



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 – December 2025.

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: <https://victas.uca.org.au/terms-of-placement-committee/> Ministers and Treasurers are encouraged to check the website for the most recent version of the Handbook.

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 January 2025.

2 Ministers in Placement

2.1 Stipend

From the first full pay period in January 2025 a stipend increase of 4% will come into effect:

The 2025 minimum stipend payable to ministers in full-time placement is:

\$70,431 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, will increase by 5% in January. The allowance is:

\$21,024 per annum (up to) OR \$404 per week (up to)

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

2.3 Long Service Leave (LSL) Levy

The Ministers' LSL Fund levy for 2025 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. (Unchanged from 2024)

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%	\$4,080 pa
Church Council /sponsoring body contribution	15%	\$10,188 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. There will be a small adjustment to the stipend in the first pay period in July as a result of the revised National Notional Stipend. This affects the amount of superannuation that must be paid for people in placement. You will be advised of these details in June once the review of the Notional Stipend has been completed. A complete stipend and allowances document will not be reissued at that time, as it is only the amount of superannuation to be paid, and the flow affect to the net stipend that will be altered slightly.

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:

		Full-time
Non-ordained Person's contribution***	6%	\$4,226
Church Council /sponsoring body contribution	15%	\$10,565

*** 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 to Appendix B for more detailed information)

The contribution for full-time ministers is **\$1,475 per annum. (Unchanged from 2024)**

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 2025 it will increase by 4% as follows:

Full-Time Placements	
Full-time	\$3,186
Full-time Discounted (may apply where a minister is provided with equipment such as computer/ printer)	\$1,775

Part-Time Placements	
0.9	\$2,898
0.8	\$2,610
0.7	\$2,323
0.6	\$2,036
0.5	\$1,749
0.4	\$1,461

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.

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 2025 it will increase by 3.5% (rounded to nearest \$5.00).

2.7.1 Car allowance:

- (a) Travel up to 5,000 km per annum: **\$6050**; or
 - (b) Travel from 5,000 km up to 20,000 km per annum:
\$6050, plus \$375 per 1,000 km travelled above 5,000 km; or
 - (c) Travel from 20,000 km up to 30,000 km per annum:
\$11,675 plus \$230 per 1,000 km travelled above 20,000 km; or
 - (d) Travel above 30,000 km per annum:
\$13,975 plus \$145 per 1,000 km travelled above 30,000 km;
- PLUS**

2.7.2 Fuel Cost Allowance – **\$230** per 1000 km of travel per annum – see Appendix A page 6

2.8 Ad hoc travelling allowance

From the 1 January 2025 the ad hoc travelling allowance for ministers' professional duties is:

- **\$0.88** per kilometre for normal (average total) cost reimbursement for ministers not in placement, theological students and retired ministers; or
- **\$0.48** per kilometre for marginal cost reimbursement only (which includes 23 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 **\$0.23** 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 2025 will increase by 4% (rounded to the nearest \$5.00) as follows:

3.1 Fees

Occasional Supply	Short Term Supply
\$180 for one service per day	\$220 for one service per day
\$290 for two services per day	\$365 for two services per day
\$400 for more than two services on any one Sunday;	\$450 for more than two services on any one Sunday;
\$260 per day for pastoral ministry	\$280 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 Stipend and Payroll systems, see https://victas.uca.org.au/resources/central-accounting-and-payroll/ 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.

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 E: 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



Rev Dr Mark Lawrence
General Secretary

October 2024

Appendix A – 2025 Travel Allowance (for details see 2.7 above)

Car Allowance		Fuel Allowance	Total
Kilometres pa	\$	\$230 per 1,000km	\$
5,000	\$6,050	\$1,150	\$7,200
6,000	\$6,425	\$1,380	\$7,805
7,000	\$6,800	\$1,610	\$8,410
8,000	\$7,175	\$1,840	\$9,015
9,000	\$7,550	\$2,070	\$9,620
10,000	\$7,925	\$2,300	\$10,225
11,000	\$8,300	\$2,530	\$10,830
12,000	\$8,675	\$2,760	\$11,435
13,000	\$9,050	\$2,990	\$12,040
14,000	\$9,425	\$3,220	\$12,645
15,000	\$9,800	\$3,450	\$13,250
16,000	\$10,175	\$3,680	\$13,855
17,000	\$10,550	\$3,910	\$14,460
18,000	\$10,925	\$4,140	\$15,065
19,000	\$11,300	\$4,370	\$15,670
20,000	\$11,675	\$4,600	\$16,275
21,000	\$11,905	\$4,830	\$16,735
22,000	\$12,135	\$5,060	\$17,195
23,000	\$12,365	\$5,290	\$17,655
24,000	\$12,595	\$5,520	\$18,115
25,000	\$12,825	\$5,750	\$18,575
26,000	\$13,055	\$5,980	\$19,035
27,000	\$13,285	\$6,210	\$19,495
28,000	\$13,515	\$6,440	\$19,955
29,000	\$13,745	\$6,670	\$20,415
30,000	\$13,975	\$6,900	\$20,875
31,000	\$14,120	\$7,130	\$21,250
32,000	\$14,265	\$7,360	\$21,625
33,000	\$14,410	\$7,590	\$22,000
34,000	\$14,555	\$7,820	\$22,375
35,000	\$14,700	\$8,050	\$22,750

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 2025 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. The contribution from placements has not increased for 2025.

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
pac@victas.uca.org.au



All Uniting Church lay people in pastor roles (not placements) are appointed on the terms and conditions described below. These terms are reviewed annually and changes are effective from the first full pay period in January each year. The 2025 salary rates increases have been calculated using a sliding scale. This method has been applied to the lay staff employed at the Synod Ministries and Operations (SMO).

Relevant treasurers in relation to any remaining legacy arrangements for Uniting Church lay people in pastor roles (non-placement) have been advised separately of changes to remuneration for 2025.

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>

New legal limitations apply to the length of a fixed term contract. For information and advice contact: People&Culture@victas.uca.org.au

Wage table

Level	Annual Salary ¹	Hourly rate – Full-time/Part-time	Hourly Rate – Casual
1	\$67,270	\$34.04	\$42.55
2	\$74,381	\$37.64	\$47.05
3	\$83,101	\$42.06	\$52.57
4 ²	\$94,620	\$47.88	N/A

Provisions and conditions

Provision	Condition	Applies to
Leave Entitlements		
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	10 days paid leave	All Pastors in Non-Placement

¹ Inclusive of the housing allowance figure from previous years.

² Roles that are equivalent in scope and responsibility to Ministerial placements.

Study leave	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)
Parental leave	Up to 12 months unpaid. Extra 12 months unpaid leave available on negotiation. ³	All with continuous service over 12 months (casuals only if regular hours)
Long Service Leave	<p>Victoria: 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.⁴</p> <p>Tasmania: 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).⁵</p>	All Non-Placement Pastors
Other Provisions		
Allowances	<p>Travel allowance: 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. (\$0.88 per km)</p> <p>Phone allowance: If a phone is required for the role, then provision should be made.</p> <p>Housing allowance: The housing allowance is structured into the salary amounts in Table 1, so no housing allowance should be paid.</p> <p>Personal Resources Development Allowance: These may be negotiated.</p>	All Non-Placement Pastors
Ministers Benefit Account (MBA)	Salary packaging as approved by MBA office as fitting ATO criteria.	All Non-Placement Pastors
Termination	Notice periods as per the National Employment Standards (NES).	All Non-Placement Pastors
Superannuation	As per the Superannuation Guarantee.	All Non-Placement Pastors

³ This is the minimum. Government parental leave scheme may apply.

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

⁵ 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.

For more information, or help determining at which level a position should be classified, please contact the Synod People and Culture team People&Culture@victas.uca.org.au

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

Level 2	
Indicative role	<ul style="list-style-type: none"> • Youth Leader – Planning a program, leading a youth group, and coordinating volunteers. Ensuring the provision of pastoral care to young people. • Pastoral care coordinator. Providing pastoral care, developing a pastoral care plan, managing volunteers, defining pastoral priorities. • Taking responsibility for holiday programs – recruiting, preparing and coordinating volunteers, maintaining records.
Accountabilities	<ul style="list-style-type: none"> • Employee works without supervision but under general guidance on progress and desired outcomes. • Work is occasionally performed within routines and procedures but can also involve significant level of initiative. • Considerable discretion and judgement is required. • May be responsible for the work of others, including other ministers. • Employee possesses considerable knowledge in many areas with a range of skills that enables many detailed tasks to be managed.

Qualifications	<ul style="list-style-type: none"> • Relevant ** Bachelor’s Degree with minimum experience, or relevant Certificate or Diploma** qualifications coupled with previous experience in a relevant role or an equivalent level of expertise.
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Level 3	
Indicative role	<ul style="list-style-type: none"> • Children and Families Coordinator – developing and implementing programs/ initiatives for engaging with families in the Church and community. Organising family camps, developing discipleship resources. • Aged Care / Prison Chaplain with responsibility for worship and pastoral care, • Community worker - responsible for assessing and administering emergency relief. Hosting the church drop-in centre, training volunteers, offering crisis pastoral care.
Accountabilities	<ul style="list-style-type: none"> • Decision making with broad direction on more complex or sensitive issues. • Applies considerable knowledge and skills independently. Operates in non-routine circumstances. • High levels of judgement and initiative. • May be responsible for planning, co-ordinating and managing the work of other individuals or teams.
Qualifications	<ul style="list-style-type: none"> • 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.

Level 4	
Indicative role	<ul style="list-style-type: none"> • 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. • Chaplaincy coordination. • Provision of information and advice about pastoral care programs, advocacy to government departments, managing chaplains, and report writing.
Accountabilities	<ul style="list-style-type: none"> • Employee works independently under broad direction. • Exercises a high level of initiative. • Applies skills and knowledge with a high degree of independence. • Routinely exercises judgement at critical levels. • Is capable of program development and implementation. • Provides leadership, strategic support and advice to teams. • Able to formulate policy recommendations and implement policies involving change that may impact on the broader community.

	<ul style="list-style-type: none"> • Relevant to accountabilities of an ordained UCA minister.
Qualifications	<ul style="list-style-type: none"> • At minimum, a bachelor's degree ** • At least 5 years of relevant sector, pastoral and/or management experience and developed expertise. Qualifications in more than one discipline is desirable.

**Relevant certificate and/or qualifications may include courses in theology, pastoral ministry, biblical studies, moral theology, sacraments, church history, The Basis of Union, Church teachings, and adult education/formation.

Additional tertiary qualifications deemed relevant include studies in the human wellbeing, counselling, psychology, philosophy, creative expressions, education, sociology and /or anthropology and/or communications.

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.



Rev Dr Mark Lawrence
General Secretary
October 2024