



### 12.3.1 Occasional supply

Worship service(s) and/or pastoral care days over a continuous period of not more than one month.

The arrangements are ordinarily between the responsible body and the supply minister. The present approach of occasional supply fees is seen as appropriate. They relate to services, pastoral care days and reimbursement of travel costs, normally at the ad hoc rate. On the other hand, supervisory and oversight responsibilities, let alone developmental ministry, regarding the congregation would not ordinarily be part of the role.

The ad hoc travel rate recognises two different situations. The higher rate is “normal (average total cost reimbursement)”. This applies to ministers not in an approved placement, theological students, retired ministers and lay preachers not in business or employment. The lower, “marginal cost reimbursement”, applies to ministers in placement or other employment and other lay preachers.

Besides the fees for services or pastoral days, the responsible body is required to make a minimum Superannuation Guarantee contribution for all ministers, where the monthly remuneration is not less than the Superannuation Guarantee Charge requirement set out in the Summary of Ministerial Provisions and Charges.

### 12.3.2 Short term supply

Involving a continuous period of more than one month but up to three months in the one location.

The arrangements are to be determined between the congregation and the minister, subject to the oversight of the Presbytery.

A fee structure similar to occasional supply fees, and similarly reviewed, applies. However, additional preparation time for services can normally be expected with the greater involvement of a minister in the congregation. Some limited participation in the life of the congregation, can also be required. Pastoral ministry time may need to increase to provide for this. Alternatively, pastoral visitation will correspondingly be reduced. Superannuation Guarantee contribution is also required for, where the monthly remuneration is not less than the Superannuation Guarantee Charge requirement set out in the Summary of Ministerial Provisions and Charges..

The ad hoc car allowance applies up to a level of approximately 1,250 kilometres per month, after which the standard car allowance rate applies.

### 12.3.3 Long term supply

Long term supply involves a continuous period of more than three months in the one location.

This ministry is not permanent in the sense that a placement is. On the other hand, there can be similarities with a placement, with specific objectives or ministry goals being set, and a substantial level of participation in the congregation with supervisory and oversight and developmental responsibilities. It may not necessarily be full-time but it is certainly expected that it would be not less than 0.4 (for supply service under 0.4 of full-time see 12.17). Moreover, while there may be no specific duration, as with a placement, there is nonetheless an element of commitment on the part of the minister. It may involve a year or more at a time. In brief, this form of supply is closer to a placement than where occasional supply fees are appropriate.

Because of the variety of possible circumstances, the detailed arrangements in each situation need to be mutually agreed between the congregation, minister and Presbytery.

### 12.3.4 Long term supply Guidelines

The following guidelines form the basis of any consultation:

#### 12.3.4.1 Stipend

The minimum stipend, full-time or pro rata, should apply.

Loadings on Minimum Stipend

While there is nothing to preclude the minister receiving a loading on the minimum stipend, it is not anticipated that this would be the normal situation. Any loading requires approval of the Presbytery.



#### 12.3.4.2 Car allowance – Long term supply ministry

The car allowance, as with ministers in placements, should be related to the kilometres travelled on church business. The minister is to be paid a car allowance as though it were a placement. This to be paid monthly for each full month of completed service. The provision of a church car would be an acceptable alternative.

#### 12.3.4.3 Personal Resources and Development Allowance

This allowance applies to ministers undertaking long term supply ministry. It would be paid monthly for each full month of completed service. For part-time ministry, see page 14.

#### 12.3.4.4 Other allowances and work related expenses

##### (a) General expenses

Insofar as telephone, postage, stationery etc. are work related expenses, they should be borne wholly or effectively by the responsible body. In the case of telephones, a common approach is payment of rental, all local calls and work-related calls.

##### (b) Hospitality

Some responsible bodies provide an allowance or make reimbursements where a minister is able to show excessive costs have been incurred. Any such expenses would need to be incurred in relation to the minister's pastoral or related religious activities. In the interests of the responsible body and the minister, any provision would not be open ended.

##### (c) Welfare payments

Where a congregation expects its supply minister to respond to requests for welfare assistance, it must be prepared to provide the minister with monies to do so. This may be up to a prescribed amount for a specific period or an advance which is replaced as it runs out.

### 12.4 Housing

Housing arrangements will need to be determined consultatively between the minister, responsible body and Presbytery. Consistent with the general approach to supply ministry, provisions in a long term supply situation should not be more favourable than those applying in an approved placement of the same proportion of full-time.

Where the minister is requested to live in the locality of the congregation, consideration can be given to the provision of an "Approved manse" or "Appropriate Accommodation". See *Part-time placements and housing* (page 20: 8.4.4); and *Options 1 and 2* for details (page 17).

Where the minister is not required to live within the locality of the congregation but continues to live in his/her own home, whether any allowance is appropriate and its level need to be determined consultatively.

### 12.5 Furnishing provisions

Where a manse is being provided, the question of furnishing may need to be addressed where member(s) of the minister's family continue to occupy the family home in another area. Again this will need to be dealt with consultatively.

The assistance to ordinands is not seen as ordinarily applying to those in long term supply ministry.



## 12.6 Removal expenses

While long term supply ministry may extend to a year or more in the one location, it may be as short as three months and one day. It has not the permanency of a placement and therefore the payment of removal expenses by the Synod does not normally arise. Whether a long term supply minister needs to move any "goods and chattels" to the supply location is related to the issue of furnishing provisions for the supply minister. In the first instance, it has to be pursued consultatively between responsible body, minister and Presbytery. The interim nature of things has to be recognised by all concerned but it is equally not in anyone's interests if the accommodation arrangements are not conducive to effective ministry.

## 12.7 Annual Leave and Public Holidays

Ministers in long term supply ministry are entitled to four weeks annual leave per year (full-time or pro rata), accumulated at one week per each three months of supply and to be taken during the time in supply.

Public holidays are Government gazetted public holidays. Where the supply minister is required to work on a public holiday e.g. Good Friday, an alternative should be arranged, preferably in the same week. Where a Government gazetted public holiday falls on a day when the supply minister would normally work then the minister will not be required to work on that day. This applies to both short term and long term supply.

As with ministers in placement, presbyteries and congregations are encouraged to provide a free Sunday a quarter to long term supply ministers in normal cases. This enables the minister to participate in, rather than lead, worship as well as providing family time together. The free Sunday is not seen as cumulative. Where such time is not taken in any quarter, it is automatically foregone.

## 12.8 Long Service Leave

Church Long Service Leave is for the purpose of refreshment for future ministry. Currently where ministers in active ministry serve in long term supply ministry, they accrue leave where the service is at least 0.4 of full-time and at least three months in the one location. The appropriate Long Service Leave levy is payable by the responsible body. Retired ministers do not accrue long service leave entitlements unless they are in a continuing series of long term supply arrangements. It is envisaged that this would be an unusual situation. Because employment for long service leave purposes would have previously been concluded, a retired minister would normally be starting an accrual afresh.

## 12.9 Study Leave

Where the duration of the long term supply ministry is at least 12 months, the minister is entitled to the minimum study leave of 14 days in the case of a full-time minister and pro rata thereof in the case of part-time long term supply ministry.

## 12.10 Sick Leave

A congregation is expected to cover the long term supply minister on short term sick leave. However, unlike a placement, a long term supply minister is not required to be paid during a continued illness, the Synod does not pick up the cost of alternative ministry, and the responsible body pays no Special Insurance contribution.

Ministers in full-time Supply are entitled to five days sick leave in the first year accrued pro rata in respect of each complete month of service and eight days sick leave in subsequent years. Sick leave would be cumulative from year to year with the same responsible body but it is not portable. Ministers in part-time placements would be entitled to sick leave on a pro rata basis.

**12.11 Compassionate Leave or Bereavement Leave**

This is for action at the local level.

**12.12 Parental Leave**

Long term supply ministry is not identical with a placement. It does not involve the same element of permanency in the particular location. In the circumstances, parental leave is not seen as appropriate.

**12.13 Employment Injury Leave**

Where a supply minister is still in active ministry and has an approved WorkCover claim, for 26 consecutive weeks or until incapacity ceases, whichever is the sooner, the minister is entitled to normal remuneration, including any payments into a Ministers Benefit Account, other than the distance component of the travel allowance. Relevant medical expenses are also paid to ministers in active ministry with an approved WorkCover claim. Where incapacity is recognised by WorkCover beyond 26 weeks, the minister receives the appropriate WorkCover benefits, together with continuation of the payments into the Benefit Account.

Where the minister is retired, the total benefits are limited to medical expenses, for up to 12 months.

**12.14 Portability of Leave Entitlements**

This would apply in respect of Long Service Leave.

**12.15 Retirement Benefits**

Currently ministers in full-time and part-time placements and their responsible body are required to contribute to the Beneficiary Fund on the prescribed basis only where the minister is in a placement and the minister has chosen to join the fund. In supply situations, the responsible body is required to make a minimum Superannuation Guarantee contribution on behalf of the minister. While for that purpose it is not required to take account of monies paid into Minister's Benefit Accounts, their inclusion is nonetheless seen as appropriate. Subject to all this, the minister and responsible body may agree on different levels of contributions.

Consistent with the general approach to long term supply ministry, the adoption of the standard Beneficiary Fund arrangements is also envisaged in the case of ministers in active ministry. With retired ministers, the minimum Superannuation Guarantee contribution continues to apply for all ministers.

Where the terms of a minister in active ministry change, there should be consultation with the Beneficiary Fund as to the appropriate level of payment.

**12.16 Fringe Benefits Tax Arrangements**

Ministers Benefit Accounts and the related arrangements are applicable to ministers in long term supply arrangements.



## 12.17 Other Considerations

One of the outcomes which it is hoped to achieve in supply arrangements is a framework in which flexible provisions may be negotiated but within accepted parameters and with the active involvement of the Presbytery.

### (a) Private arrangements.

Private arrangements have been essentially agreements between the responsible body and minister regarding entitlements during ministerial service which has not been designated as a placement. The ministry may have been short term or open ended, part-time or full-time. The arrangements have involved variations from what would "normally" apply. These variations may have reflected a desire to recognise special circumstances, e.g. a minister from another denomination or engaged in other work.

But some critics have seen particular arrangements disadvantaging the minister. Examples of this could be not requiring the responsible body to make, in respect of the minister,

- (i) payments to the Beneficiary Fund
- (ii) provision for Long Service Leave;
- (iii) provision for sick leave which would occur if it were a placement.

Application of the supply arrangements now in place should remove the need for such private arrangements. In any event the Presbytery has to approve all ministry arrangements.

### (b) Supply service under 0.4 of full-time

Supply service less than 0.4 needs to be addressed only in respect of long term supply ministry. The entitlements envisaged for occasional supply and for short term supply are not specifically related to the level of ministry; they are "fee for service".

With long term supply ministry, it may not necessarily be full-time but it is certainly expected that it would be not less than 0.4. It is only on this basis that a number of the provisions are seen to be appropriate. Indeed, that is already the situation with e.g. the accrual of Long Service Leave.

If a minister were undertaking two or more long term supply ministries which aggregated at least 0.4, they would not be treated separately. Rather they would be aggregated and the cost of entitlements split between the responsible bodies of the ministries.

If notwithstanding all of the above, a long term supply ministry of less than 0.4 is approved, the present view is that the fees for short term supply should be applied. If, however, this is considered inappropriate, the Terms of Placement Committee should be consulted.



## **APPENDIX A**

### **Pastoral Care of Ministers during Maternity Leave**

Crisis pastoral situations in a Congregation can disrupt maternity leave. Central to this situation is the supply ministry.

Presbytery Pastoral Relations Committees and Presbytery Ministers need to be proactive, ensuring that supply arrangements are agreed and approved by the Presbytery well before maternity leave commences. This should not be another matter for which the minister is personally responsible before confinement.

Placements need to respect that the minister is on maternity leave. This is in the interests of not hindering the minister's ability to return to effective ministry and the care and development of the baby. The Church Council should see that the congregation knows the role and availability of the supply minister and how he/she can be contacted if required.

The minister herself needs to be conscious that many of us, lay or ordained, are reluctant to let others assume our responsibilities. Most crisis pastoral situations can be handled within normal supply arrangements, the demands of others cannot. The supply arrangements need to be sufficiently flexible to ensure that interruption of leave is minimal, if not eliminated.

The three months paid leave is not normally intended to be subject to partial work arrangements.

Circumstances can demand additional supply ministry, at least for a time or from time to time. If a proposed supply minister believes that he/she is unlikely to be able to respond to such situations that should be shared with the PRC, or Presbytery Minister Pastoral Care, so that additional standby provisions can be available if desired. Where such situations arise, the supply or the incumbent minister should advise forthwith the Presbytery Minister Pastoral Care or PRC so that consideration can be given to the need to provide additional supply and its timing. As far as practicable, the PRC should clear what is proposed with the Synod Pastoral Assistance Committee. The oversight of this additional supply is part of the PAC's overall responsibility for Synod paid supply. The additional supply is not intended to be a means to increase the standard supply provision. Rather, it is an appropriate response to unexpected "crises" within the congregation warranting additional supply resources during paid maternity leave.