



## TERMS OF PLACEMENT

between

**(placement body)**

within

**THE PRESBYTERY OF WESTERN AUSTRALIA**

and

**(minister in placement)**

1. This full time (part time) placement will commence on (date – 1<sup>st</sup> of month).
2. Active responsibilities with the (placement body) (as per attached position description) will begin two weeks after that commencement date.  
*(Or three weeks in the case of an interstate move.)*
3. The placement shall be for an undefined term (Reg 2.7.3 (a)) and reviewed no later than the fifth year, or third year for Exit student placements. The Placement may be extended beyond 10 years by agreement of the Minister, Congregation and Presbytery. (Reg 2.6.8)

#### 4. **Stipend**

A stipend as set by Synod/Presbytery from time to time, administered by the placement treasurer and paid through the Synod payroll system as a direct transfer, will be paid to the minister.

*Part Time Ministry: The stipend is paid on a pro-rata basis for those in a part time placement that reflects the proportion of the placement of the minister.*

#### 5. **Motor Vehicle**

- (i) A motor vehicle will be provided by the minister.
- (ii) A travel allowance as set by the Synod/Presbytery from time to time shall be paid to the minister as a reimbursement, normally into the Minister's Benefit Account, administered through the Church Office payroll.
- (iii) Motor Vehicle contributions will be those set by the Synod/Presbytery from time to time and shall be paid to the minister, normally into the Minister's Benefit Account, administered through the Church Office payroll.
- (iv) Motor Vehicle Depreciation contributions set by the Synod/Presbytery annually are paid monthly by a congregation/ placement to the Synod, which is directed into the Co-operative Levy Account via the Synod payroll for the Minister. It is then available to the Minister when they wish to purchase a motor vehicle or for significant motor vehicle repair

work on their current vehicle. A member's Co-Operative Car Levy Fund account shall be closed upon retirement/resignation or death and the balance paid to the member or to the member's estate.

OR

- (iv) A motor vehicle will be provided by the placement.  
In situations where travel is expected to be over 40,000 km per annum. Normally Synod/Presbytery placements will be provided with a car.

*Part Time Ministry:* A minister in a part time placement may negotiate with their placement whether they receive payment as a combination of the Allowances for Reimbursement (refer Motor Vehicle Policy 5.1) or whether they use the Lay Travel Policy rates (Refer Volunteer Travel Policy 20.2). The final determination will be made by the placement body, through the Church Council

## 6. Superannuation

Unless otherwise specified, this shall be paid to the Uniting Church Beneficiary Fund (the Default Fund) with the amount determined for placement and minister's contributions set by the Beneficiary Fund from time to time. Both the minister's portion (the minister's expense and deducted from the minister's stipend) and the placement body's portion (a placement expense) shall be administered by the placement body and paid through the Church Office payroll.

*Part Time Ministry:* Superannuation payments are on a pro-rata basis for those in a part-time placement that reflects the proportion of the placement of the minister. A minister may choose to make up any shortfall in contributions.

Note:

If a minister in the Accumulation Section of the Beneficiary Fund exercises their right of choice and engages a different superannuation provider, then:

- (i) The **placement** is only required to make superannuation contributions at the minimum superannuation guarantee rate of 9.5% of the stipend (excluding all other allowances).
- (ii) The **minister** is required to pay, as a minimum, the same personal rates of contribution as set by the Beneficiary Fund;
- (iii) The **minister** must provide annually documentary proof of satisfactory alternative "Income Protection Insurance" to the Chief Financial Officer.

## 7. Housing

- (i) A manse shall be provided by the placement for the minister and family. Rates, property insurance (excluding personal contents insurance), water and sewerage service charges are to be paid by the placement but utility usage (water, gas and electricity) is to be paid by the Minister.  
OR
- (ii) A manse allowance at the rates set by the Synod/Presbytery from time to time shall be paid to the minister if the minister is residing in their own personal dwelling.

*Part Time Ministry:* Ministers in part time placements above 0.4 full time equivalent are entitled to the appropriate accommodation that is equivalent to a Minister in a full time placement.

Where a manse is available in a part time ministry of 0.4FTE or above this will be provided as if the placement were a full time equivalent.

For those in ministry under 0.4FTE, if a manse is available, the use of the manse may be negotiated with the placement and the Pastoral Relations & Placements Commission [through the Joint Associate General Secretaries (Pastoral)].

If a manse is not available the minister in a part time placement will be paid a full housing allowance. A placement below a 0.4 full time equivalent will be paid a housing allowance paid at the pro-rata rate that reflects the proportion of the placement of the minister.

## **8. Telecommunications**

Costs paid by the placement to include:

- (i) telephone rental and associated charges at the minister's place of residence;
- (ii) mobile phone charges related to ministry;
- (iii) internet provision charges and ongoing costs;
- (iv) Church related calls.

Where it is possible to determine, private calls for telephone and mobile are paid by the Minister.

*Note: Where a package is negotiated it may be cheaper and easier for the placement to accept all costs. A placement's responsibility for the Minister's telephone does not include liability for discretionary items such as Pay TV subscription.*

## **9. Office Expenses**

- (i) Where there is a church office the expenses are to be paid for by the placement;
- (ii) Where the sole church office exists in the Minister's house then reasonable contributions towards electricity based on the proportional ratio of the office to the house can be claimed;
- (iii) Reasonable stationery and computer consumable costs used within the placement are to be provided by the placement or reimbursed by the placement.

## **10. Personal Development & Resource Allowance**

As recommended by the Synod/Presbytery from time to time, shall be paid to the minister, normally into the Minister's Benefit Account, administered through the Church Office payroll.

*Part Time Ministry: A full Personal Development & Resource Allowance is to be paid to a minister in a part time placement, 0.4FTE or above. No allowance is paid to a part time minister under 0.4FTE.*

- 11. Annual Recreational Leave:** The minister is entitled to four weeks per annum taken at a time to be negotiated with the placement body, normally within the year in which it falls due. Where leave is taken prior to its having been accrued, this is subject to negotiation with the placement body. No more than eight weeks of leave shall be accumulated, without the express written permission of the Placements Committee. Annual leave should be approved and recorded by the Church Council and the placements Committee.

*Part Time Ministry:* A minister in a part time placement is entitled to four weeks per annum annual leave receiving pro-rata remuneration that reflects the proportion of the placement of the minister.

All Annual Leave applications would normally be processed via the Annual Leave Application Form found in the Ministry Handbook.

## **12. Continuing Education/Study Leave**

The minister is entitled to 14 days per annum (interpreted as two weeks) for agreed projects and courses, taken at a time negotiated with the Church Council or placement body. The Personal Resources & Development Grant is provided to assist in the financial cost of taking study leave.

Ordinarily, study leave may be accumulated for up to two years; any further leave beyond this is forgone. A Minister can, however, accumulate study leave with the prior approval of the Church Council/placement body and the Pastoral Relations & Placements Commission for an agreed course of study.

Study leave should be approved and recorded by the Church Council or placement body.

*Part Time Ministry:* A minister in a part time placement is entitled to pro-rata time for continuing education/study leave that reflects the proportion of the placement of the minister, eg 0.5 placement is entitled to 7 days (interpreted as one week) continuing education/study leave.

## **13. Free Time & Sundays Off**

Ministers in full time placement are entitled to two days each week free of ministerial duties, and four Sundays per annum free of ministerial duties on a non-cumulative basis.

\*Ministers and congregations need to be flexible in how time off is taken due to the nature of ministry expectations. (See the Ministry Handbook).

*Part Time Ministry* up to 0.6FTE are entitled to two Sundays per annum free of ministerial duties. Ministers in part time placements between 0.6 and 0.8FTE are entitled to three Sundays per annum free of ministerial duties. Where a minister in a part time placement is expected to preach every Sunday then they are entitled to four Sundays per annum free of ministerial duties.

## **14. Participation in wider Uniting Church activities** shall be in accordance with the Regulations, in that the Presbytery recognises the importance of ministers taking responsibility and participating reasonably in the life of the Presbytery

## **15. Responsibilities in the wider church and community affairs** are encouraged; at least one weekend per year shall be available for activities outside of the Uniting Church, taken at a time negotiated with the placement body.

*Note:* This is not to be taken with annual leave, Sundays off or leave for study leave/continuing education.

- 16. Sick Leave**  
The minister is entitled to sick leave according to state legislation and Uniting Church policy.  
(Refer to Policy on Sick Leave 7.2).
- 17. Long Service Leave**  
  
Long Service Leave (LSL) for the minister will be accumulated according to Uniting Church in Western Australia policy.  
  
Any minister moving to a new placement with LSL due within two years needs to inform the new placement.  
All Long Service Leave applications would normally be processed via the Long Service Leave Application Form.  
  
*Part Time Ministry:* Long Service Leave levies are to be paid that reflect the proportion of the placement of the minister, or as negotiated.
- 18. Regular evening commitments** will not normally exceed three nights per week on average.
- 19. Professional Supervision:** The minister will undertake professional supervision as required by the *Code of Ethics and Ministerial Practice* on a regular basis.  
  
(5 sessions per year is a reasonable minimum). The Personal Development & Resource Allowance can be used to assist with this cost.
- 20. Relocation Expenses** are to be negotiated with the Synod according to Ministry Relocation Policy 13.1.

**NOTES:**

- (i) **Ministers in Multiple Placements**  
If the minister is to serve in a setting where there is more than one placement, once a (second) placement is arranged, the Presbytery will oversee conversations with the placement body about how placement responsibilities will be exercised.
- (ii) **Change in Terms of Placement**  
In the light of changing circumstances, it needs to be clear that the location or other aspects of the Terms of Placement related to the ministry of the congregations / placement, may need to change. Example: changes to boundaries, amalgamations, closures or other circumstances. Flexibility on all sides may be required in relation to re-defining the location or nature of ministry in the area.
- (iii) **Termination of Placement**  
Placements may be terminated at any time by either the Minister, the congregation, placement body or the Presbytery in accordance with Regulation 2.10.1.
- (iii) **Hospitality**

If the minister is required to accommodate visitors related to the ministry or mission of the placement, negotiation should take place with the placement as to a reimbursement of costs.

(iv) **Travel Costs over 40,000kms**

Travel costs are paid up to a maximum of 40,000km per annum. After this distance the vehicle should be provided by the placement and the minister should reimburse the placement for private use at the running cost rate. [Motor Vehicle Policy 5.1].

(v) **Part Time Placements** – Refer to Policy 9.1

(vi) **Validation of Terms of Placement**

These terms are not valid until lodged and noted by the Pastoral Relations & Placements Commission as a signed copy.

These should be seen as the Template for the Standard Terms of Placement. If there are significant variations to these Standard Terms of Placement, agreed to by both Minister and the placement they should be noted on an attached appendix.

Signed: \_\_\_\_\_  
Joint Nominating Committee Chairperson

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Chairperson of Pastoral Relations  
Committee

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
On behalf of the Church Council

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Minister

Date: \_\_\_\_\_

**\* NOTE: It is essential for all ministers to be familiar with the WA Ministry Handbook which can be located on the WA Synod Website (<http://unitingchurchwa.org.au/ministry-handbook/>) and gain access with password: **wamhb** – Please contact PR&PC Administrator with any queries.**