

## 1.1 INTRODUCTION

### 1 PURPOSE

The Ministry Handbook is provided as a guide and reference for matters pertaining to the placement and entitlements for those in ministry within the Uniting Church in Western Australia. It is written for those in ministry placements; and also for those responsible for their pastoral and administrative oversight. The Ministerial Benefits Committee has responsibility for producing the Ministry Handbook and for maintaining a regular review of its contents.

### 2 MINISTERIAL BENEFITS COMMITTEE

The Synod in each state is authorised to determine stipends [Regulation 2.7.1(a)] and provisions and allowances [Regulation 2.7.1(c)]. In Western Australia the Synod has authorised its Ministerial Benefits Committee to undertake this responsibility.

The purpose of the Committee is:

- (a) to establish the general range of benefits to be provided for ministerial placements;
- (b) to undertake periodic reviews of stipends and allowances for ministers and make recommendations to General Council.

### 3 DESCRIPTION

The Ministry Handbook is a collation of policies, guidelines and procedures covering many facets of ministry; not only stipends and allowances but leave arrangements, financial assistance, responsibilities to the government etc. Where there are associated documents or websites these are listed or links provided.

Throughout the Handbook the term “Minister”, unless specified otherwise, includes Minister of the Word, Deacon, Deaconess, Lay Pastor, person accredited to the specified ministry of Youth Worker, Ministry Intern and a candidate for Ministry in an approved placement.

Please note that when reference is made to Lay Pastor and Accredited Youth Worker that these are for appointments prior to 1 July 2008. From that date Ministry of Pastor applies and persons in this category are not necessarily covered under the Ministry Handbook.

The Handbook is available on the website:

<http://unitingchurchwa.org.au/ministerial-benefits-committee/ministry-handbook/>

### 4 UPDATE OF MATERIAL

This Handbook has brought together many existing policies and guidelines and is produced in a format that is more easily accessible. It is envisaged the Ministry Handbook will be updated regularly. If there are policies that require further explanation please refer to the Pastoral Relations & Placements Unit Coordinator in the first instance.