

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

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

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

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