



## 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 2026. The only change from the January document is at 2.4.1 (highlighted)

***Please note information regarding payments for lay people in non placement 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/minister-hub/>. Ministers and Treasurers are encouraged to check the website for the most recent version of the Handbook. You need to scroll to the bottom of the web page to find the Terms of Placement drop down menu.

### 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 2026.

## 2 Ministers in Placement

### 2.1 Stipend

From the first full pay period in January 2026 a stipend increase of 3% came into effect:

The 2026 minimum stipend payable to ministers in full-time placement is:

**\$72,544 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 1.5% in January. The allowance is:

**\$21,340 per annum (up to) OR \$410 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 2026 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 2025)

### 2.4 Superannuation

#### 2.4.1 Ordained Ministers in Placement

**Notional Stipend** as of July 2026 **\$73,240 pa**

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

|                                              |     |                    |
|----------------------------------------------|-----|--------------------|
| Minister's contribution**                    | 6%  | <b>\$4,392 pa</b>  |
| Church Council /sponsoring body contribution | 15% | <b>\$10,992 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. As indicated in the Summary of Ministerial Provisions and Charges provided to commence in January 2026, a small adjustment to the stipend from the first pay period in July due to the revised National Notional Stipend has been made. This affects the amount of superannuation that must be paid for people in placement.

#### 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>\$4,353</b>   |
| Church Council /sponsoring body contribution | 15% | <b>\$10,882</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 to Appendix B for more detailed information)

The contribution for full-time ministers is **\$1,475 per annum (Unchanged from 2025)**.

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

## 2.6 Personal Resources and Development Allowance (PRDA)

Ministers in full-time or part-time placement are entitled to a Personal Resources and Development Allowance (PRDA). To support and sustain ministers in their ministry practice and reduce financial barriers to seeking a high standard of supervision it is recommended that the PRDA be provided in two parts as outlined in the below table. It is important to note that a minister in more than one part-time placement cannot receive more than the full allowance across the placements (or percentage therefore as detailed below).

| Personal Resources and Development Allowance |               |                      |
|----------------------------------------------|---------------|----------------------|
|                                              | Full time     | Part-Time (<0.8 FTE) |
| 1. Supervision Allowance                     | \$1500        | \$1200               |
| 2. Education and resource Allowance          | \$2000        | \$1600               |
| Total                                        | <b>\$3500</b> | <b>\$2800</b>        |

**Supervision Allowance:** an annual payment of \$1,500 be made in 2026 for supervision only. This payment would apply to fulltime or a .8 (30.4 hours a week) ministry. Less than .8 the payment would reduce to 80% of the full allowance, therefore to \$1,200.

This allowance will not be provided if the supervision is paid for by the congregation, presbytery and/or the workplace. For example, a number of chaplaincy arrangements include the payment of supervision directly to the supervisor.

**Education and Resource Allowance:** an annual payment of \$2,000 be made in 2026 for general education, equipment and resources required by the minister to sustain and advance their ministry. This payment would apply to fulltime or .8 ministry. Less than .8 the payment would reduce to 80% to \$1,600.

Discounted rate by 40% which applies when a minister has equipment provided by the congregation or presbytery. This discounted rate for fulltime placements is \$1,200 per annum and \$960 for less than 0.8 placements.

Together these two allowances equal \$3,500 up from the 2025 rate of \$3,186. This is an increase of \$316.00. As mentioned, this increase more closely matches contemporary costs of professional supervision.

## 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 (**Unchanged from 2025**).

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**

2.7.1 Fuel Cost Allowance – **\$230** per 1000 km of travel per annum (**Unchanged from 2025**) – see Appendix A page 6

## 2.8 Ad hoc travelling allowance (Unchanged from 2025)

From the 1 January 2026 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 2026 will increase by 2.5% (rounded to the nearest \$5.00) as follows:

### 3.1 Fees

| Occasional Supply                                                                                                                                                                                                                                                 | Short Term Supply                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>\$185</b> for one service per day                                                                                                                                                                                                                              | <b>\$225</b> for one service per day                       |
| <b>\$295</b> for two services per day                                                                                                                                                                                                                             | <b>\$375</b> for two services per day                      |
| <b>\$410</b> for more than two services on any one Sunday;                                                                                                                                                                                                        | <b>\$460</b> for more than two services on any one Sunday; |
| <b>\$265</b> per day for pastoral ministry                                                                                                                                                                                                                        | <b>\$285</b> per day for pastoral ministry                 |
| <b>Long-Term Supply</b>                                                                                                                                                                                                                                           |                                                            |
| Minimum stipend, Personal Resource Development Allowance, Car Allowance (see 2.7), provision of manse or Manse Allowance.                                                                                                                                         |                                                            |
| <b>Payment</b>                                                                                                                                                                                                                                                    |                                                            |
| Supply ministry should be paid through Centralised Stipend and Payroll systems, see <a href="https://victas.uca.org.au/resources/central-accounting-and-payroll/">https://victas.uca.org.au/resources/central-accounting-and-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 12% of supply fees and travel allowance applies.



**Rev Dr Mark Lawrence**  
**General Secretary**  
**2 July 2026**

## Appendix A – 2026 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 2026 the combined contribution will be **\$1,475** for each minister in a full-time placement. This is **\$147** for MAP and **\$1,328** for MSA. Pro rata rates apply to part time placements. The contribution from placements has not increased for 2026.

### **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](mailto:pac@victas.uca.org.au)



Any Uniting Church lay person in pastor roles (not placements) is appointed on the terms and conditions described below. These terms are reviewed annually. Following additional consultation and consideration of ongoing cost-of-living pressures, the remuneration rates for non-placement pastors have been revised, with updated rates taking effect from first full pay period in July 2026.

### 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>

Legal limitations apply to the length of a fixed term contract. For information and advice contact: [People&Culture@victas.uca.org.au](mailto:People&Culture@victas.uca.org.au)

### Wage table

| Level | Annual Salary <sup>1</sup> | Hourly rate – Full-time/Part-time | Hourly Rate – Casual |
|-------|----------------------------|-----------------------------------|----------------------|
| 1     | \$70,095                   | \$35.47                           | \$44.34              |
| 2     | \$77,505                   | \$39.22                           | \$49.03              |
| 3     | \$86,591                   | \$43.82                           | \$54.78              |
| 4     | \$98,594                   | \$49.90                           | N/A                  |

### Provisions and conditions

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

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

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                            |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>Parental leave</b>                  | Up to 12 months unpaid. Extra 12 months unpaid leave available on negotiation. <sup>2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | All 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>3</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>4</sup></p>                                 | All Non-Placement Pastors                                                  |
| <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. (\$0.88 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> this allowance is structured into the salary amounts in Table 1, so no housing allowance should be paid.</p> <p><b>Supervision Allowance:</b> Should be paid if the Non-Placement Pastor is expected to have supervision.</p> <p><b>Education Resource Allowance:</b> By negotiation, shouldn't be expected.</p> | All Non-Placement Pastors                                                  |
| <b>Ministers Benefit Account (MBA)</b> | Salary packaging as approved by MBA office as fitting ATO criteria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Only if the position meets the ATO criteria<br>Not guaranteed.             |
| <b>Termination</b>                     | Notice periods as per the National Employment Standards (NES).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | All Non-Placement Pastors                                                  |
| <b>Superannuation</b>                  | As per the Superannuation Guarantee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | All Non-Placement Pastors                                                  |

## 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.

<sup>2</sup> This is the minimum. Government parental leave scheme may apply.

<sup>3</sup> <http://www.business.vic.gov.au/hiring-and-managing-staff/long-service-leave-victoria/long-service-leave-an-overview>

<sup>4</sup> [https://worksafe.tas.gov.au/laws/long\\_service\\_leave](https://worksafe.tas.gov.au/laws/long_service_leave)

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](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>• At minimum, relevant Certificate or Diploma** qualifications. 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. Providing pastoral care, developing a pastoral care plan, managing volunteers, defining pastoral priorities.</li> <li>• Taking responsibility for 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 ordained 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 ** 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.</li> </ul>                                                                                                                                                                                                                                                                                                                        |

| Level 3                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Indicative role</b>  | <ul style="list-style-type: none"> <li>Children and Families Coordinator – developing and implementing programs/ initiatives for engaging with families and communities in the Church and community groups. Organising family camps, developing discipleship resources attending and coordinating deepening discipleship gatherings.</li> <li>Aged Care / Prison Chaplain providing worship and/or 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>                                                                                                                                                                                                                                                                                                                                                              |

| Level 4                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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>Provision of information and advice about pastoral care programs, advocacy to government departments, liaison with external organisations, higher levels, budget/financial and/or stakeholder management.</li> <li>Developing techniques to evaluate programs, analyse data, present and report.</li> <li>Administration Team Leaders – property management oversight, change leadership, provide operational and/or governance advice.</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 leadership, strategic support and advice to teams.</li> </ul>                                                                                                                                                                                                                                                                                                                                          |

|                       |                                                                                                                                                                                                                                                                |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       | <ul style="list-style-type: none"> <li>• Able to formulate policy recommendations and implement policies involving change that may impact on the broader community.</li> <li>• Relevant to accountabilities of an ordained UCA minister.</li> </ul>            |
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>• At minimum, a bachelor's degree **</li> <li>• At least 5 years of relevant sector, pastoral and/or management experience and developed expertise. Qualifications in more than one discipline is desirable.</li> </ul> |

\*\*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**  
**2 July 2026**