



Terms and Conditions

Placement (Congregation/Agency/Church body)

Appointing Body

Placement Title

Name of

to a placement gives effect to the perceived will of God as expressed by a decision of a council or councils of the Church and by the response of the person concerned. It is an invitation into a covenant between God, the placement and the person concerned. These placement arrangements are those approved by the appointing body and cannot be altered without the authority of the appointing body.

Personal Information

Title

Surname

Christian name(s)

Partners name (optional)

Current address

Postcode

Home Phone

Mobile

Work (if available)

Email

Date Ordained/Recognised/Received

New address

Postcode

Home Phone

Mobile (if not as above)

New work (if available)

Terms and Conditions

1. Proposed commencement date of placement

Where the placement relates to a Pastor, list the relevant [General Competencies](#) for and within the ministry context:

2. Placement percentage

Full time Part time %

3. Stipend

Identify if a stipend margin will apply as a percentage of the stipend.

4. Housing

Select the housing option for this placement:

- A. A manse will be provided, and a floor plan of the manse is attached, or
- B. Where the Minister has received presbytery approval to live elsewhere, an allowance in lieu of a manse will be paid at the rate approved by the Remuneration Nominations Committee (RNC), or
- C. Where there is no manse available and where the Choose an item. does not wish to purchase his/her own home, it is the responsibility of the Placement to rent or buy suitable housing for them.

Address will be:

Note: By-Law Q5.4 states It shall be the responsibility of the congregation or other body concerned to provide a suitable residence for each person called or appointed thereto; provided that in circumstances approved by the presbytery or other responsible body, and with the consent of the person concerned, a housing allowance, determined by the RNC, may be made toward the cost of other accommodation, in lieu of providing a residence. Further information on ministerial housing can be found in the Ministry Agent Housing Policy (POL-MAP-02).

Where identified, the following additional conditions will apply in respect of housing:

5. Remoteness allowance and other remote area allowances (if applicable)

Remoteness Allowance and Remote holiday allowance applies to this placement:

Which applies:

Remoteness allowance	Yes	No
Location (please refer to the Ministry Agent Handbook for the monthly allowance)	Yes	No

Remote holiday allowance:

Western parishes at \$540 per annum	Yes	No
Gulf parishes at \$914 per annum	Yes	No

6. Removalist

Is the Synod required to arrange a removal as per 2.7.4 (K) of the Uniting Church in Australia Constitution and Regulations? Yes No

7. Travelling allowance

Check which is appropriate

	Rate number	Kilometers travelled
	1	Up to 10,000
	2	10,000 to 12,500
	3	12,500 to 15,000
	4	15,000 to 17,500
	5	17,500 to 20,000
	6	In excess of 20,000

Where identified, the following additional conditions will apply in respect of travel.

8. Working with Children check

This placement is conditional upon:

- the Minister obtaining a Working with Children Check through the completion of a BCB form – Blue Card Business Application in Queensland, or holding a current Working with Children Check through completion of a BCB form Blue Card Business Application; and
- providing the General Secretary with the attached form issued by Blue Card Services, known as Consent to Discuss Information noting the General Secretary as the authorised person, executed by you. As a Minister you are not in an employment relationship with the Church for the purposes of blue cards and as such it is necessary to provide the General Secretary with the authority to speak with the statutory authority in the event of a change of your blue card status.

Further information is available by contacting the Risk and Compliance team on 07 3377 9833.

9. Superannuation

- Choice of Funds

The NGS Fund is the default superannuation fund for the Queensland Synod. Ministry agents may choose any fund by using the standard government Superannuation Standard Choice Form. Contributions will be at the prescribed rate. For further information, please contact Payroll Services within the Synod office or visit ngssuper.com.au/

- Beneficiary Fund

The Uniting Church in Australia established the Beneficiary Fund to provide members with superannuation benefits and to help them save for their retirement. The Beneficiary Fund does not offer a MySuper product; however, it does offer options for contributions. The Defined Benefit Membership of the Beneficiary Fund is closed to new members from 1 October 2020. The Beneficiary Fund is administered by Mercer and more information is available at mercerfinancialservices.com

10. Sickness and Accident Assistance Plan

Payments as required by the Synod shall be made by the "Placement" to this Fund. Further information on sick leave and the Sickness and Accident Assistance Plan can be found in the Ministry Agent Leave Policy (E/8.6), procedure (E/8.6.1) and the Ministry Agent Handbook.

11. Continuing Education for Ministry and Study leave

The "Placement" shall make the appropriate payments of \$912 per annum for Continuing Education for Ministry (CEM).

It is an expectation that Ministers are engaged in continuous learning and will avail themselves regularly of CEM and other education opportunities. For further details on continuing education and study leave, please refer to the CEM Policy available from the People and Culture team of the Synod office or the Ministry Agent Handbook available on the Queensland Synod website. Please refer to the CEM Policy and Procedure for further details.

12. Annual leave

Annual leave shall be four weeks, including four Sundays, taken in consultation with the church council. No more than eight weeks shall be accumulated at any one time without the authorisation of presbytery. Annual leave accrued within this placement shall be taken within this placement. No lump sum payment will be made at the conclusion of the placement. If you are receiving payments from Workcover and you have an approved period of annual leave, you must determine whether to be paid by Workcover or be paid annual leave as you must not receive two payments during the annual leave period. Further information on annual leave can be found in the Ministry Agent Leave Policy (E/8.6) and procedure (E/8.6.1).

13. Long service leave

The "Placement" makes contributions to the Ministry Agent Long Service Leave Scheme (By-Law Q5.3) for the ministry agent. Long service leave shall be taken in accordance with the Ministry Agent Leave Policy (E/8.6) and procedure (E/8.6.1). Ministry agents are encouraged to take long service leave as it falls. 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 on permanent retirement or on the death of the ministry agent.

14. Supervision

You will be required to engage in regular professional supervision and will need to advise your presbytery who your supervisor is. The presbytery has a list of approved supervisors available on request.

15. Code of Ethics, Safe Ministry with Children

You will be required to attend regular Code of Ethics refresher courses as determined by your presbytery and complete Safe Ministry ministry agent training as required under the Safe Ministry with Children Policy (POL-SMC-01).

16. Driver's license

A driver's license is an essential condition for this placement.

17. Other Conditions

Where identified the following additional conditions will apply to this placement.

Placement Approvals

Placement Representative

Name

Position

Signature

Date

Email

Phone

Presbytery Minister/Chairperson (if required)

Name

Signature

Date

Email

Phone

Secretary Placements Committee

Name

Signature

Date

Email

Office use only	Committee name	Received date	Approved date
Office use only	Received date	Actioned by	Actioned date