



Ministry Agent Leave

E8.6

Purpose

The Uniting Church in Australia, Queensland Synod ensures all ministry agents receive appropriate leave conditions consistent with a covenantal relationship. Regulation 2.7.1(c) provides for the application of leave provisions by the Synod or other determining body, such as the Remuneration and Nomination Committee, or in the case of conditions of appointment of Trinity College Queensland candidate educators, the Synod Standing Committee.

Scope

This policy applies to all ministry agents in placement within the Church. This policy excludes ministry locations designated as appropriate for the exercise of the Ministry of Pastor as leave conditions are governed by the Fair Work Act 2009.

Policy

1. Part-time Placements

All leave conditions are calculated on the same proportion as the placement.

2. Annual Leave

- 2.1. Annual Leave shall be four weeks, including four Sundays, taken in consultation with the body in which the ministry agent is placed.
- 2.2. No more than eight weeks shall be accumulated at any one time without the authorisation of Presbytery.
- 2.3. Annual leave accrued within the placement shall be taken within the duration of the placement unless otherwise negotiated. No lump sum payment will be made at the conclusion of the placement.
- 2.4. Ministry Agents serving in a small group of isolated congregations are eligible for an extra week of annual leave to cover travel, and a remote area holiday allowance in recognition of the additional costs incurred to take annual leave due to the travel distance to a major coastal city. The list of locations can be found in the [Ministry Agents Handbook General Placement Conditions](#).

3. Long Service Leave

- 3.1. By-Law Q5.3 identifies the name of the long service leave scheme for the Queensland Synod, and responsibilities of the appointing body, alternative payment arrangements and reciprocity.
- 3.2. Long Service Leave shall be for a period of:
 - 3.2.1. two calendar months after the completion of ten years of service
 - 3.2.2. one calendar month after the completion of each subsequent completion of five years of service
 - 3.2.3. 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



- 3.3. Long Service Leave accrued during a placement shall be taken during a placement or when a ministry agent is not in placement. A lump sum payment is paid in certain circumstances as per E/8.6.1 Ministry Agent Leave procedure.

4. Study Leave

- 4.1. It is an expectation that ministry agents are engaged in continuous learning and will avail themselves regularly of continuing education for ministry and other educational opportunities.
- 4.2. Continuing education (study) leave of up to 14 days per year, including Sundays, may be approved by the Presbytery, in consultation with the Congregational Council, Agency or other Ministry Placement to support agreed continuing education activities.

5. Compassionate Leave or Bereavement Leave

- 5.1. Compassionate or bereavement leave is a matter of negotiation between the ministry agent and the body in which the ministry agent is placed.

6. Sick leave

- 6.1. All ministry agents are entitled to sick leave and shall continue to receive their stipend and other benefits from the congregation or appointing body responsible for the placement.

7. Maternity, Adoption and Paternity Leave

- 7.1. Eligible female ministry agents may access 40 weeks of unpaid maternity leave and 12 weeks of paid maternity leave (an unbroken period of up to 52 weeks).
- 7.2. Eligible ministry agents may access 40 weeks of unpaid adoption leave and 12 weeks of paid adoption leave (an unbroken period of up to 52 weeks).
- 7.3. Eligible male ministry agents may access up to 52 weeks of unpaid paternity leave.
- 7.4. A supply minister shall not be entitled to maternity, adoption or paternity leave except where their ministry continues beyond twelve months.
- 7.5. A request for maternity, adoption and paternity leave shall not be unreasonably refused by the Church Council or other body in which the ministry agent is placed.

8. Public Holidays

- 8.1. It is the responsibility of the minister and the appointing body to agree on how public holidays should be addressed.

Related documents

[The Uniting Church in Australia Regulations](#)
[The Uniting Church in Australia Queensland Synod By-Laws](#)
[Ministry Agents Handbook General Placement Conditions](#)
[E8.1 Continuing Education for Ministry Agents](#)
[E8.1.1 Continuing Education for Ministry Agents](#)
[E8.6.1 Ministry Agent Leave](#)
[E8.6.1.1 Long Service Leave Application Form](#)



Definitions

Term	Meaning
The Uniting Church in Australia, Queensland Synod (also called we or us or the Church)	Means the functions and activities of The Uniting Church in Australia: <ul style="list-style-type: none">• within and in relation to the bounds of the Queensland Synod; and• outside the bounds of the Queensland Synod (where managed by parts of the organisation located within the bounds of the Queensland Synod), under the <i>Uniting Church in Australia Act 1977 (Qld)</i> .
Queensland Synod office	Means the work and activities of the Uniting Church in Australia performed within the bounds of the Queensland Synod office including Trinity College Queensland, Raymont Residential College and Alexandra Park Conference Centre.
Appointing Body	Congregation, Presbytery, Synod or other body which calls the Minister.
Ministry Agent	In the Queensland Synod, ministry agent refers to ministers of the word, deacons and pastors in an approved placement.
Supply Minister	A ministry of short duration, usually extending from a few weeks to twelve months, most commonly when the placement is vacant or the Minister is on extended leave. Persons providing ministry in a supply capacity will not normally be considered for permanent call to that placement.
Adoption Leave	Leave that is provided to a ministry agent who will have responsibility for the care of a child under five (5) years of age who is placed with the ministry agent for adoption.
Maternity Leave	Leave provided to a female ministry agent for the birth of their child to enable her to be the child's primary caregiver.
Paternity Leave	Leave provided to a male ministry agent at the birth or adoption of their child, where the ministry agent will be the child's primary caregiver.

Revisions

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Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.5	27.03.2025	Remuneration and Nomination Committee (Res RNC_250327.19)	01.04.2025	People & Culture	General Manager People & Culture
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