



Ministry Agent Long Term Sick Leave

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Purpose

This procedure sets out how Long-Term Sick Leave is managed for Ministry Agents, in accordance with the *Ministry Agent Leave Policy (E8.6)*. It provides clear guidance for Ministry Agents, appointing bodies, Presbyteries and Synod staff when illness or injury extends beyond short-term sick leave provisions.

Scope

This procedure applies to:

- All Ministry Agents in placement within the Queensland Synod
- Appointing bodies (Congregations, Presbyteries, Synod or equivalent)
- Presbytery Pastoral Relations Committees (PRC) or equivalents
- People & Culture and the General Secretary

This procedure applies only to Long-Term Sick Leave and should be read alongside the Ministry Agent Leave Policy (E8.6).

Procedure

1. Identification of Long-Term Sick Leave

- When illness or injury results in an absence approaching or exceeding four (4) weeks, the Ministry Agent should notify:
 - The Chairperson or Convener of the appointing body, and
 - The Presbytery PRC (or equivalent)
- This enables appropriate pastoral care and ministry planning to commence

2. Pastoral Care and Communication

- The Presbytery, in consultation with the appointing body, ensures pastoral support is offered
- Any communication to the congregation or placement about the illness must be:
 - Agreed with the Ministry Agent where possible
 - Appropriate, respectful and sensitive

3. Medical Information

- Medical advice may be requested to understand:
 - Capacity to undertake ministerial duties
 - Anticipated duration of incapacity
- Medical information focuses on capacity, not diagnosis

4. Access to Supports

- The Ministry Agent should be supported to contact the Presbytery regarding access to EAP and other additional support.
- The Ministry Agent should be encouraged to contact their supervisor for support
- Consideration should also be given to superannuation-based disability or income protection provisions where incapacity is prolonged



5. Long-Term Paid Sick Leave (Discretionary)

- Long-term paid sick leave may be considered only after all short-term sick leave has been exhausted
- Applications must:
 - Be made in writing by the Ministry Agent using E8.6.2.1 Long Term Sick Leave Application form.
 - Be submitted to the Presbytery Minister
 - Be forwarded to the General Secretary for determination
- Long-term paid sick leave:
 - Is approved on a case-by-case basis
 - Is not available where the absence is subject to a WorkCover claim
 - Is only available for Ministry Agents who have been engaged in a Ministry placement for a period of 12 months or longer

6. Ongoing Review

- Where long-term illness continues, regular review discussions should occur involving:
 - The Ministry Agent (where appropriate)
 - The appointing body
 - The Presbytery PRC
- Reviews consider wellbeing, capacity, placement impact and sustainability of ministry

7. Ongoing Viability of Ministry

- Where repeated or prolonged illness significantly impacts the placement, a structured conversation should occur regarding:
 - The ongoing viability of the ministry
 - Possible adjustments, leave extensions or alternative arrangements
- These discussions must be conducted with care, honesty and procedural fairness



8. Contributions and Payments

- A Long Term Sick Leave contribution will be charged for each placement or supply. From 1 September 2026, the contribution will be \$432 p.a. for a full time placement (pro-rata for a part time placement or supply).
- Further changes to the Long Term Sick Leave will be determined by the Queensland Synod Office based on actuarial advice which the Queensland Synod Office will seek prior to 1 July 2029, and every three years thereafter.
- Contributions will be retained by the Synod Office for future long term sick leave payments.
- During a period of approved long term sick leave, the Synod Office will pay the following payments directly to the ministry agent:
 - Minimum stipend
 - Stipend margin (if applicable)
 - House allowance (if applicable)
 - Travel allowance (if applicable)
 - Continuing Education for Ministry (CEM)
 - Superannuation
 - Workers Compensation
 - LSL Contribution
 - CEM Presbytery Funding Pool
- During a period of approved long term sick leave, the congregation or Appointing Body will pay all payments for a supply minister.

9. Confidentiality and Records

- All medical and personal information is confidential
- Records are managed securely by the Presbytery and Synod in accordance with privacy requirements
- Information is shared strictly on a need-to-know basis

Related documents

[The Uniting Church in Australia Regulations](#)

[The Uniting Church in Australia Queensland Synod By-Laws](#)

[POL-0001 Privacy](#)

[E8.1 Continuing Education for Ministry Agents](#)

[E8.1.1 Continuing Education for Ministry Agents](#)

[E8.6 Ministry Agent Leave](#)

[E.8.6.1 Ministry Agent Leave Procedure](#)

[E8.6.2.1 Long Term Sick Leave Application form](#)

[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: • 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> .



Ministry Agent Long Term Sick Leave

Term	Meaning
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.

Revisions

Document number		E8.6.2			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	03.08.2026	Remuneration and Nomination Committee (Electronic Decision 260803)	01.09.2026	People & Culture	General Manager People & Culture
Next scheduled review		01.07.2028			