



## **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 the period July – December 2024.

***Please note information regarding payments for lay people in pastor appointments is in a separate document at the end of this document.***

More detailed information about ministerial provisions and charges can be found in the UCA Handbook – Ministerial Provisions and Charges, on the following webpage: [www.victas.uca.org.au/tpc](http://www.victas.uca.org.au/tpc) Ministers and Treasurers are encouraged to check the website for the most recent version of the Handbook, however, you may request a hardcopy by emailing [tpc@victas.uca.org.au](mailto:tpc@victas.uca.org.au).

### **1.2 Definitions**

#### **1.2.1 Minister**

Unless otherwise stated, minister means Ministers of the Word and Deacons, Specified Ministry of Youth Workers, and lay people who are in a Uniting Church placement.

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

Long Term Supply Ministry involves a continuous period of more than three months in one location.

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

Short Term Supply involves a continuous period of more than one month but up to three months in one location.

#### **1.2.4 Occasional Supply**

Occasional Supply involves worship service(s) and/or pastoral care days over a continuous period of not more than one month.

### **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 unless otherwise stated.

### **1.4 Start date**

Information in this document on stipend and allowances will apply from the first full pay period in July 2024.

## 2 Ministers in Placement

### 2.1 Stipend

From the first full pay period in January 2024 a stipend increase of 4% came into effect:

The 2024 minimum stipend payable to ministers in full-time placement is:

**\$67,722 per annum**

### 2.2 Manse Allowance

The manse allowance for ministers in full-time placement in Victoria and Tasmania, not living in a Church-provided manse, increased by 5.2% in January. The allowance is:

**\$20,023 per annum (up to) OR \$385 per week (up to)**

Note: See the *UCA Handbook of Ministerial Provisions and Charges* for allowances for part-time placements.

### 2.3 Long Service Leave (LSL) Levy

The Ministers' LSL Fund levy for 2024 is \$800. The levy applies pro rata for ministers in part time placements and for ministers in a long-term supply arrangement who are available for placement.

### 2.4 Superannuation

#### 2.4.1 Ordained Ministers in Placement

**Notional Stipend** as of July 2024 **\$67,948 pa**

#### **Superannuation Contributions (full-time)**

Minister's contribution**	6%	<b>\$4,080 pa</b>
Church Council /sponsoring body contribution	15%	<b>\$10,188 pa</b>

\*\*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. Every July at the first full pay period the revised Notional Stipend comes into effect. As a result, additional after-tax superannuation is paid and there is therefore a small decrease in the net stipend and allowances.

#### 2.4.2 Non-ordained Person 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:

		<b>Full-time</b>
Non-ordained Person's contribution***	6%	<b>\$4,063</b>
Church Council /sponsoring body contribution	15%	<b>\$10,158</b>

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

### 2.5 Ministers' Insurance

2.5.1 The Church Council/sponsoring body contributes to both the Ministers Special Assurance Fund which helps to meet the costs of supply during a minister's illness or maternity leave, and the Ministers Awaiting Placement Fund which supports some ministers awaiting placement. (Refer Appendix B for more detailed information)

The contribution for full-time ministers is as follows:

**\$1,475 per annum**

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

## 2.6 Personal Resources and Development Allowance

Ministers in full-time or part-time placement are entitled to a Personal Resources and Development Allowance (PRDA). For 2024 it will increase by 4% as follows:

Full-Time Placements	
Full-time	<b>\$3,063</b>
Full-time Discounted (may apply where a minister is provided with equipment such as computer/ printer)	<b>\$1,707</b>

Part-Time Placements	
0.9	\$2,787
0.8	\$2,510.
0.7	\$2,234.
0.6	\$1,958
0.5	\$1,682.
0.4	\$1,405.

While 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 for supervision, professional development including attendance at the annual presbytery conference, personal resources for ministry and computer hardware costs and associated equipment.

Ministers in a placement attending an annual presbytery conference are to meet a cost of up to \$300 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.

## 2.7 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 Cost Allowance. For 2024 it will increase by 5% (rounded to nearest \$5.00).

### 2.7.1 Car allowance:

- (a) Travel up to 5,000 km per annum: **\$5,845**; or
- (b) Travel from 5,000 km up to 20,000 km per annum:  
**\$5,845, plus \$360** per 1,000 km travelled above 5,000 km; or
- (c) Travel from 20,000 km up to 30,000 km per annum:  
**\$11,245 plus \$220** per 1,000 km travelled above 20,000 km; or
- (d) Travel above 30,000 km per annum:  
**\$13,445 plus \$140** per 1,000 km travelled above 30,000 km;

**PLUS**

2.7.2 Fuel Cost Allowance – **\$220** per 1000 km of travel per annum – see Appendix A page 6

## 2.8 Ad hoc travelling allowance

From the 1 January 2024 the ad hoc travelling allowance for ministers' professional duties is:

- **\$0.85** per kilometre for normal (average total) cost reimbursement for ministers not in placement, theological students and retired ministers; or
- **\$0.45** per kilometre for marginal cost reimbursement only (which includes 22 cents per kilometre as the fuel cost component) for ministers in placement or other employment; and
- restricted, as a guideline, to a daily limit not exceeding reasonable commercial car rental costs.

## 2.9 Synod Committee Travel Rate

The figure for Synod Committee Membership travel is **\$0.45** per kilometre.

## 3 Supply Ministry

*Note: Ministerial candidates undertaking supply not related to their field education placements are eligible to receive full supply ministry rates.*

*Supply ministry fees do not apply to lay preachers. See <https://victas.uca.org.au/ministry-mission/lay-preachers-association/> for further information.*

Supply fees from the first full pay period in 2024 will increase by 4% (rounded to the nearest \$5.00) as follows:

### 3.1 Fees

Occasional Supply	Short Term Supply
<b>\$175</b> for one service per day	<b>\$210</b> for one service per day
<b>\$280</b> for two services per day	<b>\$350</b> for two services per day
<b>\$385</b> for more than two services on any one Sunday;	<b>\$435</b> for more than two services on any one Sunday;
<b>\$250</b> per day for pastoral ministry	<b>\$250</b> per day for pastoral ministry
Long-Term Supply	
Minimum stipend, Personal Resource Development Allowance, Car Allowance (see 2.7), provision of manse or Manse Allowance. If Long-Term Supply is more than 12 months, then 2 weeks Study Leave and 4 weeks annual leave apply	
Payment	
Supply ministry should be paid through Centralised Accounting Payroll Service, see <a href="https://victas.uca.org.au/resources/accounting-services/stipends-payroll/">https://victas.uca.org.au/resources/accounting-services/stipends-payroll/</a> for the relevant forms.	

### 3.2 Travelling expenses

Reimbursement of actual travelling expenses or as defined in the ad hoc travelling allowance (see 2.8 above).

### 3.3 Superannuation

Where supply payments are made to ministers, compulsory superannuation of 11.50% of supply fees and travel allowance applies. It should be paid to an accumulation fund administered by the Beneficiary Fund or superannuation fund of choice.

## 4 Payments on behalf of Ministers

### 4.1 Long Service Leave (LSL) and Ministers Special Assurance

LSL and Ministers Special Assurance Fund payments are to be forwarded quarterly to:

Accounting Services  
Email: [accounting@victas.uca.org.au](mailto:accounting@victas.uca.org.au)

### 4.2 NGS Super

Payments and queries should be directed to:

NGS Administration  
GPO Box 4303  
MELBOURNE VIC 3000 Ph: 1300 133 177

### 4.3 Mercer Super Trust – Uniting Church in Australia Beneficiary Fund

Helpline Services: Within Australia 1800 682 525  
Outside Australia 61 3 86871823

Website: [www.mercersupertrust.com](http://www.mercersupertrust.com)

A handwritten signature in blue ink that reads "Mark Lawrence". The signature is written in a cursive style with a horizontal line underlining the name.

**Rev Dr Mark Lawrence  
General Secretary**

**June 2024**

**Appendix A – 2024 Travel Allowance (for details see 2.7 above)**

<b>Car Allowance</b>		<b>Fuel Allowance</b>	<b>Total</b>
<b>Kilometres pa</b>	<b>\$</b>	<b>\$220 per 1,000km</b>	<b>\$</b>
5,000	\$5,845	\$1,100	\$6,945
6,000	\$6,205	\$1,320	\$7,525
7,000	\$6,565	\$1,540	\$8,105
8,000	\$6,925	\$1,760	\$8,685
9,000	\$7,285	\$1,980	\$9,265
10,000	\$7,645	\$2,200	\$9,845
11,000	\$8,005	\$2,420	\$10,425
12,000	\$8,365	\$2,640	\$11,005
13,000	\$8,725	\$2,860	\$11,585
14,000	\$9,085	\$3,080	\$12,165
15,000	\$9,445	\$3,300	\$12,745
16,000	\$9,805	\$3,520	\$13,325
17,000	\$10,165	\$3,740	\$13,905
18,000	\$10,525	\$3,960	\$14,485
19,000	\$10,885	\$4,180	\$15,065
20,000	\$11,245	\$4,400	\$15,645
21,000	\$11,465	\$4,620	\$16,085
22,000	\$11,685	\$4,840	\$16,525
23,000	\$11,905	\$5,060	\$16,965
24,000	\$12,125	\$5,280	\$17,405
25,000	\$12,345	\$5,500	\$17,845
26,000	\$12,565	\$5,720	\$18,285
27,000	\$12,785	\$5,940	\$18,725
28,000	\$13,005	\$6,160	\$19,165
29,000	\$13,225	\$6,380	\$19,605
30,000	\$13,445	\$6,600	\$20,045
31,000	\$13,585	\$6,820	\$20,405
32,000	\$13,725	\$7,040	\$20,765
33,000	\$13,865	\$7,260	\$21,125
34,000	\$14,005	\$7,480	\$21,485
35,000	\$14,145	\$7,700	\$21,845

## **Appendix B – Ministers Awaiting Placement Fund and Ministers Special Assurance Fund**

The Ministers Awaiting Placement (MAP) Fund and the Ministers Special Assurance (MSA) Fund are funded from the contributions from congregations and agencies for each minister. The Pastoral Assistance Committee (PAC) administers these funds.

The Synod Standing Committee determines the amount of the annual contribution on the recommendation of the PAC. In 2024 the combined contribution will be **\$1,475** for each minister in a full-time placement. This is **\$75** for MAP and **\$1,400** for MSA. Pro rata rates apply to part time placements.

### **Ministers Awaiting Placement (MAP) fund**

The PAC Bylaws state that a Minister may be eligible for a grant for up to 3 months while awaiting placement. Any income received during this time should be reported and offset against the grant. The Placements Committee, upon referral from the Presbytery PRC, determines the eligibility of ministers to receive payments from this fund. When this is resolved, the request is referred to the PAC to determine the level of assistance.

### **Ministers Special Assurance (MSA) Fund**

This fund is used to cover the supply costs for a placement while Ministers are on approved sick leave, maternity leave or adoption leave. (Leave is approved by the Presbytery) The placement continues to pay the Minister their relevant entitlements. Supply is paid up to 0.5 of the minister's time fraction.

In cases of extended sick leave, the PAC takes responsibility for the payment of the minister's entitlements after 3 months continuous approved sick leave, or 3 months in past 12 months. The congregation takes responsibility for the cost of supply from that time on.

### **How to access the Ministers Special Assurance Fund**

1. When the minister notifies the Church Council that they require sick leave, please ensure that the presbytery is also notified and provided with a Medical Certificate. The Presbytery PRC will assist in finding suitable supply where necessary.
2. Where supply ministry is used, or where sick leave extends beyond two weeks, please contact the Secretary of the PAC who will provide information about the options available for the payment of the person/s undertaking supply and support the process as necessary.

Contact Details:

Secretary

Deb Penaluna

9116 1422

[debra.penaluna@victas.uca.org.au](mailto:debra.penaluna@victas.uca.org.au)



Effective from the first pay period in 2024, for lay people in pastor roles (not placements) who were appointed after July 2019 or transitioned to these arrangements.  
The 2024 rates increase by 4% for all levels.

**Regulations regarding Pastors**

The Regulations that apply to lay ministries are found between 2.2.2 and 2.10.2. Guidelines for appointment are provided by the Assembly at: <https://assembly.uca.org.au/education-for-ministry/resources/ministry-pastor>

**Wage table**

Level	Annual Salary <sup>1</sup>	Hourly rate – Full-time/Part-time	Hourly Rate – Casual
1	\$65,000.92	\$32.90	\$41.13
2	\$72,214.11	\$36.55	\$45.69
3	\$80,680.87	\$40.83	\$51.04
4 <sup>2</sup>	92,312.40	\$46.72	N/A

**Provisions and conditions**

Provision	Condition	Applies to
<b>Leave Entitlements</b>		
Annual leave	4 weeks paid	Full-time Part-time (pro rata)
Personal leave	10 paid days sick / carers' leave	Full-time Part-time (pro rata)
Compassionate leave	2 paid days per occasion	Full-time/Part-time (Casuals unpaid)
Domestic violence leave	5 days unpaid	All employees

<sup>1</sup> Inclusive of the housing allowance figure from previous years.

<sup>2</sup> Roles that are equivalent in scope and responsibility to Ministerial placements.



<b>Study leave</b>	Negotiated with congregation; 2 weeks paid leave per year is recommended for pastors at Level 4 or if training is required for the role.	Full-time Part-time (pro rata)
<b>Parental leave</b>	NES minimum: up to 12 months unpaid. Extra 12 months unpaid leave available on negotiation. <sup>3</sup>	All employees with continuous service over 12 months (casuals only if regular hours)
<b>Long Service Leave</b>	<p><b>Victoria:</b> After completing a minimum of 7 years 'continuous employment' with 'one employer', a pastor is entitled to an amount of long service leave on ordinary pay equal to 1/60th of the period of employment (approx. 6.1 weeks after 7 years), less any period taken during that period, which continues to accrue at the same rate thereafter.<sup>4</sup></p> <p><b>Tasmania:</b> After completing a minimum of 10 years 'continuous employment', a pastor is entitled to eight and two third weeks of paid leave, equal to 1/60th of the period of employment (approx. 8.667 weeks after 10 years).<sup>5</sup></p>	All employees
<b>Other Provisions</b>		
<b>Allowances</b>	<p><b>Travel allowance:</b> If travel is required for the role, actual kms travelled are to be reimbursed in alignment with the ad-hoc travelling allowances for ministers' professional duties (\$0.85 per km)</p> <p><b>Phone allowance:</b> If a phone is required for the role, then provision should be made.</p> <p><b>Housing allowance:</b> Since 2019 the housing allowance is structured into the salary amounts in Table 1, so no housing allowance should be paid.</p> <p><b>Personal Resources Development Allowance:</b> These may be negotiated.</p>	All eligible employees
<b>Ministers Benefit Account (MBA)</b>	Salary packaging as approved by MBA office as fitting ATO criteria.	All eligible employees
<b>Termination</b>	Notice periods as per the National Employment Standards (NES).	All employees
<b>Superannuation</b>	11.50% on base salary.	All employees

<sup>3</sup> This is the minimum. Government parental leave scheme may apply.

<sup>4</sup> <http://www.business.vic.gov.au/hiring-and-managing-staff/long-service-leave-victoria/long-service-leave-an-overview>

<sup>5</sup> [https://worksafe.tas.gov.au/laws/long\\_service\\_leave](https://worksafe.tas.gov.au/laws/long_service_leave)

## Level Descriptors

To assist with salary evaluation a description of the qualifications, skills and abilities and the common duties (commensurate with each level) can be found below.

Please note that indicative roles listed are a guide only and are not exhaustive. For more information, or help determining at which level a position should be classified, please contact the Synod People and Culture Unit [People&Culture@victas.uca.org.au](mailto:People&Culture@victas.uca.org.au) .

Level 1	
<b>Indicative role</b>	<ul style="list-style-type: none"> <li>• Sunday school coordinator. Teaching Sunday School, ensuring other leaders have copies of curriculum and necessary equipment. Communicating with families</li> <li>• Pastoral care visitor. Visiting members of the congregation, coordinating volunteers.</li> </ul>
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Employee works under limited supervision with guidance on more complex or sensitive tasks.</li> <li>• Work is usually performed within established routines and procedures although a degree of initiative is required.</li> <li>• Discretion and judgement required.</li> <li>• May be responsible for co-ordinating the work of other employees or volunteers.</li> <li>• Employees possess a broad range of skills and general knowledge of the diverse ministry functions.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant post-secondary qualifications** of two or more full-time years or equivalent. Or other work experience, expertise and training considered relevant by the employer.</li> </ul>

Level 2	
<b>Indicative role</b>	<ul style="list-style-type: none"> <li>• Youth Leader – Planning a program, leading a youth group, and coordinating volunteers. Ensuring the provision of pastoral care to young people.</li> <li>• Pastoral care coordinator. Offering pastoral care, developing a pastoral care plan, managing volunteers, defining pastoral priorities.</li> <li>• Coordinator of holiday programs – recruiting, preparing and coordinating volunteers, maintaining records.</li> </ul>
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Employee works without supervision but under general guidance on progress and desired outcomes.</li> <li>• Work is occasionally performed within routines and procedures but can also involve significant level of initiative.</li> <li>• Considerable discretion and judgement is required.</li> <li>• May be responsible for the work of others, including other ministers.</li> <li>• Employee possesses considerable knowledge in many areas with a range of skills that enables many detailed tasks to be managed.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary degree or diploma** of two or more full-time years or equivalent. Or other work experience, expertise and training considered relevant by the employer.</li> </ul>

<b>Level 3</b>	
<b>Indicative role</b>	<ul style="list-style-type: none"> <li>• Children and Families Coordinator – developing and implementing programs/ initiatives for engaging with families in the Church and community. Organising family camps, developing discipleship resources.</li> <li>• Aged Care / Prison Chaplain with responsibility for worship and pastoral care,</li> <li>• Community worker - responsible for assessing and administering emergency relief. Hosting the church drop-in centre, training volunteers, offering crisis pastoral care.</li> </ul>
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Decision making with broad direction on more complex or sensitive issues.</li> <li>• Applies considerable knowledge and skills independently. Operates in non-routine circumstances.</li> <li>• High levels of judgement and initiative.</li> <li>• May be responsible for planning, co-ordinating and managing the work of other individuals or teams.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate qualification** of three or more full-time years or equivalent. Or an equivalent combination of relevant experience and/or education or training considered relevant by the employer.</li> </ul>

<b>Level 4</b>	
<b>Indicative role</b>	<ul style="list-style-type: none"> <li>• Youth Coordinator - developing study guides, community youth engagement strategy, pastoral care, training youth leaders, managing budgets and administration, liaison with external local / regional / state-wide entities; input into broad planning and strategy.</li> <li>• Chaplaincy coordination. Input into hospital pastoral care programs, advocacy to government departments, managing chaplains, report writing.</li> </ul>
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Employee works independently under broad direction.</li> <li>• Exercises a high level of initiative.</li> <li>• Applies skills and knowledge with a high degree of independence.</li> <li>• Routinely exercises judgement at critical levels.</li> <li>• Is capable of program development and implementation.</li> <li>• Provides strategic support and advice to teams.</li> <li>• Able to formulate policy recommendations and implement policies involving major change that may impact on the broader community.</li> <li>• Relevant to accountabilities of an ordained minister.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Post graduate qualification** or progress towards post graduate qualifications with extensive relevant experience. Or extensive pastoral experience and management expertise. Or a combination of equivalent experience, education and/or training.</li> </ul>

\*\*Relevant post-secondary, tertiary, graduate or post graduate qualifications should contain courses in theology, pastoral ministry, biblical studies, moral theology, sacraments, church history, The Basis of

Union, Church teachings, and adult education/formation etc.

Courses in human development, for example, counselling or psychology, interpersonal skills, human relations, principles of communication, group dynamics would also be considered relevant.

### **Study**

It is required that a person in a pastor role will continue to develop general competencies for pastors in the UCA. The Synod's Coordinator for Lay leadership Development, who can be contacted through eLM, will help the pastor and the employing body to understand what ongoing education is required, and how that can be fulfilled. The Presbytery has oversight of the pastor's progress in this process. (*Regulations 2.4.6, and 2.4.3*)

People in pastor roles are required to have undertaken core competency training within three months of the appointment.

A handwritten signature in blue ink that reads "Mark Lawrence." The signature is written in a cursive style with a period at the end.

**Rev Dr Mark Lawrence**  
**General Secretary**

**June 2024**



Figures here apply only to Non-Placement Pastors who commenced their role before 2019 and have not yet transitioned to the newer arrangements. Transition to current Non-Placement Pastor remuneration arrangements is recommended and is by negotiation between the employee and employing body. The Presbytery must be informed of the discussions and decisions.

Effective from the first pay period in 2024 salary figures will increase by 4%, the PRDA allowance will increase by 4%, manse allowance (if applicable) by 5.25% and travel allowance by 5%.

**1) Regulations regarding Pastors**

The Regulations that apply to lay ministries are found between 2.2.2 and 2.10.2. Guidelines for appointment are provided by the Assembly at: <https://assembly.uca.org.au/education-for-ministry/resources/ministry-pastor>

**2) Terms of Employment**

The terms and conditions for non-placement pastors will be in accordance with the UCA Handbook of Ministerial Provisions and Charges and the National Employment Standards.

**3) Salary Packaging**

Non-placement pastors may be eligible to apply for a Ministers Benefit Account (MBA). Contact Synod Financial Services for further information.

**4) Remuneration**

Remuneration for non-placement pastors is paid according to the rates below along with appropriate allowances. Superannuation is paid in accordance with the Superannuation Guarantee Act.

The base rate is Level 4 and equivalent to the ministers' stipend. Each level is calculated at 10% below its next higher level.

Classification	Annual Salary	Full time weekly rate	Part time rate per hour	Casual rate per hour*
Level 1	\$49,369.84	\$949.42	\$24.98	\$31.23
Level 2	\$54,854.80	\$1,054.90	\$27.76	\$34.70
Level 3	\$60,949.20	\$1,172.10	\$30.84	\$38.55
Level 4	\$67,721.68	\$1,302.34	\$34.27	N/A

Note: Casual rates include an additional 25% loading to compensate for the absence of paid leave provisions.

Please see Page 10 for guidance as to the appropriate Levels.

**Mark Lawrence**  
**General Secretary**  
**June 2024**