



## **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 January – June 2020.

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, Deacons (ordained ministries), Deaconesses, Pastors in placements, and those in the Specified Ministry of Youth Worker.

#### **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 January 2020.

## 2 Ministers in Placement

### 2.1 Stipend

From the first full pay period in January 2020 a stipend increase of 2.5% will come into effect:

The 2020 minimum stipend payable to ministers in full-time placement is as follows:

**\$61,663 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 is as follows:

**\$18,266 per annum (up to) OR \$351 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 2020 is \$550. The levy applies pro rata for ministers in part time placements and for ministers available for placement in a long term supply arrangement.

### 2.4 Superannuation

#### 2.4.1 Ordained Ministers in Placement

**Notional Stipend** **\$58,881 pa**

#### Superannuation Contributions (full-time)

Minister's contribution**	6%	<b>\$3,528 pa</b>
Church Council /sponsoring body contribution	15%	<b>\$8,832 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 with a resulting decrease in take home salary.

#### 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>\$3,670</b>
Church Council /sponsoring body contribution	15%	<b>\$9,249</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 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 C for more detailed information)

The contribution for full-time ministers is as follows:

**\$950 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) as follows:

Full-Time Placements		Part-Time Placements	
Full-time	\$2,826	0.9	\$2,573
Full-time Discounted (may apply where a minister is provided with equipment such as computer/ printer)	\$1,575	0.8	\$2,321
		0.7	\$2,068
		0.6	\$1,816
		0.5	\$1,563
		0.4	\$1,310

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:

- 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 supervision, the annual presbytery conference for ministers and continuing education courses.

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.

### 2.7.1 Car allowance:

- (a) Travel up to 5,000 km per annum: \$5,300; or
- (b) Travel from 5,000 km up to 20,000 km per annum:  
\$5,300, plus \$330 per 1,000 km travelled above 5,000 km; or
- (c) Travel from 20,000 km up to 30,000 km per annum:  
\$10,250 plus \$200 per 1,000 km travelled above 20,000 km; or
- (d) Travel above 30,000 km per annum:  
\$12,250 plus \$130 per 1,000 km travelled above 30,000 km.

### PLUS

2.7.2 Fuel Cost Allowance - \$200 per 1,000 km of travel per annum – see Appendix A page 6.

## 2.8 Ad hoc travelling allowance

From 1 January 2020, the ad-hoc travelling allowances for minister's professional duties are:

- \$0.76 per kilometre for cost reimbursement for ministers not in placement, theological students, retired ministers and lay preachers not in business or employment; or
- \$0.40 per kilometre for marginal cost reimbursement only (which includes 20.0 cents per kilometre as the fuel cost component), for ministers in placement or other employment and other lay preachers; and
- restricted, as a guideline, to a daily limit not to exceed reasonable commercial car rental costs.

## 2.9 Synod Committee Travel Rate

The figure for Synod Committee Membership is \$0.40 per kilometre.

## 3 Supply Ministry

### 3.1 Fees

Occasional Supply	Short Term Supply
\$155 for one service: approximately 1 to 4 hours	\$185 for one service
\$215 for one service: approximately 4 to 8 hours	
\$255 for two services	\$320 for two services
\$350 for more than two services on any one Sunday;	\$390 for more than two services on any one Sunday;
\$225 per day for pastoral ministry	\$225 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	
Supply ministry can be paid through Centralised Stipend and Payroll systems, 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 exceed \$450 per calendar month to ministers compulsory superannuation of 9.5% 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 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 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)

### 4.3 NGS Super

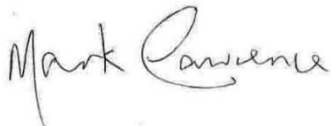
Payments and queries should be directed to:

NGS Administration

GPO Box 4303

MELBOURNE VIC 3000

Ph: 1300 133 177



**Rev Dr Mark Lawrence  
General Secretary**

**November 2019**

**Appendix A – 2020 Travel Allowance (for details see 2.8 above)**

<b>Car Allowance</b>		<b>Fuel Allowance</b>	<b>Total</b>
<b>Kilometres pa</b>	<b>\$</b>	<b>\$200 per 1,000km</b>	<b>\$</b>
5,000	\$5,300	\$1000	\$6,300
6,000	\$5,630	\$1,200	\$6,830
7,000	\$5,960	\$1,400	\$7,360
8,000	\$6,290	\$1,600	\$7,890
9,000	\$6,620	\$1,800	\$8,420
10,000	\$6,950	\$2,000	\$8,950
11,000	\$7,280	\$2,200	\$9,480
12,000	\$7,610	\$2,400	\$10,010
13,000	\$7,940	\$2,600	\$10,540
14,000	\$8,270	\$2,800	\$11,070
15,000	\$8,600	\$3000	\$11,600
16,000	\$8,930	\$3,200	\$12,130
17,000	\$9,260	\$3,400	\$12,660
18,000	\$9,590	\$3,600	\$13,190
19,000	\$9,920	\$3,800	\$13,720
20,000	\$10,250	\$4,000	\$14,250
21,000	\$10,450	\$4,200	\$14,650
22,000	\$10,650	\$4,400	\$15050
23,000	\$10,850	\$4,600	\$15,450
24,000	\$11,050	\$4,800	\$15,850
25,000	\$11,250	\$5,000	\$16,250
26,000	\$11,450	\$5,200	\$16,650
27,000	\$11,650	\$5,400	\$17,050
28,000	\$11,850	\$5,600	\$17,450
29,000	\$12,050	\$5,800	\$17,850
30,000	\$12,250	\$6,000	\$18,250
31,000	\$12,380	\$6,200	\$18,580
32,000	\$12,510	\$6,400	\$18,910
33,000	\$12,640	\$6,600	\$19,240
34,000	\$12,770	\$6,800	\$19,570
35,000	\$12,900	\$7,000	\$19,900

## **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 2020 the combined contribution will be \$950.00 for each minister in a full time placement. This is \$100 for MAP and \$850 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 they are awaiting placement and that any income received by them 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 who 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 2015 the PAC recommended and the Standing Committee resolved that in cases of extended sick leave, the PAC would take responsibility for the payment of the minister's entitlements after 3 months continuous approved sick leave, or 3 months in a calendar year. The congregation would take responsibility for the cost of supply. This change was brought about in order to ease the significant financial burden faced by congregations during these times.

### **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 informed. The Presbytery PRC will assist in finding suitable supply where necessary.
2. Where supply ministry is used, 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

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