**Uniting Church in Australia**

**Synod of Victoria and Tasmania**

**Request for Approval for Supply Ministry Arrangements**

Supply ministry is a temporary and supportive role normally focused on worship and pastoral care. Where the supply ministry replaces a Minister in Placement, that person must be involved in and approve of the agreement and the primary ministry tasks. Supply ministry is not normally a strategic role focused on developing future possibilities for ministry or piloting innovative mission activities in the community. There may be situations, however, where a Presbytery initiates a supply ministry in order to address specific needs.

Generally Presbytery approves short term supply ministry for periods no longer than three months. Extensions beyond that time require a new application for a further term — even if the same person is continuing as the supply minister. Extensions beyond three months will be regarded as Long Term Supply.

**Long Term Supply**

Long term supply ministry is to be discussed with the relevant Presbytery Minister before application to the Pastoral Relations Committee, in relation to pastoral need, financial situation, and other Synod requirements when appointing a long-term supply minister.

Supply Ministry is not appropriate for a long-term ministry. Any request for approval of an extension that would mean the total term would exceed two years will necessitate a full review by the Presbytery Pastoral Relations Committee of the ministry needs of the congregation. This may lead to the creation of an employment relationship for a non-placement position, or may result in a review to determine if the congregation should be engaged in a more formal placement process.

**Approval process**

This request for approval documents the proposed arrangements between a congregation and the supply minister and is to be completed by an officer of the Church Council and submitted for approved by the Pastoral Relations Committee of the nominated Presbytery. It may be used by an Agency or School with appropriate adjustments to terminology. Approval of the relevant Presbytery Pastoral Relations Committee must be obtained prior to the commencement of any period (initial or renewal) of supply ministry. Note that this means a request should be submitted at least one month prior to the proposed start date. If significant changes to this agreement become necessary, a new Request should be submitted to the Pastoral Relations Committee.

**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.

**Further information**

Supply ministry is provided under the terms of the *UCA Handbook of Ministerial Provisions and Charges* and the current *Summary of Ministerial Provisions and Charges* (see <https://victas.uca.org.au/resources/terms-of-placement-committee/>). These documents detail the provisions for Long Term Supply Ministry (more than three months in the one location), pro rata rates for part-time supply, and include Minimum stipend, Personal Resource Development Allowance, Car Allowance, and Manse Allowance.

A current Victorian Working with Children Check (WWCC) or Tasmanian Working With Vulnerable People (WWVP) registration (or equivalent) is required of all appointed leaders in the Uniting Church, including anyone in supply ministry (see Keeping Children Safe Policy WWC1 at <https://ucavictas.org.au/keepingchildrensafe/working-children-check/>).

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**Request for Approval for Supply Ministry Arrangements**

**Ministry context:**

|  |  |
| --- | --- |
| Presbytery | Port Phillip East Presbytery |
| Congregation |  |

**Congregation details:**

|  |  |
| --- | --- |
| Reasons for Supply Ministry |  |
| Name of congregation contact |  |
| Telephone number of congregation contact | Tel: |
| Email of congregation contact | Email: |
| Date approved by Church Council |  |
| Minister in Placement (if applicable)  |  |

**Proposed supply minister’s details:**

|  |  |
| --- | --- |
| Name |  |
| Telephone | Tel: |
| Email | Email: |
| Address |  |
| Denomination (if not UCA) |  | *If not UCA, the Presbytery will confirm with the Synod that the minister’s denomination has completed the Synod’s Good Standing documents prior to giving approval.* |
| WWCC/WWVP registration details and expiry date *(include application number if in process)* |  |

**Proposed supply ministry:**

|  |  |
| --- | --- |
| Type of supply ministry | [ ]  Short term: up to three months[ ]  Long term: more than three months |
| Is this a first request or renewal? | [ ]  New request | [ ]  Renewal |
| Commencement date for this application |  |
| For a renewal, start date for original supply |  |
| Conclusion date |  |
| Time allocation (% FTE, or days/week) |  |
| Days worked (if specific days have been agreed) |  |

**Agreed primary ministry responsibilities / tasks:**

Please list the primary ministry tasks agreed by the Church Council, proposed supply minister, and (if applicable) Minister in Placement.

|  |  |
| --- | --- |
| Worship leadership |  |
| Pastoral care |  |
| Other involvement |  |

**Provisions and allowances:**

Please refer to the current *Summary of Ministerial Provisions and Charges¸* section 3 *Supply Ministry*

|  |
| --- |
| **Short Term Supply:** |
| Fees for services (per service) |  |
| Fees for pastoral ministry (per day) |  |
| Travelling allowance / expenses  |  |
| Telephone/internet allowance |  |
| Superannuation  |  |
| Accommodation provided*(Provide details if yes)* | [ ]  Yes [ ]  No |

|  |
| --- |
| **Long Term Supply:** |
| Minimum stipend (including superannuation provision) |  |
| Personal Resource Development Allowance |  |
| Car allowance  |  |
| Accommodation provisions |  |
| Annual Leave | [ ]  Yes [ ]  No |
| Study Leave (applies if at least 12 months’ supply) | [ ]  Yes [ ]  No |
| Payment through Centralised Stipend and Payroll System | [ ]  Yes [ ]  No |

**Approvals:**

|  |  |  |
| --- | --- | --- |
| **Parties to this agreement** | **Signature** | **Date** |
| Church Council office bearer  |  |  |
| Pastoral Relations Committee |  |  |
| Supply minister  |  |  |

*Please return this form to the Secretary of Pastoral Relations Committee of the Presbytery (secretary@ucappep.org)*

*preferably at least one month before the proposed start date for the supply period.*

**Document version control:**

|  |  |
| --- | --- |
| Draft based on Tasmanian form, for general Presbytery use | August 2021 |
| Approved by Placements Committee |  |