

Uniting Church in Australia Synod of Western Australia

Ministry of Pastor Remuneration Guidelines 2020

This document is designed to provide congregations and other employing bodies within the Uniting Church in Australia, Synod of Western Australia guidelines for what they need to consider when making an appointment of a non-ordained person to a pastoral ministry role.

Such employees are defined as “award free employees” who are not covered by an Award or Industrial Agreement and mean those people who are not ordained within the Uniting Church, or another denomination formally recognised by the Uniting Church, and are either

- (i) **Ministry Location:** employed to perform tasks that may include, but are not limited to, any of the following if the person is receiving any payment for the services they provide:
 - Music
 - Children, Youth or Family
 - Pastoral duties associated with a particular service or congregation etc.
 - Special Religious Education Teachers

Such positions fall within the scope of the Ministry of Pastor as defined by Regulation 2.2.2(a) and shall be designated as an appropriate ministry location for the exercise of the Ministry of Pastor as detailed in Regulation 2.6.9;

OR

- (ii) **Ministry Placement:** employed into an approved placement in accordance with Regulation 2.6.

The remuneration for such employees shall respectively be:

- (i) The associated salary and allowances determined under these guidelines when appointed to a designated Ministry of Pastor location; or
- (ii) The associated WA ministry stipend and allowances when appointed to an approved placement.

All appointments of Ministry of Pastor shall be done through the Presbytery as per Regulation 2.2.2 (b) and according to these Guidelines.

“**Ministry of Pastor**” is defined by Regulation 2.2.2(a) as a specified lay ministry of the Church and means a lay person commissioned by a Presbytery or Synod to minister within a Congregation, community or Church based organisation for the purpose of undertaking one or more of the following tasks:

- (i) Teaching the beliefs and practices of the Church; and / or
- (ii) Pastoral oversight of member and / or groups operating under the auspices of the Church; and / or
- (iii) Leadership of worship in congregations of faith communities of the Church; and / or
- (iv) Evangelism or service beyond a gathered congregation but which is exercised under the auspices of the Church.

The person is required to fulfil selection (Regulation 2.3.3) and training competencies (Regulation 2.4.3) before being commissioned.

A commissioned Ministry of Pastor person into a designated ministry location or approved placement fits the guidelines of a “Religious Practitioner” in the Australian Taxation Laws, Fringe Benefits Tax Assessment Act and can access the WA UCA Ministers Benefit Account.

Remuneration levels

Under industrial legislation the current minimum wage in Australia effective from 1 July 2019 is \$740.80 per week or \$19.49 per hour. These rates are the absolute minimum rates allowable under employment legislation. Beyond that and where there is no award, the employer shall determine an appropriate remuneration to offer or a mutually acceptable rate that can be negotiated between the employer and employee.

To ensure parity across similar roles within the bounds of the WA Synod the following remuneration scale is provided to assist employers identify suitable levels of remuneration for Ministry of Pastor roles in designated ministry locations.

	Level 5 is 2020 Stipend rate. Each level is 10% less than previous		Insert here the hours per week for the appointment (Fulltime=37.5)=>		37.5
Classification	2020 Hourly Rate	2020 Annual Salary (1950 Hrs per year)	Super-annuation	Long Service Leave	Total Salary Cost
			9.50%	2.00%	
Level 1	\$ 21.12	\$ 41,185.71	\$3,912.64	\$823.71	\$45,922.07
Level 2	\$ 23.23	\$ 45,304.28	\$4,303.91	\$906.09	\$50,514.27
Level 3	\$ 25.56	\$ 49,834.71	\$4,734.30	\$996.69	\$55,565.70
Level 4	\$ 28.11	\$ 54,818.18	\$5,207.73	\$1,096.36	\$61,122.27
Level 5	\$ 30.92	\$ 60,300.00	\$5,728.50	\$1,206.00	\$67,234.50

The rate in Levels 1-4 can have up to 10% increase on a case by case basis and so cannot be greater than the rate of the next higher level. Level 5 can have up to 30% with approval from PRC (same as Stipend limit).

Minimum Budget for Operating Expenses for Employing Body				
Professional Development & Resources	Workers Comp Fixed	Office Expenses (eg phone computer)	Employee Vehicle Expense Rate 78c/km	Total Operating Expenses Budget
\$ 1,812	\$1,332	\$ 1,000	\$ 1,000	\$ 5,144.00

Employee Vehicle Expense Rate has been set in accordance with industrial instruments.

Classification levels

Level 1

- Employee works under general supervision with some monitoring of overall progress.
- Work is usually performed within established routines and procedures.
- Some discretion and judgement is required.
- Employee possesses a broad range of skills and an in-depth knowledge in some areas.

Qualifications: work experience, expertise and training considered relevant by the employer

Level 2

- Employee works under limited supervision with guidance on more complex or sensitive tasks.
- Work is usually performed within established routines and procedures although a degree of initiative is required.
- A level of discretion and judgement would be necessary.
- May be responsible for co-ordinating the work of other employees or volunteers
- Employee possesses a broad range of skills and general knowledge of the diverse ministry functions.

Qualifications: relevant post-secondary qualifications** of two or more full- time years or equivalent OR other work experience, expertise and training considered relevant by the employer

Level 3

- Employee works without supervision but under general guidance on progress and desired outcomes.
- Work is occasionally performed within routines and procedures but can also involve significant level of initiative.
- considerable discretion and judgement is required.
- May be responsible for the work of others, including other Lay Ministry Agents
- Employee possesses considerable knowledge in many areas with a range of skills that enables many detailed tasks to be managed.

Qualifications: relevant tertiary degree or diploma** of two or more full- time years or equivalent OR other work experience, expertise and training considered relevant by the employer.

Level 4

- Employee works independently taking broad direction on more complex or sensitive issues.
- Applies considerable knowledge and skills independently and non- routinely.
- Exercises high levels of judgement and initiative.
- May be responsible for planning, co-ordinating and managing the work of other individuals or teams.

Qualifications: graduate qualification** of three or more full-time years or equivalent OR an equivalent combination of relevant experience and/or education or training considered relevant to the employer.

Level 5

- Employee works independently under broad direction.
- Exercises a high level of initiative.
- Applies skills and knowledge with a high degree of independence
- Routinely exercises judgement at critical levels
- Is capable of program development and implementation.
- Provides strategic support and advice to teams.
- Able to formulate policy recommendations and implement policies involving major change which may impact on the broader community

Qualifications: postgraduate qualification** or progress towards postgraduate qualification with extensive relevant experience OR extensive pastoral experience and managerial expertise OR an equivalent combination of relevant experience and/or education and training considered relevant by the employer.

***Relevant post-secondary, tertiary, graduate or postgraduate qualifications should contain appropriate courses in theology, pastoral ministry, scripture, studies, moral theology, sacraments, Church history, the Basis of Union, Church teachings, biblical and pastoral theology and adult education/formation etc. Courses in human development, counselling or psychology, interpersonal skills, human relations, principles of communication, group dynamics etc. would also be considered relevant.*