

10.2 SHORT TERM SUPPLY

1 DEFINITION

Short Term Supply is normally defined as a continuous period of supply ministry which is more than one month but not more than three months in the one location. This could be in a congregation or other placement, for example chaplaincy.

2 GUIDELINES

The following information should be included in an agreement between the placement body and the supply Minister. Some classifications of Ministers may affect their entitlements, for example a retired Minister [Regulation 2.6.1(d)] will be different to a Minister awaiting placement [Regulation 2.6.1(f)]. Where there are differences due to the status of a Minister, these are to be noted.

The Minister being approached to fill the vacancy on a supply basis after appropriate dialogue with people from within the placement body is sent the following information in writing by the placement body or the Pastoral Relations & Placements Commission.

- Information on the placement body, for example a recent profile.
- The agreed tasks and hours.
- Commencement and finishing dates.
- Precise details of stipend and other allowances offered including the rate to be paid for travel.
- Accommodation details should be clarified, example: will accommodation be provided?
- Any particular local requirements should be specified.

3 LENGTH OF SUPPLY

The starting date and length of the supply arrangement needs to be specified. If there is an anticipation that the supply may be extended, then the nature of that extension and the approvals required should also be specified.

If the extension was for say a further two months then it would normally be accepted that the same agreed stipend and allowances would be paid. If however it was determined that this became a longer term supply arrangement then a change to long term supply entitlements would need to be made.

4 SUPPLY TASKS

The agreement must specify the tasks of a Supply Minister as determined by the placement body and approved by the Pastoral Relations & Placements Commission. This is best expressed as being in days per week, Sunday services to be taken and meetings to attend. If there is a pastoral or community component these need to be detailed, for example funeral, counselling in crisis.

5 STIPEND

The minimum stipend, full-time or pro-rata, should apply although this may be negotiated. In the case of a Minister awaiting placement the full stipend is to be paid.

If the supply Minister is retired, they may be drawing a pension from both the Beneficiary Fund and Centrelink. The level of payment may jeopardise their Centrelink pension entitlements. The remuneration for the provision of supply must be approved by the Pastoral Relations & Placements Commission.

It is the responsibility of the Minister if they are receiving a Centrelink payment to advise Centrelink of any additional income.

6 ENTITLEMENTS

The agreement with the person providing supply should specify the entitlements or allowances. These entitlements would generally not vary given the classification of the person; example retired Minister or Minister awaiting placement.

(i) Superannuation

Statutory requirements need to be complied with – even for retired Ministers.

The congregation will be required to pay superannuation unless the agreed taxable remuneration is less than \$450 per month.

Superannuation is to be paid at the agreed government rates (currently 9%) and the Minister is not required to make any personal contributions although they may choose to make personal contributions.

(ii) Travelling Expenses

Normally the Lay Travel policy rates would apply to a person in a short term supply. [Refer Policy 16.1].

(iii) Accommodation

The arrangement with regard to accommodation will need to be specified. It is expected that in normal circumstances the payment of a housing allowance **will not** be applicable in short-term supply. In rural locations where the Minister is expected to reside in the community, accommodation would normally be provided.

(iv) Expenses Relating to Ministry

There would normally be an expectation that the following would be provided and paid for by the placement body: telephone, mobile phone, computer, office expenses.

(v) Annual Recreational Leave

The general view would be that for short-term supply, up to three months, no leave would be included. However if this arrangement is extended beyond the initial agreement of three months, then annual leave will apply at the rate of one week for every completed three months of service.

(vi) Personal Resources & Development Grant

In a short term supply situation this would not be paid.

(vii) Payment of Entitlements

Ministers who wish to package entitlements shall be paid through the Church Office payroll system. The agreement must specify the manner in which the payment and the timing of payments will be made.

(viii) Ministers Benefit Account

Ministers in this situation may use a Ministers Benefit Account.

(ix) Responsibilities of the Placement Body

Long Service Leave contributions would only be paid when a Minister awaiting placement undertakes supply. This will be at the appropriate pro-rata rate.

Ministers who are in short term supply are not covered by the Ministers Insurance and therefore placements do not pay this.

7 SHORT TERM SUPPLY – EXTENSION

Where supply ministry is for a specific period, and its continuation is proposed, it is necessary for the Presbytery through the Pastoral Relations & Placements Commission, and in consultation with the placement body and Minister, to determine its future basis.

For example, a supply ministry of two months may be extended for one month (or re-negotiated as long term supply).

On the other hand, if after the initial two months the decision were to extend the supply ministry for a further four months, the long term supply ministry entitlements would apply for the second period from the commencement date of the second period. There is no retrospective payment of entitlements. A revision of the agreement would need to be drawn up and entitlements approved by Pastoral Relations & Placements Commission.

[Refer to Policy 10.3 for entitlements for Long Term Supply arrangements].

8 TRANSITIONING FROM SUPPLY TO PLACEMENT

Persons providing ministry in a supply capacity will not be considered for permanent call to that placement. 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.