# << Name of Presbytery >>

# Terms and Conditions

**Supply Ministry in the Congregation/s of:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Ministry Agent:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supply ministry is a call to exercise a ministry either between placements or for some term while the Ministry Agent in that placement is on leave.

Normal supply ministry is therefore about keeping, supporting, and maintaining the life, priorities, and direction of the congregation. It is not appropriate for a person in supply to initiate significant change to the life and structure of the congregation or situation of placement, or to pass judgement on the way the congregation or Ministry Agent in placement operates. Any concerns the person in supply has should be raised in the first instance with the Presbytery. These placement arrangements are those approved by the Presbytery and cannot be altered without the authority of the Presbytery.

<< Insert paragraph if conditions will apply for longer supply periods. >>

1. Commencement date of supply

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

1. **Proposed conclusion date of supply**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The period of supply may be terminated earlier than this date, by either the Ministry Agent or the Presbytery giving two weeks’ notice.

As this is supply ministry, variations and extensions will be considered as mutually agreed by the Presbytery and the person in supply according to the needs of the placement. Such variations will be subject to these terms and conditions.

1. **Supply percentage**

Full-time or part-time\_\_\_\_\_\_\_%.

Note that all figures contained relate to a full-time supply arrangement. Should the supply be less than 1.0 FTE pro rata payment will be made with the exception of **(6) House Allowance**.

1. **Working with Children Check**

At all times during the period of supply the Ministry Agent must hold a current, positive Business Blue Card, Working with Children Check. If at any time the Ministry Agent does not hold a positive Business Blue Card, the period of supply will be terminated immediately.

Supply Ministry Agent’s blue card details are:

BCB Blue Card number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_

BCB Blue Card expiry date (DDMMMYY) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Alternatively, the supply Ministry Agent has taken the required action as outlined in the [Guidance Notes: blue card requirements for ministry agents](https://ucaqld.com.au/download/15116/):

Action taken \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

1. **Stipend**

The minimum Stipend approved by the Synod is $5,356 per month from 01 January 2023 for a 1.0 FTE placement. The appropriate percentage of this payment, after deductions, will be remitted by the Synod office to the person by the 20th day of each month.

A *Ministry Agent Payment Notice* outlining current Stipend and allowance rates is issued each year and is available on the Queensland Synod website at <https://ucaqld.com.au/synod-services/people-and-culture/forms/> .

1. **House Allowance**

<< Insert relevant option >>

Usually, the Ministry Agent is expected to provide their own accommodation. A housing allowance of $1,618.00 will be paid per month if the supply is 0.5 FTE or over. If the supply is less than 0.5 FTE, then a pro rata housing allowance payment will be made.

**Or**

Usually, the Ministry Agent is expected to provide their own accommodation. An agreed housing allowance of $agreed amount will be paid per month.

**Or**

A manse will be provided. The Ministry Agent will meet relocation costs (amend if local agreement on meeting some or all relocation costs).

1. **Travel Allowance**

1.0 FTE travel allowance is $1,618.00 (amount is rate 1; amend to appropriate rate) per month.

1. **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 Queensland Synod office or visit <http://www.ngssuper.com.au/>

**Beneficiary Fund** (remove if not ordained Ministry Agent)

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 Beneficiary Fund is administered by Mercer and more information is available at [www.mercerfinancialservices.com](http://www.mercerfinancialservices.com)

1. **Sickness and Accident Assistance Plan**

The person in supply shall be entitled to sick leave and shall continue to receive their stipend and other benefits during the period of any absence.

1. **Annual leave**

Annual leave shall be available at the rate of one week for every three months of supply. It should be taken within this supply arrangement unless otherwise negotiated. No lump sum payment will be made at the conclusion of the supply.

1. **Code of Ethics**

Supply Ministry Agents are required to participate in Code of Ethics training annually and are required to have completed Code of Ethics training within the previous twelve months before the commencement of any new supply period.

<< Insert appropriate expectation for lay person in supply >>

1. **Safe Ministry with Children**

Supply Ministry Agents are required to participate in Safe Ministry with Children Ministry Agents training as required under the [Safe Ministry with Children Policy (POL-SMC-01)](https://ucaqld.com.au/download/4218/).

<< Insert appropriate expectation for lay person in supply >>

1. **Professional Supervision.**

A person in supply for over six months and over 0.5 of 1.0 FTE are expected to be in professional supervision. You may contact the Presbytery office for a list of approved supervisors.

1. **This document represents the placement supply arrangement approved by the Presbytery and is not an employment relationship.**

To accept this invitation under the terms and conditions outlined, please return a signed copy of the terms and conditions to the Chairperson of the Church Council with a copy to the Secretary of Presbytery within 14 days of receiving the terms and conditions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<< insert name >>

Supply Ministry Agent

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<< insert name >>

Chairperson of Church Council

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<< insert name >>

Presbytery Minister