

Pay rates and conditions for lay persons employed in ministry locations designated as appropriate for the exercise of the ministry of pastor

In order to apply the pay scales detailed in this document, the position must meet the criteria to be designated as appropriate for the exercise of the ministry of pastor. This means that the position description must include one or more of the following duties (Regulation 2.2.2(a)):

- a. Teaching the beliefs and practices of the church and/or
- b. Pastoral oversight of members and/or groups operating under the auspices of the church and/or
- c. Leadership of worship in congregations or faith communities of the church and/or
- d. Evangelism or service beyond a gathered congregation but which is exercised under the auspices of the church.

Congregations, presbyteries and agencies must refer to the [Ministry of Pastor in a Ministry Location process](#) available on the Queensland Synod website.

Classification of ministry of pastor as a religious practitioner (eligibility for the fringe benefits scheme)

The discharge of one or more of the above duties must constitute at least 80% of the work of the incumbent in the position (resolution of the Council of Synod August 2009).

For the incumbent to be eligible for fringe benefits, the following items will apply:

1. Be commissioned by the Synod/Presbytery (Regulation 2.8.2)
2. Have achieved core competencies (Regulation 2.6.9 (c))
3. There must be a Minute of the Presbytery/Synod indicating that:
 - a. The position description includes one or more of the above duties (a) through to (d).
 - b. The incumbent in the position will spend at least 80% of their time performing the required duties.
 - c. The incumbent is commissioned into the position by the Synod or Presbytery.
 - d. The incumbent has achieved the core competencies.

An assessment form to document that at least 80% of their time is performing the required duties is available by contacting the People & Culture team at hr@ucaqld.com.au

Defining position levels

There are four levels of responsibility, authority, church relationships and skills, knowledge and qualifications for the performance of the duties associated with the positions designated as appropriate for the exercise of the ministry of pastor.

Pay rates for each level (per annum)

Table 1

Competency level	2021 rates (1.4% inc)	2022 rates (1.3% inc)	2023 rates (3.9% inc)
1	\$57,096	\$57,840	\$60,086
2	\$61,334	\$62,130	\$64,532
3	\$68,094	\$68,980	\$71,656
4	\$69,784	\$70,690	\$73,424

**Pay rates effective from 1 January 2023 to 30 June 2024

Annual increases are to be based upon percentage increases decided by the Remuneration and Nominations Committee. Pay rates in Table 1 are for full-time employees. Part-time employees receive a pro-rata amount of the pay rates. Casual employees also receive a casual loading of 25%.

The levels shown in Table 1 are for an incumbent performing one or more of (a) to (d) duties under the position criteria above.

Conditions of employment

As employees of the church, conditions of employment for lay persons employed in positions designated as appropriate for the exercise of the ministry of pastor should be incorporated into a contract of employment. The conditions of employment must be consistent with the National Employment Standards and the Fair Work Act (2009). In addition, the employee is eligible for the conditions in Table 2.

Table 2

Condition	Entitlement
Average working week	38 hours (or pro-rata for part-time or casual employees)
Working day	8.30 am to 5.00 pm
Sick days	10 days per annum, accruing on the basis of 1 day for each 5.2 weeks of service
Annual leave	20 working days or 4 weeks paid annual leave 25 working days or 5 weeks paid annual leave for shift workers
Annual leave loading	17.5% based on 4 weeks paid annual leave
Long service leave	8.6667 weeks paid leave after 10 years of service
Parental leave (including adoption)	Up to 52 weeks or 12 months unpaid
Personal carers leave	Use of accumulated sick leave to care for or support members of their immediate family or household who are ill
Bereavement leave	2 days on the death of a member of their immediate family or household in Australia
Probation	3–6 months
Employer superannuation	10%
Employee superannuation contributions	6% (optional but recommended)

Conditions of employment in Table 2 are for full-time employees. Part-time employees work on average less than 38 hours per week, the hours of work are usually regular and receive the same benefits as a full-time employee, but on a pro-rata basis. Casual employees receive a casual loading in lieu of some conditions (such as annual leave and personal carers leave) and usually work irregular hours. Refer to the National Employment Standards for further information regarding part-time and casual employee conditions.

All employees must receive a copy of the Fair Work Information Statement (and for casual employees, the Casual Employment Information Statement) before, or as soon as possible after they start employment.

Persons employed in positions designated as appropriate for the exercise of the ministry of pastor are not entitled to:

- Stipend, housing or travel allowance
- Continuing Education for Ministers allowance
- Remoteness allowance (previously called Zone Allowance)
- Remote area holiday allowance.

The Sickness and Accident Assistance Scheme does not apply to persons employed in positions designated as appropriate for the exercise of the ministry of pastor.

Level	Church relationships	Responsibility	Extent of authority	Level of skills, knowledge and qualifications required
1	<ul style="list-style-type: none"> Works under direct/regular supervision by church leader. Operates as a member of a team. 	<ul style="list-style-type: none"> a. Undertake a range of activities requiring the application of established work procedures and may exercise limited initiative and/or judgement within clearly established procedures and/or guidelines. b. Achieve outcomes which are clearly defined. c. Respond to enquires. d. Provide assistance to senior employees. e. Provide detailed advice and information on the church's services and mission. 	<ul style="list-style-type: none"> Work outcomes are monitored. Have freedom to act within defined established guidelines. Solutions to problems may require the exercise of limited judgement, with guidance to be found in procedures, precedents, guidelines. Assistance will be available when problems occur. 	<ul style="list-style-type: none"> Basic skills in oral and written communication with clients and other members of the public. Knowledge of established work practices and procedures relevant to the workplace. Knowledge of policies and regulations relating to the workplace. Understanding of clear but complex rules. Application of techniques relevant to the workplace. Developing knowledge of statutory requirements relevant to the workplace. No formal/certificate level qualifications required.

Characteristics of the level

- A person employed at Level 1 shall work under direct/regular supervision within clearly defined guidelines and undertake a range of activities requiring the application of acquired skills and knowledge.
- General features at this level consist of performing functions which are defined by established routines, methods, standards and procedures with some scope to exercise initiative in applying work practices and procedures. Assistance will be readily available. Employees may be responsible for a minor function and/or may contribute specific knowledge and/or specific skills to the work of the church. In addition, employees may be required to assist senior workers with specific projects.
- Employees will be expected to have an understanding of work procedures relevant to their work area and may provide assistance to other employees or volunteers concerning established procedures to meet the objectives of a minor function.
- Employees will be responsible for managing time, planning and organising their own work. Employees at this level could be required to resolve minor work procedural issues in the relevant work area within established constraints.

Level	Church relationships	Responsibility	Extent of authority	Level of skills, knowledge and qualifications required
2	<ul style="list-style-type: none"> Works under general supervision by church leader. Provides guidance and training to a limited number of other employees or volunteers. 	<ul style="list-style-type: none"> a. various activities in a specialised area. b. Exercise responsibility for a function within the organisation. c. Allow the scope for exercising initiative in the application of established work procedures. d. Assist in a range of functions and/or contribute to interpretation of matters for which there are no clearly established practices and procedures. e. Deliver single stream training programs. f. Coordinate elementary service programs. g. Provide assistance to a more senior church leader in planning, coordinating, implementing and administering the activities and policies including preparation of budgets. h. Supervise a limited number of other employees or volunteers. i. Plan and coordinate elementary community-based projects or programs; j. Perform moderately complex functions including social planning, demographic analysis, survey design and analysis. 	<ul style="list-style-type: none"> Receive instructions on the broader aspects of the work. Freedom to act within defined established practices; that is, freedom to arrange work in a manner the employee feels most comfortable with provided there is no change to defined established work practices. May set outcomes or objectives for specific projects. Problems can usually be solved by reference to procedures, documented methods and instructions Assistance is available when problems occur Assistance usually available. 	<ul style="list-style-type: none"> Thorough knowledge of work activities performed within the church. Sound knowledge of procedural methods of the organisation. May utilise professional or specialised knowledge. Working knowledge of guidelines or statutory requirements relevant to the organisation. Minimum certificate level qualifications.

Characteristics of the level

- A person employed at Level 2 shall work under general direction in the application of procedures, methods and guidelines which are well established. They would have obtained organisation or industry specific knowledge sufficient for them to give advice and/or information to the organisation and clients in relation to specific areas of their responsibility.
- General features of this level involve solving problems of limited difficulty using knowledge, judgement and work organisational skills acquired through qualifications and/or previous work experience. Assistance is available from senior employees. Employees may receive instruction on the broader aspects of the work. In addition, employees may provide assistance to lower classified employees.
- Positions at this level allow employees the scope for exercising initiative in the application of established work procedures and may require the employee to establish goals/objectives and outcomes for their own particular work program or project.
- At this level, employees may be required to supervise other staff or volunteers in their day-to-day work. Employees with supervisory responsibilities may undertake some complex operational work and may undertake planning and coordination of activities within a clearly defined area of the organisation.
- Employees will be responsible for managing and planning their own work and that of other staff or volunteers and may be required to deal with formal disciplinary issues within the work area.
- Those with supervisory responsibilities should have a basic knowledge of the principles of human resource management and be able to assist subordinate staff or volunteers with on-the-job training. They may be required to supervise more than one component of the work program of the organisation.

Level	Church relationships	Responsibility	Extent of authority	Level of skills, knowledge and qualifications required
3	<ul style="list-style-type: none"> Works under limited supervision by the senior church leader. Supervises other staff or volunteers. 	<ul style="list-style-type: none"> a. Responsibility for a range of functions within the organisation requiring a high level of knowledge and skills. b. Undertake responsibility for a moderately complex project, including planning, coordination, implementation and administration. c. Assist with the preparation of or prepare organisation or program budgets in liaison with church leader/church council. d. Set priorities and monitor work flow in the areas of responsibility. e. Provide expert advice to other employees and/or volunteers. f. Exercise judgement and initiative where procedures are not clearly defined. g. Monitor and interpret legislation, regulations and other agreements relating to occupational health and safety, workers' compensation and rehabilitation. h. Undertake analysis/design for the development and maintenance of projects and/or undertake programming in specialist areas. May exercise responsibility for a specialised area of computing operation. i. Undertake duties that require knowledge of procedures, guidelines and/or statutory requirements relevant to the organisation. j. Plan, coordinate, implement and administer the activities and policies including preparation of budget. k. Develop, plan and supervise the implementation of educational and/or developmental programs for clients. l. Plan, coordinate and administer the operation of a multi-functional service including financial management and reporting. 	<ul style="list-style-type: none"> Exercise a degree of autonomy. Establish priorities and monitor work flow in areas of responsibility. Freedom to act governed by clear objectives and/or budget constraints which may involve the contribution of knowledge in establishing procedures within the clear objectives and/or budget constraints where there are no defined established practices. Control projects and/or programs. Set outcomes for supervised staff and volunteers. Solutions to problems can generally be found in documented techniques, precedents, or instructions; advice available on complex or unusual matters. 	<ul style="list-style-type: none"> Knowledge of the church's mission, programs, policies and activities. Knowledge of the role of the church, its structure and services. Knowledge of statutory requirements relevant to work. Sound discipline knowledge gained through previous experience, training or education. Minimum certificate level qualifications plus years of experience.

Characteristics of the level

- A person employed at Level 3 shall work under general direction from a senior church leader. Employees undertake a range of functions requiring the application of a high level of knowledge and skills to achieve results in line with the organisation's goals.
- Employees adhere to established work practices. However, they may be required to exercise initiative and judgement where practices and direction are not clearly defined.
- General features at this level indicate involvement in establishing organisation programs and procedures. Positions will include a range of work functions and may involve supervision. Work may span more than one discipline. In addition, employees at this level may be required to assist in the preparation of, or to prepare the church's budget. Employees at this level will be required to provide expert advice to employees classified at a lower level and volunteers.
- Positions at this level demand the application of knowledge which is gained through qualifications and/or previous experience. In addition, employees will be required to set priorities and monitor work flows in their area of responsibility which may include establishing work programs in small organisations.
- Employees are required to set priorities, plan and organise their own work and that of other staff and/or volunteers and establish the most appropriate operational methods for the organisation. In addition, interpersonal skills are required to gain the cooperation of clients and staff.
- Employees responsible for projects and/or functions will be required to establish outcomes to achieve organisation goals. Specialists may be required to provide multi-disciplinary advice.

Level	Church relationships	Responsibility	Extent of authority	Level of skills, knowledge and qualifications required
4	<ul style="list-style-type: none"> Works under limited direction by the church council. Manages other staff and volunteers. 	<ul style="list-style-type: none"> a. Undertake significant projects and/or functions involving the use of analytical skills. b. Undertake managerial or specialised functions under a wide range of conditions to achieve results in line with church's mission. c. Exercise managerial control, involving the planning, direction, control and evaluation of operations which include providing analysis and interpretation for either a major single or multi specialist operation; provide advice on matters of complexity within the work area and/or specialised area. d. Undertake a range of duties within the work area, including develop work practices and procedures, problem definition, planning and the exercise of judgement, provide advice on policy matters and contribute to their development. e. Negotiate on matters of significance within the church with other bodies and/or members of the public f. Exercise autonomy in establishing the operation of the work area g. Prepare budget submissions for church council h. Review operations to determine their effectiveness. 	<ul style="list-style-type: none"> Has significant delegated authority, selection of methods and techniques based on sound judgement. Manage and control significant projects and/or functions. Set outcomes for other staff and volunteers. Establish priorities and monitor work flow in areas of responsibility. Find solutions for unique problems and issues. 	<ul style="list-style-type: none"> Comprehensive knowledge of church policies and procedures. Demonstrated specialist skills and or supervision/management. Specialist knowledge gained through experience, training or education. Appreciation of the long term goals of the church. Detailed knowledge of program activities and work practices relevant to the work area. Knowledge of church's structures and functions. Comprehensive knowledge of requirements relevant to the discipline. Required degree qualifications and set years of experience.

Characteristics of the level

- A person employed at Level 4 shall operate under limited direction by the church council. Employees may exercise managerial responsibility, work independently as specialists or may be a senior member of a single discipline project team or provide specialist support to a range of programs or activities. Positions at this level may be identified by the impact of activities undertaken or achievement of stated outcomes or objectives for the workplace, the level of responsibility for decision making, the exercise of judgement, delegated authority, and the provision of expert advice.
- General features at this level require employees' involvement in establishing operational procedures which impact on activities undertaken and outcomes achieved by the church and/or activities undertaken by sections of the community served by the church.
- Employees are involved in the formation/establishment of programs, the procedures and work practices within the organisation and will be required to provide assistance to other employees and/or sections.
- Positions at this level will demand responsibility for decision making and the provision of expert advice to other areas of the organisation. Employees would be expected to undertake the control and coordination of the program and major work initiatives. Employees require a good understanding of the long-term goals of the organisation.
- The management of staff is normally a feature at this level. Employees will be required to understand and implement effective staff management and personnel practices.
- Managing time is essential so outcomes can be achieved. A high level of interpersonal skills is required to resolve church issues, negotiate contracts, develop and motivate staff.