12. However, from 1 July 2009 if the minister earns more than \$15,082.20 per quarter excluding amounts paid to a Ministers Benefit Account then an additional contribution may be required. Details of this contribution are available at <http://victas.uca.org.au/csps> or by telephoning the Synod payroll office on 9251 5234.

2.5.2 Non-ordained Minister in Placement

Contributions are calculated as a percentage of actual stipend. Where payment is made at the rate of the Minimum Stipend (see 2.1 above) then the following contributions will apply:

		Full-time
Non-ordained Minister's contribution***	5%	\$2,239 from 1 January 2010 \$2,260 from 1 July 2010
Church Council /sponsoring body contribution	10.5%	\$4,702 from 1 January 2010 \$4,748 from 1 July 2010

*** This contribution is deducted from the stipend and forwarded to superannuation fund of choice

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:

\$350 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	\$2,100
Full-time Discounted (may apply where a minister is provided with equipment such as computer/ printer)	\$975

Part-Time Placements	
0.9	\$1,932
0.8	\$1,743
0.7	\$1,575
0.6	\$1,407
0.5	\$1,218
0.4	\$1,050

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 Petrol Cost Allowance OR Petrol 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: \$4,800; or
- (b) Travel from 5,000 km up to 20,000 km per annum:
\$4,800, plus \$300 per 1,000 km travelled above 5,000 km; or
- (c) Travel from 20,000 km up to 30,000 km per annum:
\$9,300 plus \$190 per 1,000 km travelled above 20,000 km; or
- (d) Travel above 30,000 km per annum:
\$11,200 plus \$120 per 1,000 km travelled above 30,000 km.

PLUS

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

- (a) Petrol Cost Allowance - \$170 per 1,000 km of travel per annum – see table on page 6.

OR

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

Petrol Cost Reimbursement (option (b)) Example*

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

Car allowance = \$4,800 + (\$300 x 5,000 ÷ 1,000)
= \$6,300

Petrol 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 2009, the ad-hoc travelling allowances for minister's professional duties are:

- (a) 69.0 cents per kilometre for cost reimbursement for ministers not in placement, theological students, and retired ministers; or
- (b) 35.0 cents per kilometre for marginal cost reimbursement only (which includes 17.0 cents per kilometre as the petrol 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 35.0 cents per kilometre.

3 SUPPLY MINISTRY

3.1 Fees

Occasional Supply	Short Term Supply
\$102.00 for one service	\$135.00 for one service
\$200.00 for two services	\$230.00 for two services
\$250.00 for more than two services on any one Sunday;	\$290.00 for more than two services on any one Sunday;
\$170.00 per day for pastoral ministry	\$170.00 per day for pastoral ministry
Long Term Supply	
Minimum stipend, Personal Resource Development Allowance, Car Allowance (see 2.8), 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
 The Uniting Church in Australia
 130 Little Collins Street
 MELBOURNE 3000 Ph: (03) 9251 5238

4.2 Beneficiary Fund

Beneficiary Fund and Home Endowment Fund payments are to be made monthly, using the two separate Westpac Bank Encoded deposit books. Queries should be directed to:

Beneficiary Fund
 The Uniting Church in Australia
 Level 4, 11 Bank Place
 MELBOURNE 3000 Ph: (03) 8615 7777

4.3 UC Super

Contributions to the Uniting Church Superannuation Plan are to be made monthly using the standard schedule provided to Treasurers. Payments and queries should be directed to:

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

Rev Rob Brown
 General Secretary
 November 2009

Appendix A – Travel Allowance (for details see 2.82.8.1 and 2.8.2 (a) above)

Car Allowance		Petrol Allowance	Total
Kilometres pa	\$	\$	\$
5,000	4,800	850	5,650
6,000	5,100	1,020	6,120
7,000	5,400	1,190	6,590
8,000	5,700	1,360	7,060
9,000	6,000	1,530	7,530
10,000	6,300	1,700	8,000
11,000	6,600	1,870	8,470
12,000	6,900	2,040	8,940
13,000	7,200	2,210	9,410
14,000	7,500	2,380	9,880
15,000	7,800	2,550	10,350
16,000	8,100	2,720	10,820
17,000	8,400	2,890	11,290
18,000	8,700	3,060	11,760
19,000	9,000	3,230	12,230
20,000	9,300	3,400	12,700
21,000	9,490	3,570	13,060
22,000	9,680	3,740	13,420
23,000	9,870	3,910	13,780
24,000	10,060	4,080	14,140
25,000	10,250	4,250	14,500
26,000	10,440	4,420	14,860
27,000	10,630	4,590	15,220
28,000	10,820	4,760	15,580
29,000	11,010	4,930	15,940
30,000	11,200	5,100	16,300
31,000	11,320	5,270	16,590
32,000	11,440	5,440	16,880
33,000	11,560	5,610	17,170
34,000	11,680	5,780	17,460
35,000	11,800	5,950	17,750