



Placements Committee

Purpose

Supply ministry is used to describe 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.

Scope

This process outlines the matters to be considered for supply ministries within a congregational placement. Supply ministry within presbytery and Synod placements should apply this process as closely as appropriate.

Choice of person to fill the position

The appointment of a Supply Minister will normally be made by the Presbytery Pastoral Relations Committee in consultation with the Congregation(s) concerned. Supply ministries are exercised by Ministers awaiting placement, Ministers seconded from another placement, Ministers who have retired, certificated candidates and lay persons.

Persons providing ministry in a supply capacity will not normally be considered for permanent call to that placement. The Placements Committee shall discern the suitability of recommending the name of a Supply Minister to a JNC.

Preferably, should such persons consider themselves suitable for call to the placement, they should either not allow their names to be considered for supply ministry in that placement or if already engaged in supply ministry withdraw from that arrangement.

The PRC or Church Council should arrange to provide the Supply Minister with information about the congregation/s, including a recent profile, pastoral care list and act

Terms and conditions of Supply

A written agreement will be signed by the Minister; Church Council and Presbytery that will detail the terms and conditions of the supply arrangement. The agreement will include:

- The starting and finishing dates of the supply;
- The general nature of duties to be performed and any special considerations;
- The percentage of supply and the amount of stipend. It is an expectation that the stipend paid to Ministers in placement will be provided to Supply Ministers;
- Travel allowance. It is an expectation that the stipend paid to Ministers in placement will be provided to Supply Ministers;
- Whether or not accommodation or housing will be paid;
- Whether or not an allowance for Continuing Education for Ministry will be paid. There is no expectation that this allowance will be paid.



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- Provisions relating to annual leave. Supply Ministers providing supply at half-time or more and for periods of three months or more, accumulate paid recreation leave at the normal rate of FTE of four weeks per annum. This leave accrues from the beginning of the appointment but the ministry agent does not become eligible to take the leave until they have completed the first three months of supply ministry. Any accrued recreation leave must be taken within the placement where supply ministry is being provided.
- Acknowledgement of service for the purposes of long service and sick leave;
- Requirement that the Supply Minister hold for all periods of supply a BCB Blue Card.
- Requirement that the Supply Ministers are required to be current with Safe Ministry with Children and Code of Ethics training when they commence the supply.
- Requirements relating to participating in Professional Supervision.

Responsibilities of supply minister

Upon arrival in the Congregation(s), the Supply Minister shall, as soon as possible, meet with the Church Council to consider the tasks that need to be done and matters relating to them.

Frequent consultation with officers of the Congregation(s) is essential.

Those serving in supply ministries need to be aware of local Congregation(s) practices regarding such matters as baptismal and pre-baptismal procedures and should adhere to the established practice in consultation with the Church Council.

Where a program has been begun by the local Congregation this should be supported but extreme care must be exercised in starting anything new during a supply ministry unless the person has been sent to the Congregation(s) to initiate some specific new venture.

The purpose of supply ministry is to maintain the ministry rather than to initiate changes, unless the Congregation has already begun a process or has negotiated with the Supply Minister to be involved in, or lead, a particular change initiative.

Acknowledgement

A Supply Minister is never inducted into a supply ministry. However, it would be appropriate for the Church Council, in collaboration with the Presbytery, to offer an appropriate ritual to acknowledge the commencement of the Supply Ministry.

This could take the format of the Church Council, or other appropriate leader in the congregation, offering a word of welcome to the Supply Minister and their spouse and family (if present), and praying for the unfolding ministry. A similar action could take place at the end of the period of supply ministry.



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References and Related Documents

Ministerial Support Funds Committee 2008

Terms and Conditions of Supply (PC-TOO-007)

Revisions & Reviews

#	Date	Reason	Author / Reviewer	Approved
1	1 Jan 18	Review and update previous documentation	D Fender, Ass Gen Sec	D Fender, Ass Gen Sec