

10.1 OCCASIONAL SUPPLY

1 DEFINITION

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

2 ARRANGEMENTS

Occasional Supply is generally undertaken by retired ministers, ministers awaiting placement, ministerial candidates not in their field placements, or lay preachers who take a service of worship for a congregation. This may be an irregular arrangement or may be an ongoing arrangement, eg every month on a certain Sunday.

If the occasional supply is to be for several days for a month then it is suggested an agreement is entered into. The arrangements are ordinarily between the placement body and the minister or person providing supply. The agreement must specify the nature of the supply arrangements; this being best expressed as days per week, Sunday services to take and meetings to attend.

Financial arrangements for this supply needs to be by agreement with the minister and the placement body. Ministers may choose to avail themselves of the ministerial benefits packaging available through the church office payroll system.

3 PULPIT SUPPLY

If the supply is pulpit supply then the Pulpit Supply Fees apply, noting that these do not apply to ministers who are already in a placement. Set fees apply for one service per Sunday, and each additional service provided on the same day attracts an additional fee. These rates can be found on the Synod website under Stipends and Allowances. ([link](#))

4 TRAVEL ALLOWANCE

Those undertaking occasional supply ministry are entitled to a travel reimbursement at the standard rates, although some who do pulpit supply and have other means of financial employment may wish to decline this. The travel rates used are for those who are not in placement, retired ministers, lay preachers etc.

The provisions for occasional and short term ministry apply to ministerial candidates who are providing supply in situations other than their field placement.