

# Supply Ministry in Yarra Yarra Presbytery

	Pulpit Supply	Occasional	Short-Term	Long-Term	Interim Intentional
Definition <i>See UCA Handbook: Ministerial Provisions and Charges, Section 12</i>	Arranged to cover a Sunday when minister is not available, or guest preacher	Worship service(s) and/or pastoral care days over a <b>continuous</b> period of not more than one month.	Continuous period of <b>more than one month but up to three months</b> in the one location. May be part-time or full-time.	Continuous period of <b>more than three months</b> in the one location or a significant extension after an initial three months of short-term supply. Expected to work with Church Council, and interact with Presbytery. May be part-time or full-time but is not for less than 0.4.	Placement focused on transition work, 12–18 months, working with Church Council and wider congregation on future. May be part-time or full-time.
Arranged by	Minister and/or Church Council in consultation	Minister and/or Church Council in consultation	Minister and/or Church Council in consultation	Church Council	Joint Nominating Committee formed by Presbytery & Church Council
Support	Contact Presbytery Minister Ministry, Ray McCluskey, for a current list of people who may be available. This list changes regularly.				<ul style="list-style-type: none"> <li>• Placements Committee</li> <li>• PRC</li> </ul>
Approved	<ul style="list-style-type: none"> <li>• Church Council</li> </ul>	<ul style="list-style-type: none"> <li>• Church Council</li> </ul>	<ul style="list-style-type: none"> <li>• Church Council</li> <li>• Presbytery PRC</li> </ul> <p>Presbytery approval is required prior to commencement. Can be renewed.</p>	<ul style="list-style-type: none"> <li>• Church Council</li> <li>• Presbytery PRC</li> </ul> <p>Presbytery approval is required prior to commencement. Can be renewed.</p>	<ul style="list-style-type: none"> <li>• Church Council</li> <li>• Presbytery PRC</li> <li>• Synod Placements</li> <li>• Congregation Meeting</li> </ul>
Forms	Payroll (Treasurer) if payment is required	Payroll (Treasurer)	<ul style="list-style-type: none"> <li>• PRC form with brief position description (Church Council Chair or Secretary)</li> <li>• Payroll (Treasurer)</li> </ul>	<ul style="list-style-type: none"> <li>• PRC form with brief position description (Church Council Chair or Secretary)</li> <li>• Payroll (Treasurer)</li> </ul>	<ul style="list-style-type: none"> <li>• Profile (Church Council, JNC)</li> <li>• Finance (Treasurer)</li> <li>• Payroll (Treasurer)</li> </ul>
Remuneration	Negotiated: \$165 1 service per day \$265 2 services per day \$365 more than 2 services on any one Sunday \$235 per day for pastoral ministry Superannuation Travel Expenses	\$165 1 service per day \$265 2 services per day \$365 more than 2 services on any one Sunday \$235 per day for pastoral ministry Superannuation Travel Expenses	\$195 1 service per day \$330 2 services per day \$410 more than 2 services on any one Sunday \$235 per day for pastoral ministry Superannuation Travel Expenses	<ul style="list-style-type: none"> <li>• Minimum stipend</li> <li>• Personal Resource Development Allowance</li> <li>• Superannuation</li> <li>• Car Allowance</li> <li>• Provision of manse or Manse Allowance</li> <li>• Superannuation</li> <li>• Annual leave (Pro rata, to be taken during the term of supply)</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum stipend</li> <li>• Personal Resource Development Allowance</li> <li>• Superannuation</li> <li>• Car Allowance</li> <li>• Provision of manse or Manse Allowance.</li> <li>• 14 days Study Leave</li> <li>• 4 weeks annual leave</li> </ul>

## Payments arranged by Congregation through Synod Payroll

The congregation's treasurer is responsible for ensuring that people providing supply ministry are paid for their services. In some cases, such as where a minister is already in full-time ministry, or is a member of the congregation, payment may not be necessary.

Details on pay rates are included in the Summary of Ministerial Provisions and Charges sent to treasurers each year.

Cash payments are not acceptable, as they do not cover income tax, superannuation, and adequate financial transparency.

Supply ministry can be paid through Centralised Stipend and Payroll systems. See <https://victas.uca.org.au/resources/accounting-services/stipends-payroll> for the relevant forms. The forms (occasional, short-term, and long-term) are in a Microsoft Excel format, providing for an automatic calculation of the total amount to be paid.

Presbytery encourages ministers providing regular supply ministry to have their own copy of the payroll form with their bank account, superannuation, ministers benefit account details. Those people who have not been paid through Centralised Stipend and Payroll systems will need to also provide a tax file number declaration form.

Where supply payments are made to ministers, compulsory superannuation of 10.5% of supply fees and travel allowance applies. It should be paid to an accumulation fund administered by the Beneficiary Fund or superannuation fund of choice.

Reimbursement of actual travelling expenses or as defined in the ad hoc travelling allowance. From 1 January 2022, the ad-hoc travelling allowances for ministers' professional duties are:

- \$0.76 per kilometre for cost reimbursement for ministers not in placement, ministerial candidates, retired ministers and lay preachers not in business or employment; or
- \$0.40 per kilometre for marginal cost reimbursement only (which includes \$0.20 per kilometre as the fuel cost component), for ministers in placement or other employment and other lay preachers; and restricted, as a guideline, to a daily limit not to exceed reasonable commercial car rental costs.

### Ministry of Lay Preacher

The Uniting Church in Australia has a specified ministry of Lay Preacher. People in this ministry have gone through a recognised training and formation program, have been accredited as Lay Preacher by their Presbytery, and are recognised in this ministry across the Uniting Church in Australia. This is different to a lay person who preaches but has not been accredited as a Lay Preacher.

Lay Preaching is regarded as a voluntary ministry of the Church. Lay Preachers offer their services for the common good of the gospel. Lay Preachers contribute to their own congregations just as many other members do in various ways, without payment for services or travel. However, Lay Preachers visiting other congregations would normally be reimbursed for travel according to Synod guidelines.

Where Lay Preachers are asked to provide services in the one place for longer than one month, they are only to do so with prior permission from Presbytery Pastoral Relations Committee. If a Lay Preacher takes up a short-term or long-term supply ministry, the Presbytery would consider the pay arrangements on a case-by-case basis.