



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 – 1st 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 using the Claim Form found in the WA Ministry Handbook.
- (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 by you, 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 using the Claim Form found in the WA Ministry Handbook.

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. Congregational ministry requires a flexible approach to the time and place of work and non-work. A full-time week consists of 5 working days and 2 non-working days irrespective of what days of the week they fall on.

Flexi-time allows Ministers and the Placement Body to determine how the Minister will manage their time. A common way is to divide each day into nominal 4 hour blocks ie morning, afternoon and evening, with a working day consisting of any two of these. Regular evening commitments shall not normally exceed three nights per week on average.

Flexiplace allows Ministers and the Placement Body to determine where the Minister will work.

- 12. Sundays Off:** Where a Minister is expected to work every Sunday then they are entitled to take four Sundays per annum as one of their non-working days free of ministry duties.

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.

- 13. Public holidays** are Western Australian Government gazetted holidays. Where the Minister is required to work on a public holiday, for example Good Friday, an alternative day can be taken within a fortnight of the gazetted holiday. This applies to both full-time and part-time appointments.

Where a public holiday occurs during the period of a Minister's Annual Leave then the day or days of public holiday do not form part of the leave.

- 14. Annual Recreational Leave:** The Minister is entitled to 20 working days (four weeks) leave 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 it 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 shall be approved and recorded by the Church Council or Placement Body and the Pastoral Relations Unit Coordinator before submission to Church Payroll.

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 shall normally be processed via the Annual Leave Application Form found in the Ministry Handbook.

- 15. Long Service Leave** entitlements for the minister will be accumulated according to the policy found in the WA Ministers Handbook (Refer to Policy on Sick Leave 7.4).

Any minister moving to a new placement with LSL due within two years needs to inform the new placement.

All Long Service Leave applications shall 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.

- 16. Study Leave / Continuing Education:** The Full Time Minister is entitled to 10 working days per annum (interpreted as two weeks) for agreed projects and courses, taken at a time negotiated with the Church Council or Placement Body. Study leave shall be approved and recorded by the Presbytery of WA.

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 Unit for an agreed course of study.

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.

17. **A Personal Resources & Development Grant** as set by Presbytery/Synod will be paid to the Minister by the Congregation, through the Church Office payroll.

Part-time Ministers are entitled to a pro rata entitlement of the above entitlements.

18. **Personal / Carer's Leave:** The Full Time Equivalent Minister has access to 10 days personal/carer's leave without loss of pay each year for when you are unable to work due to illness or injury. Personal/carer's leave is cumulative each year however it is not payable out on termination of your employment. (See WA Ministers Handbook for more information).

Personal/Carer's leave is for the purpose of genuine illness and is not to be considered a right to have time off.

You may take paid personal/carer's leave if the leave is taken:

- a) because you are not fit for work because of a personal illness, or personal injury, effecting you; or
- b) to provide care or support to a member of your immediate family, or a member of your household, who is ill, injured or affected by an unexpected emergency and in need of care. Members of the family include: parent, grandparent, grandchild, adult child or sibling.

If you are absent from work due to sickness, you shall wherever possible, notify the Placements Committee and Congregation no later than two hours after the normal commencement time.

You may be required upon request, to produce satisfactory proof of your illness or accident. In any event, you will be required to provide a medical certificate for any absence through illness or injury of two (2) consecutive working days.

Part-time Ministers are entitled to a pro rata entitlement of the above leave entitlements.

19. **Compassionate Leave:** You are entitled to two (2) days paid compassionate leave per occasion. The two days need not be taken consecutively.
20. **Parental Leave:** Ministers are entitled to fifty two (52) weeks unpaid Parental leave after completing twelve (12) months continuous service. This unpaid leave may be extended by a further fifty two (52) weeks by application to the Church Council or Placement Body.

21. **Application for any type of Leave** shall be completed using the current Leave Application Form in the WA Ministers Handbook, approved by the Placement Body and sent to Payroll via the Pastoral Relations Administrator at Church Office.
22. **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. Attendance at the Presbytery and Synod gatherings is expected as part of normal duties.
23. **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. Such time not counted as part of annual leave, study leave or Sundays off.
24. **Professional Supervision:** The Minister will undertake professional supervision as required by the *Code of Ethics and Ministerial Practice* on a regular basis funded from their Personal Development and Resource Allowance (6 sessions per year is a reasonable amount for a Full Time Equivalent Minister).
25. **Relocation Expenses** are to be negotiated with the Synod according to Ministry Relocation Policy 13.1.
26. These terms are not valid until lodged and noted by the Pastoral Relations Committee as a signed copy.
27. This Contract may only be varied by written agreement between you and the Uniting Church in WA.

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 shall 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 Body 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

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.