# Choose an item.

# Letter of Supply with Terms and Conditions

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Click or tap to enter a date.

Dear Click or tap here to enter text.

We extend to you the following supply ministry, with attached terms and conditions.

**Supply Ministry in** Click or tap here to enter text.

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.

Click or tap here to enter text.

1. Commencement date of supply Click or tap to enter a date.
2. **Proposed conclusion date of supply** Click or tap to enter a date.

The period of supply may be terminated earlier than this date, by either the Ministry Agent or the oversight body concerned 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**. Choose an item. Note that all figures relating to allowances 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 **Housing**.
2. **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 Click or tap here to enter text.

BCB Blue Card expiry date (DDMMMYY) Click or tap to enter a date.

Alternatively, the supply Ministry Agent has taken the required action as outlined in the [Guidance Notes: blue card requirements for ministry agents](https://hub.ucaqld.com.au/wp-content/uploads/C2.1.5.2-Blue-Card-Requirements-of-Ministry-Agents.pdf):

Action taken Click or tap here to enter text.

Date Click or tap to enter a date.

1. **Stipend**

The appropriate percentage of the minimum Stipend approved by the Synod, after deductions, will be remitted by the Synod office to the person by the 20th day of each month. See the Hub on the UCA Queensland website for more details on current amount.

1. **Housing** The following situation applies to this supply.

Choose an item.

Relocation costs to be negotiated with the placement.

1. **Travel Allowance** The following rate will apply. When less than 1.0FTE, it will be paid on the percentage of the Supply position.

Choose an item.

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 – may be appropriate for an ordained minister.**

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.

1. **Safe Church**

Supply Ministry Agents are required to participate in Safe Church training as required under the [Safe Church Policy C/2.1](https://hub.ucaqld.com.au/wp-content/uploads/C2.1-Safe-Church-Policy.pdf)

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 appointing body 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 supply placement representative with a copy to the Secretary of the oversight Presbytery within 14 days of receiving the terms and conditions.

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Click or tap here to enter text.

Supply Ministry Agent

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

Click or tap here to enter text.

Chairperson of Church Council

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Click or tap here to enter text.

Presbytery Minister