

## Ministry Matters Contact List

As a guide if your query relates to:

- Banking Contact Uniting Financial Services (UFS)
- Payments Contact Synod Finance / Payroll
- Ministers Stipend and Benefits Contact Secretariat / People and Culture

Query	Area	Contact Details / Information
<b>ACOMP</b> - Advisory Committee on Ministerial Placements	<b>Synod Secretariat</b>	Alana Karas, Senior Administration Officer and Monique Potter, Secretariat Executive Assistant Phone: 02 9159 9651 Email: <a href="mailto:acomp@nswact.uca.org.au">acomp@nswact.uca.org.au</a>
<b>AoM</b> - Admission of Ministers	<b>Synod Secretariat</b>	Alana Karas, Senior Administration Officer Phone: 02 8267 4323 Email: <a href="mailto:admissionofministers@nswact.uca.org.au">admissionofministers@nswact.uca.org.au</a>
<b>Beneficiary Fund and Super Trust Member Enquiries</b>	<b>Mercer</b>	Mercer Helpline: 1800 682 525
<b>Casual Preaching Fees</b>	<b>Synod Secretariat</b>	Stipend and Allowance Table (Page 2.) <a href="https://nswact.uca.org.au/media/8822/stipend-summary-sheet-2020-21.pdf">https://nswact.uca.org.au/media/8822/stipend-summary-sheet-2020-21.pdf</a> Refer Ministry Handbook (Page 30.) <a href="https://nswact.uca.org.au/media/9193/ministry-handbook.pdf">https://nswact.uca.org.au/media/9193/ministry-handbook.pdf</a> Phone Synod Secretariat: 02 9159 9651 Email: <a href="mailto:sec@nswact.uca.org.au">sec@nswact.uca.org.au</a>
<b>Leave Entitlements</b> <ul style="list-style-type: none"> <li>• Annual</li> <li>• Study</li> <li>• Sick</li> <li>• Parental</li> </ul>	<b>Synod Secretariat</b>	Refer Ministry Handbook (From Page 32.) <a href="https://nswact.uca.org.au/media/9193/ministry-handbook.pdf">https://nswact.uca.org.au/media/9193/ministry-handbook.pdf</a> Phone Synod Secretariat: 02 9159 9651 Email: <a href="mailto:sec@nswact.uca.org.au">sec@nswact.uca.org.au</a>
<b>Long Leave Entitlements</b>	<b>Synod Secretariat</b>	Refer Ministry Handbook (Page 45.) <a href="https://nswact.uca.org.au/media/9193/ministry-handbook.pdf">https://nswact.uca.org.au/media/9193/ministry-handbook.pdf</a> Patricia Modica, Executive Assistant Phone: 02 8267 4329 Email: <a href="mailto:longleave@nswact.uca.org.au">longleave@nswact.uca.org.au</a>

Query	Area	Contact Details / Information
<b>Ministers Expense Facility (MEF)</b> <ul style="list-style-type: none"> <li>• Set up</li> <li>• Operating the MEF</li> <li>• Interest Credit</li> </ul>	<b>Uniting Financial Services</b>	Partner Solutions and Support Team 1300 133 673 <a href="mailto:contactus@unitingfinancial.com.au">contactus@unitingfinancial.com.au</a>
<b>Ministers Expense Facility</b> Previously referred to as Ministers Expense Account (MEA) or Ministers Benefit Account (MBA) <ul style="list-style-type: none"> <li>• What goes in it</li> <li>• Allowable expenses</li> <li>• GST</li> </ul>	<b>Synod Secretariat</b>	Refer Ministry Handbook (Page 16.) <a href="https://nswact.uca.org.au/media/9193/ministry-handbook.pdf">https://nswact.uca.org.au/media/9193/ministry-handbook.pdf</a> Patricia Modica, Executive Assistant Phone: 8267 4329 Email: <a href="mailto:patriciam@nswact.uca.org.au">patriciam@nswact.uca.org.au</a>
<b>Ministers Expense Facility</b> <ul style="list-style-type: none"> <li>• Relating to Centrelink Payments</li> <li>• Personal Income</li> </ul>	<b>Centrelink/Australian Tax Office</b>	Department of Human Services <a href="https://www.humanservices.gov.au/">https://www.humanservices.gov.au/</a> Australian Tax Office <a href="https://www.ato.gov.au/">https://www.ato.gov.au/</a> (Contact details via their websites)
<b>Ministerial Placements</b>	<b>Synod Secretariat</b>	Alana Karas, Senior Administration Officer and Monique Potter, Secretariat Executive Assistant Phone: 9159 9651 Email: <a href="mailto:acomp@nswact.uca.org.au">acomp@nswact.uca.org.au</a>
<b>MSF &amp; Benefund Payments</b> <ul style="list-style-type: none"> <li>• Ministers reference number</li> <li>• Account number</li> <li>• Amendments to payments</li> <li>• Payments received/refunds</li> </ul>	<b>Synod Finance</b>	Srishty Narang, Financial Accountant Phone: 8267 4336 Email: <a href="mailto:srishtyn@nswact.uca.org.au">srishtyn@nswact.uca.org.au</a>
<b>Ministers Transitional Assistance Scheme (MTAS)</b>	<b>Synod Secretariat</b>	Rev. Bronwyn Murphy, Associate Secretary Phone: 8267 4327 Email: <a href="mailto:associatesecretary@nswact.uca.org.au">associatesecretary@nswact.uca.org.au</a>
<b>Payroll</b> <ul style="list-style-type: none"> <li>• If managed by Synod or enquiries about this free service</li> </ul>	<b>Uniting Resources Payroll</b>	Uniting Resources Payroll Team Phone: 8267 4369 Email: <a href="mailto:payroll@nswact.uca.org.au">payroll@nswact.uca.org.au</a>
<b>Removals: Ministers Housing</b>	<b>Synod Secretariat</b>	Secretariat Team Phone: 9159 9651 Email: <a href="mailto:sec@nswact.uca.org.au">sec@nswact.uca.org.au</a>

Query	Area	Contact Details / Information
Residence Benefit	Synod Secretariat	<p>Stipend and Allowance Table (Page 1.)  <a href="https://nswact.uca.org.au/media/8822/stipend-summary-sheet-2020-21.pdf">https://nswact.uca.org.au/media/8822/stipend-summary-sheet-2020-21.pdf</a></p> <p>Refer Ministry Handbook (From Page 8.)  <a href="https://nswact.uca.org.au/media/9193/ministry-handbook.pdf">https://nswact.uca.org.au/media/9193/ministry-handbook.pdf</a></p> <p>Phone Synod Secretariat: 9159 9651            Email: <a href="mailto:sec@nswact.uca.org.au">sec@nswact.uca.org.au</a></p>
Resource Allowance	Synod Secretariat	<p>Stipend and Allowance Table (Page 1.)  <a href="https://nswact.uca.org.au/media/8822/stipend-summary-sheet-2020-21.pdf">https://nswact.uca.org.au/media/8822/stipend-summary-sheet-2020-21.pdf</a></p> <p>Refer Ministry Handbook (From Page 13.)  <a href="https://nswact.uca.org.au/media/9193/ministry-handbook.pdf">https://nswact.uca.org.au/media/9193/ministry-handbook.pdf</a></p> <p>Phone Synod Secretariat: 9159 9651            Email: <a href="mailto:sec@nswact.uca.org.au">sec@nswact.uca.org.au</a></p>
Retirement of Minister	Synod Secretariat	<p>Patricia Modica, Executive Assistant</p> <p>Phone: 8267 4329            Email: <a href="mailto:patriciam@nswact.uca.org.au">patriciam@nswact.uca.org.au</a></p>
Safe Church Unit	Synod Secretariat	<p>Monique Potter, Secretariat Executive Assistant</p> <p>Phone: 8267 4325            Email: <a href="mailto:moniquem@nswact.uca.org.au">moniquem@nswact.uca.org.au</a></p>
Stipend (payment of)	<p><b>UR Payroll</b> (if paid via Synod Payroll)</p> <p><b>Congregation</b> (if paid by Congregation)</p>	<p>Uniting Resources Payroll Team</p> <p>Phone: 8267 4369            Email: <a href="mailto:payroll@nswact.uca.org.au">payroll@nswact.uca.org.au</a></p>
Stipend Information	Synod Secretariat	<p>Stipend and Allowance Table  <a href="https://nswact.uca.org.au/media/8822/stipend-summary-sheet-2020-21.pdf">https://nswact.uca.org.au/media/8822/stipend-summary-sheet-2020-21.pdf</a></p> <p>Refer Ministry Handbook (From Page 4.)  <a href="https://nswact.uca.org.au/media/9193/ministry-handbook.pdf">https://nswact.uca.org.au/media/9193/ministry-handbook.pdf</a></p> <p>Phone Synod Secretariat: 9159 9651            Email: <a href="mailto:sec@nswact.uca.org.au">sec@nswact.uca.org.au</a></p>
<p><b>Supply Ministry</b></p> <ul style="list-style-type: none"> <li>• Non-retired Ministers</li> <li>• Retired Ministers</li> </ul>	Synod Secretariat	<p>Rev. Bronwyn Murphy, Associate Secretary</p> <p>Phone: 8267 4327            Email: <a href="mailto:associatesecretary@nswact.uca.org.au">associatesecretary@nswact.uca.org.au</a></p>

Query	Area	Contact Details / Information
<b>Taxation Deductions</b>	<b>UR Payroll</b> (if paid via Synod Payroll)  <b>Treasurer</b> (if deducted from Stipend by Congregation)	Uniting Resources Payroll Team Phone: 8267 4369 Email: <a href="mailto:payroll@nswact.uca.org.au">payroll@nswact.uca.org.au</a>
<b>Workers Compensation</b> <ul style="list-style-type: none"> <li>• Minister Claims</li> <li>• Declarations</li> </ul>	<b>Finance Risk and Compliance</b>	Gemma Margiotta, Senior Claims Officer Phone: 0476 807 643 Email: <a href="mailto:gemmam@nswact.uca.org.au">gemmam@nswact.uca.org.au</a>