# **PRESBYTERY OF YARRA YARRA**

**REQUEST FOR APPROVAL OF SUPPLY ARRANGEMENTS** between

**Congregation** ……………………………………………………………………………….

 and **Supply Minister** [name] ………………………………………………………. …………..

 **Address**…………………………………………………………………………. …………..

……………………………………………………………..Telephone…………………...…

1. Original date of this supply arrangement: ...........................................

Start date for this approval: ........................................... New [ ] Renewal [ ]

1. Concluding date for the ministry ….......................................

*[****Note:*** *Generally, Presbytery approves supply ministry for periods no longer than 3 months. Extensions beyond that time will require a new application for another 3 months term — even if the same person is continuing as the supply minister. Extensions beyond 3 months will be regarded as Long Term Supply and will need to comply with the requirements listed in the Synod* [*Summary of Ministerial Provisions and Charges*](https://victas.uca.org.au/download/49/central-stipends-payroll/7648/summary-of-ministry-provisions-and-charges-2020)*.]*

1. Reasons for Supply ………………………………………………………………………………………
2. Does this arrangement depend on obtaining Synod funding? **YES/NO**

*(eg. Long Service Leave, Sick Leave, Maternity Leave, etc.)*

If so, has the Synod office indicated it is OK to proceed? **YES/NO**

1. Is the Supply Minister a minister of another denomination? **YES/NO**

If so, the Presbytery will confirm with the Synod that the minister’s denomination

has completed the Synod’s Good Standing documents prior to giving approval.

1. What days will be worked? (eg. 2 days/week pastoral visiting plus 1 worship service on Sundays)

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1. What are the tasks, duties and responsibilities?

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1. What are the arrangements regarding remuneration? (refer Synod Guidelines):

(a) Conduct of Worship $………………… per service

(b)Pastoral Ministry $………………… per day

(c) Traveling allowance reimbursement of traveling costs?

or .......... cents/km covering travel to and from ......................................................................................................…………………………………

1. Are telephone costs being reimbursed? **YES/NO**
2. Are any accommodation arrangements required? **YES/NO**

If YES, what are they? [eg. manse provided, basic furniture and domestic requirements provided, private board provided].........................................................................……………………………….…..

1. Congregation’s Supply Ministry contact details:

Address……………………………………………………………………………………………………….…

……………………………………………………………………Phone…..…….………………………

Email……………………………………………………………………………………………………….

1. Date arrangements agreed by Church Council: …………………………………………………….
2. Agreement signed: [Secretary, Church Council]: ..…………………………………… Date…………..
3. Agreement signed: [Supply minister] ………………………………………… Date…………..

**Date received by PRC**………………..……**Date approved by PRC**…………………….

**This form must be returned to the Secretary of PRC four weeks before the planned start date.**