



Arranging of Supply Ministry within the Presbytery of Tasmania

Introduction

From time to time there are likely to be long periods in which stipended ministry is unavailable within UCA congregations/agencies/schools. This can occur in instances where ministers take long service leave, extended sick leave, and when a vacancy arises due to a minister moving to another placement or retiring. Provision of ministry during these extended periods without stipended ministry is called Supply Ministry. (Please note, annual recreation leave, a minister's quarterly Sunday's off, and short-term sick leave are not included within the scope of Supply Ministry.)

This document outlines the processes for arranging supply within the Presbytery of Tasmania. Supply Ministry typically covers pastoral and worship leadership duties to the level of 0.5 EFT. However, these arrangements may vary depending on the needs and resources of a particular placement.

Assistance with making Supply Ministry arrangements

The Tasmanian Presbytery office will maintain lists of people within Tasmania and further afield who are willing to offer Supply Ministry. For all Supply Ministry arrangements, please contact:

- Secretary, Pastoral Relations Committee (PRC), e-mail tas.office@victas.uca.org.au to obtain these lists. If a placement has a person in mind for Supply Ministry who is not on the list provided by PRC, it is essential to consult with the Synod Liaison Minister or the Convenor of the Pastoral Relations Committee prior to making any approach to the person.

It is important that all arrangements for Supply Ministry are approved by the Tasmanian PRC. This will ensure that all appropriate checks have been done with regard to availability and documentation. The Church Council (or equivalent) should correspond with the PRC to seek approval for Supply Ministry arrangements. Normally, Supply Ministry arrangements are approved by the PRC for up to three (3) months, with further approvals given as required.

All Ministers providing supply must attend Code of Ethics training and hold a Tasmanian Working with Vulnerable People, Child Related Activity Card.

Arrangements for Supply Ministry can often take some time to finalise. If it is known that Supply Ministry will be needed in the future, those responsible for making such arrangements should commence these processes as soon as is possible.

A liturgy for a service of welcome for supply ministry is available from the Pastoral Relations Committee if required.

Payment of Supply Ministers

Supply Ministry payment rates are provided in the current annual Ministerial Entitlements document available on the VicTas Synod website:

[https://www.victas.uca.org.au/UCA%20Resources/Documents/Summary%20of%20Min%20Prov%20and%20Charges%202017%20\(November%20version\).pdf](https://www.victas.uca.org.au/UCA%20Resources/Documents/Summary%20of%20Min%20Prov%20and%20Charges%202017%20(November%20version).pdf). Congregation treasurers (or equivalent) should refer to the payments outlined in that document and discuss with the proposed Supply Minister the details of the payment they will receive. All supply ministry is paid through the Synod Centralised Pay Office – email: payroll@victas.uca.org.au . If you have difficulty accessing this document the Presbytery office will be able to provide you with a copy.

There are different rates of payment for short and long term supply. Long term supply may include additional benefits such as annual leave. Please contact the Synod payroll office to confirm payment details.

Please note: The Synod and Presbytery do not support private ministry arrangements. Church Councils and Ministers entering into private arrangements may compromise their insurance cover.

Long Service Leave

The minister in placement has primary responsibility for arranging Supply Ministry whilst long service leave is taken. This allows the placed minister to plan for continuity in the time that he/she is away from the placement.

It would of course be beneficial for the placed minister to consult with the Church Council (or equivalent) regarding arrangements that are being made for Supply Ministry as plans develop. As noted above, the Church Council (or equivalent) is ultimately responsible for corresponding with PRC to seek approval for any Supply Ministry arrangements.

Extended sick leave and Placement vacancy

In these cases the Church Council (or equivalent) is responsible for arranging Supply Ministry. In either case it would be inappropriate to involve the placed minister.

Further information

Please do not hesitate to contact the Synod Liaison Minister or the Secretary of Pastoral Relations Committee for any assistance and/or further information you may need regarding the arranging and provision of Supply Ministry.

Responsibilities of the Congregation

- To define priorities for the supply ministry.
- To define matters not expected of the supply ministry.
- To supply to the supply minister on arrival
 - Congregational rolls (printed copy)
 - List of office bearers and contact names and numbers
 - Keys to all appropriate properties
 - Instructions as to phone arrangements when 'off duty'.

Responsibilities of the supply minister

- Upon arrival in the congregation, the supply minister shall, as soon as possible, meet with the Church Council to consider the tasks that need to be done and the matters relating to them.
- Frequent consultation with the Church Council is essential.
- Supply ministers are expected to be aware of local congregational practices with regard to baptisms and the conduct of Holy Communion and, where appropriate, adhere to those practices.

- Where a congregational program has been commenced but not completed, the supply minister is expected to assist with it.
- Supply ministers are reminded of the requirements of the Code of Ethics and Ministry Practice, particularly in the case of the minister in placement being on extended leave and/or there being tensions over ministry within the congregation.

(updated February 2017)

STATEMENT OF SUPPLY ARRANGEMENTS

[Return this form to the Secretary of Pastoral Relations Committee (PO Box 1076 Launceston 7250) or e-mail tas.office@victas.uca.org.au

CONGREGATION/AGENCY/SCHOOL:

DATE:

MINISTER IN PLACEMENT:

REASON FOR SUPPLY MINISTRY:

.....

PERIOD OF PROPOSED SUPPLY:

From: To: Time allocation:

SUPPLY MINISTER'S DETAILS:

Name:

.....

Address:

.....

Telephone & Email:

Agreements

Have the Church Council, Supply Minister, and (if appropriate) Minister in Placement established the tasks to be undertaken by the Supply Minister and arranged for appropriate oversight of the Supply Ministry? **Yes / No**

Please list the focus of the supply ministry: e.g. support for lay leaders, worship, pastoral visiting, etc

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Signatures

..... (On behalf of Church Council)

..... (Supply Minister)

..... (on behalf of PRC)