

Uniting Church in Australia

Synod of Western Australia

Lay Ministry Remuneration Guidelines

2017 – 2018

Introduction

This document is designed to provide congregations and other employing bodies within the Uniting Church in Australia, Synod of Western Australia (the Church: see definitions) guidelines for what they need to consider when making a Lay Ministry Worker appointment. A Lay Ministry Worker is a person who serves the church in a ministry capacity, but who is not ordained and may not be commissioned (**See Definitions**). Lay ministry is also carried out by Ministry of Pastor persons. A Ministry of Pastor person is a commissioned Lay Ministry of the Church (**See Definitions**).

All appointments of Lay Ministry Workers should be in consultation with the Presbytery as per Regulation 2.2.2 (b) and according to these Guidelines.

Definitions

“*Church*” means the Uniting Church in Australia.

“*Lay Ministry*” employees are defined as “award free employees” who serve the church in areas defined in Reg 2.2.2 (a) as either teaching the beliefs and practices of the church; pastoral oversight of a group members or groups operating under the auspices of the church; leadership of worship in the Church, and evangelism or service beyond the gathered community in the name of the Church. However they are not necessarily commissioned and may be employed outside of the Ministry of Pastor protocol. However, they can only be employed after consultation with the Presbytery as per Reg 2.2.2 (b)

“*Award free employees*” are defined as any employee who is not covered by an Award or Industrial Agreement.

“*Lay Ministry Workers*” are *Award free employees* and mean those people who are either:

- (i) not ordained within the Uniting Church, or another denomination formally recognised by the Uniting Church and are employed to perform tasks in an organisation or on behalf of an organisation that are predominately pastoral or missional in nature and work as part of a Ministry team under the oversight of a Ministry Leader in a Uniting Church in Australia, Synod of Western Australia setting.

Such positions may include, but are not limited to, any of the following if the person is receiving any payment for the services they provide:

- Music
 - Children, Youth or Family
 - Pastoral duties associated with a particular service or congregation etc.
 - SRE Teachers
 - Roles falling within the scope of the lay specified ministry of Pastor
- (ii) not ordained within the Uniting Church, or another denomination formally recognised by the Uniting Church and are employed to perform tasks in an organisation or on behalf of an organisation that:
- would normally be expected to be performed by an ordained Minister in an approved placement within the Uniting Church in Australia; or
 - require the person to exercise certain levels of authority in relation to matters of ministry on behalf of the Church and act as the Church's authorised representative in said matters.

Note: Such employees can only be employed after consultation with the Presbytery (Reg 2.2.2(b))

Such positions may include, but are not limited to, any of the following if the person is receiving any payment for the services they provide:

- Lay Chaplains
- Ministry of Pastor

“Ministry of Pastor” is defined by Regulation 2.2.2(a) as a specified lay ministry of the Church and means a lay person commissioned by a Presbytery or Synod to minister within a Congregation, community or Church based organisation for the purpose of undertaking one or more of the following tasks:

- (iii) Teaching the beliefs and practices of the Church; and / or
- (iv) Pastoral oversight of member and / or groups operating under the auspices of the Church; and / or
- (v) Leadership of worship in congregations of faith communities of the Church; and / or
- (vi) Evangelism or service beyond a gathered congregation but which is exercised under the auspices of the Church.

A Ministry of Pastor person is a commissioned ministry of the Church. The person is required to fulfil selection and training Competencies in accordance with the Regulations. It is an “Award Free” position.

Remuneration levels

Under industrial legislation the current minimum wage in Australia effective from 1 July 2017 is \$694.90 per week or \$18.29 per hour. These rates are the absolute minimum rates allowable under employment legislation.

Beyond that the employer should determine an appropriate remuneration to offer or a mutually acceptable rate can be negotiated between the employer and employee.

To ensure parity across similar roles within the bounds of the Synod the following remuneration scale is provided to assist employers identify suitable levels of remuneration for Lay Ministry Worker roles.

Classification	Part-time Rate	Annual Salary (38hrs/week)	Super-annuation	Long Service Leave	Total Full Time
	per hour		9.50%	2.00%	
Level 1	\$18.29	\$36,141.04	\$3,433.40	\$722.82	\$40,297.26
Level 2	\$20.79	\$41,089.52	\$3,903.50	\$821.79	\$45,814.81
Level 3	\$23.97	\$47,356.03	\$4,498.82	\$947.12	\$52,801.97
Level 4	\$28.72	\$56,745.58	\$5,390.83	\$1,134.91	\$63,271.32
Level 5	\$32.20	\$63,624.45	\$6,044.32	\$1,272.49	\$70,941.27

Hourly rate for casual should be extra 25% of hourly rate in lieu of an entitlement to paid leave.

Professional Development & Resources	Workers Comp	Office Expenses	Lay Travel Expenses	Operating
	Fixed		3000km	Budget
\$1,724	\$1,260.00	\$500	\$1,200	\$4,683.68

Lay Travel Expenses are to be as per the "Travel Rates for Others" in the WA Ministry Handbook.

Classification levels

Level 1

- Employee works under general supervision with some monitoring of overall progress.
- Work is usually performed within established routines and procedures.
- Some discretion and judgement is required.
- Employee possesses a broad range of skills and an in-depth knowledge in some areas.

Qualifications: work experience, expertise and training considered relevant by the employer

Level 2

- Employee works under limited supervision with guidance on more complex or sensitive tasks.
- Work is usually performed within established routines and procedures although a degree of initiative is required.
- A level of discretion and judgement would be necessary.
- May be responsible for co-ordinating the work of other employees or volunteers
- Employee possesses a broad range of skills and general knowledge of the diverse ministry functions.

Qualifications: relevant post-secondary qualifications** of two or more full- time years or equivalent OR other work experience, expertise and training considered relevant by the employer

Level 3

- Employee works without supervision but under general guidance on progress and desired outcomes.
- Work is occasionally performed within routines and procedures but can also involve significant level of initiative.
- considerable discretion and judgement is required.
- May be responsible for the work of others, including other Lay Ministry Agents
- Employee possesses considerable knowledge in many areas with a range of skills that enables many detailed tasks to be managed.

Qualifications: relevant tertiary degree or diploma** of two or more full- time years or equivalent OR other work experience, expertise and training considered relevant by the employer.

Level 4

- Employee works independently taking broad direction on more complex or sensitive issues.
- Applies considerable knowledge and skills independently and non- routinely.
- Exercises high levels of judgement and initiative.
- May be responsible for planning, co-ordinating and managing the work of other individuals or teams.

Qualifications: graduate qualification** of three or more full-time years or equivalent OR an equivalent combination of relevant experience and/or education or training considered relevant to the employer.

Level 5

- Employee works independently under broad direction.
- Exercises a high level of initiative.
- Applies skills and knowledge with a high degree of independence
- Routinely exercises judgement at critical levels
- Is capable of program development and implementation.
- Provides strategic support and advice to teams.
- Able to formulate policy recommendations and implement policies involving major change which may impact on the broader community

Roles that would fall within the scope of this level are limited to those defined under the above Clause 1(ii) – Definitions

Qualifications: postgraduate qualification** or progress towards postgraduate qualification with extensive relevant experience OR extensive pastoral experience and managerial expertise OR an equivalent combination of relevant experience and/or education and training considered relevant by the employer.

**Relevant post-secondary, tertiary, graduate or postgraduate qualifications should contain appropriate courses in theology, pastoral ministry, scripture, studies, moral theology, sacraments, Church history, The Basis of Union, Church teachings, biblical and pastoral theology and adult education/formation etc.

Courses in human development, counselling or psychology, interpersonal skills, human relations, principles of communication, group dynamics etc. would also be considered relevant.