



Ministry Agent Payment Notice 2023

E/8.5.1.2

Ministry agent stipend, allowances and oncosts

1. Increases to stipend, allowances and oncosts are as follows:

Remuneration and Nomination Committee has approved recommended increases effective 01 January 2023 for stipend and allowances as per the [E/8.5.1 Stipend and Allowance Benchmarks Procedure](#).

	Per annum	Per month (congregation)	Per month (agency)
Minimum stipend	\$64,272	\$5,356	\$5,356
House allowance	\$19,416	\$1,618	\$1,618
Travel allowance	----- see travel allowance schedule below -----		
Continuing Education for Ministries (CEM)	\$912	\$76	\$76
Superannuation – Placements Applies only to ordained ministry agents in placement	\$9,396**	\$783**	\$783**
Superannuation guarantee (10.5%) Applies only to supply for ordained ministry agents or placements for lay staff	\$6,756	\$563	\$563
CEM – Travel Fund	\$48	\$4	\$4
Sickness and Accident Assistance Plan	\$432	\$36	\$36
WorkCover	\$480	\$40	\$40
Long service leave contribution (1.92%)	\$1,956*	\$163*	\$163*

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Travel allowance schedule

The travel allowance rate is to be negotiated between the minister and the congregation in accordance with the schedule recommended by the Remuneration and Nominations Committee.

Rate	Kilometres travelled	Allowance per annum	Allowance per month
1	Up to 10,000 km	\$12,084	\$1,007
2	10,000 to 12,500 km	\$12,960	\$1,080
3	12,500 to 15,000 km	\$13,776	\$1,148
4	15,000 to 17,500 km	\$14,700	\$1,225
5	17,500 to 20,000 km	\$15,660	\$1,305
6	In excess of 20,000 km	+ 27 cents/km	+ 27 cents/km

2. Casual rates for services

Students in training at Trinity College Queensland (other than those undertaking a field placement) and retired ministers should be paid on a casual rate for occasional services of:

- \$90 for the first service
- \$45 for subsequent services on the same day

From 01 July 2022 superannuation contributions are payable on first service and subsequent service payments.

Superannuation contributions are calculated at 10.5% of the total amount.

In addition, a travel allowance should be paid at 50 cents per kilometre to reimburse the student/minister for travel to the congregation.

3. Ministry agent leave

Annual leave

- Annual leave shall be four weeks per year and is inclusive of four Sundays.
- Annual leave should be taken during the year in which it falls due and must be endorsed by church council.
- Annual leave records are to be kept by the congregation or the appointing body.

Further information can be found in the [Ministry Agents Handbook, E/8.6 Ministry Agent Leave Policy](#) or [E/8.6.1 Ministry Agent Leave Procedure](#).

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Long service leave*

- Refer to the [E/8.6.1 Ministry Agent Leave Procedure](#) for how the contribution percentage is used in the calculation of the contribution amount
- Long service leave shall be:
 - two calendar months after the completion of ten years of service
 - one calendar month after the completion of each subsequent completion of five years of service
 - where a ministry agent attains the age of fifty-five years prior to the completion of the initial period of ten years, the leave period shall be one month after five years of service
 - Long service leave can be taken during a placement or when a ministry agent is not in placement.
- Payments during the ministry agents long service leave period:
 - The Ministry Agent Long Service Leave Scheme will pay the ministry agent. The payment includes the standing costs component for the travel allowance, which is \$386 per month
 - The congregation or appointing body will pay the supply minister

Further information can be found in the [Ministry Agents Handbook](#), [E/8.6 Ministry Agent Leave Policy](#) or [E/8.6.1 Ministry Agent Leave Procedure](#).

4. Remoteness allowance and remote holiday assistance

Remoteness allowance and remote holiday assistance is available for ministry agents in remote locations. More information, including current rates can be found in the [Ministry Agents Handbook](#). Please note that from 01 January 2022 there is a five-year transition of the previous zone allowance location rates to four remoteness allowance rates.

5. Superannuation – placements**

From 2016 the rates for the superannuation contributions for placements will increase from 01 July each year. This figure does not include the ministry agent’s contribution of \$313 per month (\$3,756 per annum).

The product disclosure statement for the Beneficiary Fund states that:

- The church contributes at the rate recommended by the Plan’s actuary which is necessary to provide the defined benefits (this rate is currently 15% of a notional stipend)
- If the ordinary time earnings exceed a certain level, the church will also make an additional contribution to meet the church’s superannuation guarantee obligations. This is called SG Top Up contributions
- A defined benefit member is required to contribute 6% of the notional stipend
- Notional stipend is determined by the Assembly of the Uniting Church after consultation with the Synods and the plan’s actuary. It cannot be less than the notional stipend for the preceding year. In determining the notional stipend, the church considers the financial condition of the plan after taking actuarial advice.

To assist congregations and agencies in budgeting for future rate increases, the following information is provided regarding the contribution rate for previous years:

July 2018	July 2019	July 2020	July 2021	July 2022
\$8,616	\$ 8,832 (2.51% inc)	\$ 8,964 (1.49% inc)	\$ 9,180 (2.41% inc)	\$ 9,396 (2.35% inc)

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6. Future Increases and Effective Dates

The minimum stipend payment and allowances increase commencing 01 January 2023 will remain in effect until June 2024, with the superannuation for placements** to be reviewed 01 July 2023.

The Remuneration and Nomination Committee has considered the effective date of future increases to minimum stipend and allowances, noting a continued shift in the accounting year by church entities from calendar year to financial year.

The Committee has determined that from 01 July 2024, future increases to minimum stipend and allowances will occur annually for effect 01 July of each year.

Future decisions of the Committee for increases will be announced at a time that will allow church entities to include the increase in their budget preparation for the subsequent financial year.

7. Changes to your ministry agent’s payments

To advise the Pay Office of any changes to ministerial payments (i.e. stipend, allowances, oncosts), a new congregation/agency details (CAD) form must be completed and approved by presbytery. Please contact presbytery to arrange completion of appropriate paperwork.

If you have any queries, please contact the payroll office on 07 3377 9732 or email payroll@ucaqld.com.au.

Revisions

Document number		E/8.5.1.2			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.1	25.10.2022	Payroll Manager	01.01.2023	Payroll	Payroll Manager
Next scheduled review		superannuation for placements: 01.07.2023 / stipend and allowances: 01.07.2024			