

10.3 LONG TERM SUPPLY

1 DEFINITION

Long Term Supply is supply ministry of more than three months in the one placement.

2 GUIDELINES

The following matters 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 from 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, receives in writing the following information by the placement body or the Pastoral Relations Committee (*PRC).

- Information on the placement, 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 travelling.
- Accommodation or a housing allowance should be negotiated between the Supply Minister, the placement body and the PRC.
- A brief inventory of manse furnishings and contents and their condition (if appropriate).
- 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.

4 SUPPLY TASKS

The agreement must specify the tasks of a Supply Minister as determined by the placement and approved by the PRC. This is best expressed in number of 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.

If the supply minister is retired, they may be drawing a pension from both the Beneficiary Fund and Centrelink. The issue will arise as to the level of payment so that it will not jeopardise their Centrelink pension entitlements. The remuneration for the provision of supply ministry rests with the Minister concerned with approval from the PRC.

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

6 ENTITLEMENTS

(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

Those in long term supply may negotiate with the placement whether they receive payment as the combination of the Allowances for Reimbursement or whether they use the Lay Travel Policy rates. The final decision for this rests with the placement and once chosen is set for the term of the placement. Any packaging of travel expenses needs to conform to MBA requirements.

(iii) Accommodation

The arrangement with regard to accommodation will need to be determined consultatively between the minister, placement body and the PRC.

Where the minister is requested to live in the locality of the congregation, consideration can be given to the provision of a manse or alternate accommodation provided by the placement.

Where the minister is not required to live within the locality of the congregation but continues to live in his/her own home, a housing allowance would normally be paid. For this to be paid the supply must be above 0.4 full time equivalent. [Refer Part Time Ministry Policy 9.1]

(iv) Expenses Relating to Ministry

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

(v) Annual Leave

Where a longer term period of supply is envisaged appropriate leave arrangements need to be incorporated at the rate of one week for every three months of completed service. Remuneration on leave will be at the same rate negotiated with regard to the stipend.

(vi) Personal Resources & Development Grant

The grant does not apply to those providing supply ministry of less than six months duration. Supply ministry which is over six month's duration (and which is at least 0.4 full time equivalent ministry) receives the full grant paid by monthly instalments for each completed month while providing supply.

(vii) Payment of Entitlements

The agreement must specify the manner in which the payment and the timing of payments will be made; normally through the Church Office payroll system.

(viii) Ministers Benefit Account

Ministers in this situation may use a Minister's 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. A Minister providing supply ministry is not covered by the Minister's Insurance and therefore placements do not pay this.

(x) Sick Leave

If a Minister providing supply gets sick then they are entitled to the normal sick leave entitlement at the pro-rata of 10 days per annum (i.e. 5 days for 6 months supply).

If a Minister providing supply gets sick for an extended period of time and there is no prospect to returning to normal ministerial duties, it would be expected that they would cease to provide the supply ministry.

(xi) Study Leave

A Minister providing supply is entitled to study leave once 6 months supply has been completed and will be entitled at the rate of 14 days study leave per year (or pro-rata for 6 months). [Refer Policy 7.2 Other Leave].

7 PROVIDING SUPPLY FOR A MINISTER ON SICK LEAVE

If a Minister is providing supply for a Minister who is on sick leave and the congregation is accessing the Minister's Insurance provisions, it needs to be noted there is provision for a stipend only payment. Any allowances beyond this must be negotiated before a placement begins, being aware that the placement may be significantly out of pocket in this situation.

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.