

Terms of Placement

1. Placement		
2. Presbytery or Agency		
3. Minister Name		
4. Time Fraction	Full time	Part time - Time fraction: 0.
5. Term	Up to 10 years	Fixed term of years
6. Other details about term (eg plans for review)		
STIPEND – For further information refer to Summary of Ministerial Provisions and Charges		
7. Stipend *	YES	
8. Payment by Centralised Stipend	YES	NO
9. Additional provision (if any)	% Reason:	
TRAVEL		
10. Car and Fuel allowance * – Minimum of 5000km	km	
11. Is a car provided?	YES	NO
HOUSING - For Aged Care, Defence Force, Education, Health Care and Prison Chaplains go to question 15		
12. Manse	Owned by placement	YES NO
	Rented by placement	YES NO
a. Address if manse owned by placement		
b. Declared to be in acceptable condition by the Presbytery?	YES NO	Date of inspection:
13. Manse Allowance	To be paid if minister does not require accommodation * Minister to tick box	
14. Other details		
ALLOWANCES		
15. Annual Leave	4 weeks annual leave (including 4 Sundays)	
16. Study Leave	Minimum of 2 weeks study leave (pro rata) *	
17. Sundays (if applicable)	One Sunday per quarter (non-cumulative) free of placement duties	
18. Internet & Phone Allowance	Allowance (minimum of \$70/month)	
19. Personal Resources & Development Allowance (PRDA)	Full - Minister does not use allocated equipment (PC, desk etc) *	
	Discounted - Minister to use allocated equipment	
* AS DETERMINED ANNUALLY BY THE SYNOD		
These Terms of Placement were approved by the Church Council on		
_____ Secretary/ Treasurer Date	_____ PRC Chairperson/ Secretary Date	_____ Minister Accepting Call Date

Notes in regard to the Terms of Placement Schedule

Ministers of the Word, Deacons, and Pastors are normally called for an undefined term. Extension beyond 10 years requires agreement of Minister, Placement and Presbytery. [Reg. 2.6.8]

Terms of Placement (ToP) must be approved by both the Church Council or other responsible body and the Presbytery, and lodged with the Placements Committee before the placement can be listed. When a call is accepted a copy of the ToP, signed by minister, placement and Presbytery, is to be sent to the Placements Committee Secretary and the Presbytery PRC. During a Placement, variation to these Terms of Placement needs the prior approval of the Presbytery; and the Placements Committee must be notified.

STIPEND: The Synod approves a minimum stipend figure each year.

Additional loading: Some Placements pay a percentage loading above the minimum, which must be justified to the Presbytery with the reasons being on public record within the Presbytery.

CAR ALLOWANCE: Synod determines annually a rate per 1000 km for operating (including standing) costs. The Placement with Presbytery approval determines the appropriate level of travelling expressed in thousands of kilometres.

HOUSING: In providing a manse the congregation shall offer:

- A manse which meets Synod guidelines and has been inspected and approved by the Presbytery; or
- Other accommodation which is considered appropriate by the minister, placement and the Presbytery. This may be a leased property.

The minister may choose not to accept the accommodation offered by the Placement but the maximum manse allowance is not an entitlement and consultation between the parties is required to determine the level of the allowance, with any resulting change to the terms of placement being reported to the Presbytery who will inform the Placements Committee. For advice regarding housing arrangements in part-time placements see the UCA Handbook of Ministerial Provisions and Charges

PERSONAL RESOURCES AND DEVELOPMENT ALLOWANCE: The purpose of PRDA is for personal resources for ministry, computer hardware costs and associated equipment, supervision, and professional development including attendance at the annual presbytery conference.

STUDY LEAVE: The Guidelines approved by the Synod Standing Committee include the following:

- 1 A minimum of 2 weeks Study Leave shall be available each year to Ministers in a Placement. Terms of Placement approved by the Presbytery may specify a more precise figure.
- 2 Study Leave shall normally be taken each year for a program (whether set courses or self-directed study) to equip for ministry within the life and ethos of the UCA. This shall be planned by the Minister in conjunction with the Church Council or other responsible body. The Presbytery, in the exercise of its pastoral and supervisory role, may also choose to be involved in this planning. Normally Study Leave not taken in the year in which it is due is forgone.
- 3 If a substantial period of study is planned, the Minister may negotiate with the Church Council or other responsible body for Study Leave to be accumulated up to five years' entitlement. This needs approval by the Presbytery, and must be reported to the Commission on Education for Ministry.
- 4 Ministers are expected on return from Study Leave to report to the Placement on the experience and its value to themselves and to the Placement.
- 5 Consideration shall be given to the needs of the Placement as well as the needs of the Minister, and the timing of Study Leave acceptable to both. Normally attention will be given to the following:
 - (a) Taking accumulated Study Leave in the same year as Long Service Leave shall require the approval of both the Church Council or other responsible body and the Presbytery.
 - (b) Ministers and Church Councils or other responsible bodies will seek to minimise potential difficulties if Study Leave requests involve multiple absences from a Congregation on a Sunday.

FINANCIAL ASSISTANCE FOR STUDY LEAVE: There is no specific requirement on a Placement. Some Placements offer assistance towards the cost of course fees, travelling, etc.

MINISTERIAL ENTITLEMENTS: The Synod publishes a handbook of Ministerial Provisions & Charges, including details on stipends, allowances, housing arrangements, leave provisions, retirement benefits. The implications for part-time Placements are explained. UCA Handbook <https://victas.uca.org.au/resources/terms-of-placement-committee/>