

**Uniting Church in Australia  
Synod of Victoria and Tasmania**

## **Supply Ministry (Short and Long Term) Approval Form**

Supply ministry is a temporary and supportive role normally focused on worship and pastoral care. Where the supply ministry replaces a Minister in Placement during a period of leave, the Minister must be involved in and approve of the agreement and the primary ministry tasks. Supply ministry is not normally a strategic role focused on developing future possibilities for ministry or piloting innovative mission activities in the community. There may be situations, however, where a Presbytery initiates a supply ministry in order to address specific needs.

Generally Presbytery approves short term supply ministry for periods no longer than three months. Extensions beyond that time require a new application for a further term — even if the same person is continuing as the supply minister. Extensions beyond three months will be regarded as Long Term Supply.

### **Long Term Supply**

Long term supply ministry is to be discussed with the relevant Presbytery Minister before application to the Pastoral Relations Committee, in relation to pastoral need, financial situation, and other Synod requirements when appointing a long-term supply minister.

Supply Ministry is not appropriate for a long-term ministry. Any request for approval of an extension that would mean the total term would exceed two years will necessitate a full review by the Presbytery Pastoral Relations Committee of the ministry needs of the congregation. This may lead to the creation of an employment relationship for a non-placement position, or may result in a review to determine if the congregation should be engaged in a more formal placement process.

### **Approval process**

Congregations must contact the relevant Presbytery Minister **before** approaching any person in relation to supply ministry. This request for approval documents the proposed arrangements between a congregation and the supply minister and is to be completed by an officer of the Church Council and submitted for approval by the Pastoral Relations Committee of the nominated Presbytery. It may be used by an Agency or School with appropriate adjustments to terminology.

Approval of the Presbytery Pastoral Relations Committee must be obtained prior to the commencement of any period (initial or renewal) of supply ministry. Note that this means a request should be submitted at least one month prior to the proposed start date.

If significant changes to this agreement become necessary, a new Request should be submitted to the Pastoral Relations Committee.

### **Further information**

Supply ministry is provided under the terms of the *UCA Handbook of Ministerial Provisions and Charges* and the current *Summary of Ministerial Provisions and Charges* (see <https://victas.uca.org.au/resources/terms-of-placement-committee/>). These documents detail the provisions for Long Term Supply Ministry (more than three months in the one location), pro rata rates for part-time supply, and include Minimum stipend, Personal Resource Development Allowance, Car Allowance, and Manse Allowance.

A current Victorian Working with Children Check (WWCC) or Tasmanian Working With Vulnerable People (WWVP) registration (or equivalent) is required of all appointed leaders in the Uniting Church, including anyone in supply ministry (see Keeping Children Safe Policy WWC1 at <https://ucavictas.org.au/keepingchildrensafe/working-children-check/>). Ministers must be participants in the Ethical Ministry Refresher courses.

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**Ministry context:**

Presbytery	
Congregation	

**Congregation details:**

Reasons for Supply Ministry	
Name of congregation contact	
Telephone number of congregation contact	
Email of congregation contact	
Date approved by Church Council	
Minister in Placement (if applicable)	

**Proposed supply minister's details:**

Name	
Telephone	
Email	
Address	
Denomination - <i>If not UCA, the Presbytery will confirm with the Synod that the minister's denomination has completed the Synod's Good Standing documents prior to giving approval.</i>	
WWCC/WWVP registration details and expiry date <i>(include application number if in process)</i>	
Date of last Safe Church Training	
Date of last Ethical Ministry Refresher <i>(indicate if with another Presbytery)</i>	

**Proposed supply ministry:**

Type of supply ministry	Short term: up to three months Long term: more than three months	
Is this a first request or renewal?	New request	Renewal
Commencement date for this application		
For a renewal, start date for original supply		
Conclusion date		
Time allocation (% FTE, or days/week)		
Days worked (if specific days agreed)		

**Agreed primary ministry responsibilities / tasks:**

Please list the primary ministry tasks agreed by the Church Council, proposed supply minister, and (if applicable) Minister in Placement.

Worship leadership	
Pastoral care	
Other involvement	

**Provisions and allowances:**

Please refer to the current *Summary of Ministerial Provisions and Charges*, section 3 *Supply Ministry*

<b>Short Term Supply:</b>	
Fees for services (per service)	
Fees for pastoral ministry (per day)	
Travelling allowance / expenses	
Telephone/internet allowance	
Superannuation	
Accommodation provided <i>(Provide details if yes)</i>	Yes      No

<b>Long Term Supply:</b>	
Minimum stipend (including superannuation provision)	
Personal Resource Development Allowance	
Car allowance	
Accommodation provisions	
Annual Leave	Yes      No
Study Leave (applies if at least 12 months' supply)	Yes      No
Payment through Centralised Stipend and Payroll System	Yes      No

**Approvals:**

Parties to this agreement	Signature	Date
Church Council office bearer		
Pastoral Relations Committee		
Supply minister		

*Please return this form to the Secretary of Pastoral Relations Committee of the Presbytery at least one month before the proposed start date for the supply period.*

**Document version control:**

Draft based on Tasmanian form, for general Presbytery use	August 2021
Approved by Placements Committee	October 2021