

Supply Ministry Policy

Title	Supply Ministry Policy
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Supply Ministry Policy

PURPOSE

To cover supply ministry arrangements for periods when the settled minister is unable to fulfil their responsibilities because of scheduled annual leave, Long Leave, study leave, or illness or during periods without a settled minister.

POLICY

- i. Supply ministers will normally be ordained Ministers of the Word or Deacons of the UCA.
- ii. All supply ministers are required to work within the polity and ethos of the Uniting Church, including the professional standards set out in the UCA Code of Ethics and Ministry Practice, and to be accountable to the Presbytery for their ministry.
- iii. Supply ministry arrangements will follow the current guidelines of the UCA Synod of NSW and the ACT (Synod) as set out in the Guidelines for the Remuneration of Specified Ministers at the level of the minimum stipend, including the provision of a Resource Allowance and, if applicable, a Residence Allowance.
 - a. Retired Ministers: may negotiate terms that take their pension position into account. It is the responsibility of the Minister to report any additional income to Centrelink. Please note that payments in cash are prohibited.
 - b. Lay Specified Ministers: refer to the policy governing the employment of Lay Ministry Workers.
- iv. The specific requirements of any supply ministry will be determined by the Church Council in consultation with the Presbytery Pastoral Relations Committee, and will include the expectation of attendance at Presbytery meetings.
- v. All supply ministers will have a current Working with Children (WWC) or Working with Vulnerable Persons (WWVP) Clearance prior to commencing Supply.
- vi. Supply ministers will not normally be considered for a placement in the congregation where supply is being offered.

PROCEDURE

1. Determine the period for which supply ministry is required: commencement and conclusion dates.
2. The Church Council and the Presbytery PRC determine the specific responsibilities to be undertaken by the Supply Minister as well as the expected time commitment (FT, 50% etc.)
3. The Synod's Associate Secretary (02 8267-4452) maintains a list of people willing to be engaged in supply ministry. The Presbytery Minister, Presbytery Chairperson or Secretary may also be able to provide a list of possibilities.
4. **Good Standing:** if the proposed supply minister is from another Synod, or another denomination, please contact the Associate Secretary **before** any agreement is made.
5. Once the terms of the Supply Ministry have been negotiated, agreement on a supply ministry should be confirmed in writing. Any subsequent mutually agreed variations, including extensions, should also be confirmed in writing and approved by the Presbytery PRC.
6. The Synod Secretariat **must** be advised of the name of any retired minister who is providing supply to ensure appropriate Workers Compensation cover.

SUPPLY MINISTRY AGREEMENT

MINISTERS OF THE WORD AND DEACONS

All supply ministers are required to work within the polity and ethos of the Uniting Church, including the professional standards set out in the *UCA Code of Ethics and Ministry Practice*, and to be accountable to the Presbytery for their ministry.

Congregation:	
Presbytery:	
Supply Minister:	
Start Date:	
End Date:	
Working with Children / Working with Vulnerable People Clearance:	
Ministry Expectations:	
Full Time / Part Time / %	
Hours per week	
Weekly Stipend	\$
Travel Allowance	
Resource Allowance	\$

Residence Allowance	
Beneficiary Fund % Superannuation Fund	
MSF Levy (pro-rata)/ Workers Compensation	
Leave Arrangements	
Ministers Expense Facility	
Use of phone, computer etc	

Signatures:

Supply Minister

Church Council Secretary

PRC Secretary/Chairperson

Date

Date

Date

SUPPLY MINISTRY AGREEMENT

RETIRED MINISTERS

All supply ministers are required to work within the polity and ethos of the Uniting Church, including the professional standards set out in the *UCA Code of Ethics and Ministry Practice*, and to be accountable to the Presbytery for their ministry.

Congregation:	
Presbytery:	
Supply Minister:	
Start Date:	
End Date:	
Working with Children / Working with Vulnerable People Clearance:	
Ministry Expectations:	
Full Time / Part Time / %	
Hours per week	
Weekly Stipend	\$
Travel Allowance	
Resource Allowance	\$
Residence Allowance	

Beneficiary Fund % or Superannuation Fund (9.5% of taxable stipend paid if minister is earning \$450 or more in a month)	
Workers Compensation Levy \$75 per month	
Proposed dates around any periods of unpaid absence	
Ministers Expense Facility	
Use of phone, computer, etc.	

Signatures:

Supply Minister	Church Council Secretary	PRC Secretary/Chairperson
Date	Date	Date