

## 9.1 PART TIME MINISTRY

### 1 PRINCIPLE

There are now many ministries which are part time rather than full time. Part time ministry is a valid option within the placements process. Ministers may be in part time placement by choice, e.g. while undertaking study, semi-retired or for personal reasons. Ministers who are in part time ministry may or may not derive income in some other way, either in another part time ministry or secular employment.

Part time placements are provided with allowances for ministry to occur. It should be noted that there are higher costs associated with such a ministry in that allowances for housing, minister's insurance, travel and the Personal Resources & Development Grant are normally paid in full.

It should be noted that the payment of a stipend and allowance should not be seen as a 'salary package'. The relationship between the congregation/or other responsible body for a placement is covenantal. The covenant between the responsible body and minister, involving concern for justice and care, means that the stipend will always be the first charge on any church budget. (Refer to Policy 2.1 A Theology of the Stipend).

*This policy document is to be seen as normal for all forms of part time placement within the WA Synod.*

### 2 POLICY

- 2.1 Part time placements will be a ratio of full time placements, i.e. 5 days per week, each day being 0.2 full time equivalent (FTE) or half time.
- 2.2 Placement arrangements require consultation between the prospective Minister, congregation(s) or other placement body, and the Presbytery, from the early stages of the placement process. Presbytery, through the Pastoral Relations & Placements Commission, has the responsibility for oversight of these arrangements.
- 2.3 Hours of availability within the part time placement are to be negotiated between the Minister and the placement body with the full involvement of the Presbytery through the Pastoral Relations & Placements Commission in order to oversee equity within the Synod. For example, if Sunday worship is involved there will be preparation time (usually one day a week) as well as time for delivery and pastoral contact with the congregation before and after worship – usually 0.3 FTE including travel time. Other responsibilities, such as pastoral care and attendance at meetings, including preparation and travel time, to be 0.1 FTE for each half day of ministry required.
- 2.4 In situations where a Minister has more than one part time placement, congregations (through the church council) or placement bodies need to give due consideration to the responsibilities and workloads of the Minister.  
It is important that there is a clear understanding of the respective obligations of each of the parties, e.g. a written agreement. Allowances (entitlements) should not be treated separately but rather each congregation/ placement will

be responsible for a share of the total contributions based on the ratio of their particular placement.

- 2.5 To be eligible for the total range of entitlements, part-time placements (whether as a single placement or in multiple placement settings) must be at least 0.4 of the full-time equivalent.

Allowances will normally be paid in full as an acknowledgement of the real costs of working in a part-time capacity, unless negotiated as an exceptional case with the full involvement of the Pastoral Relations & Placements Commission. This is an acknowledgement that part time ministry is often not the first choice of the person entering the placement.

## ENTITLEMENTS

### 3 SUPERANNUATION (BENEFICIARY FUND)

The superannuation contributions, both for the placement and the minister, will be paid at the proportion of the stipend that reflects the basis of the placement of the minister.

If a minister in the Accumulation Section of the Beneficiary Fund exercises their right of choice and engages a different superannuation provider, then:

- (i) the **placement** is only required to make superannuation contributions at the minimum superannuation guarantee rate of 9% of the stipend (excluding all other allowances).
- (ii) the **minister** is required to pay, as a minimum, the same personal rates of contribution as set by the Beneficiary Fund;
- (iii) the **minister** must provide annually documentary proof of satisfactory alternative "Income Protection Insurance" to the Chief Financial Officer.

The minister may however choose to make up any shortfall in contributions.

### 4 MINISTER'S INSURANCE & WORKERS COMPENSATION

Ministers Insurance and Workers Compensation payments for those in part time placements are paid at the full time rate. There is no reduction for these costs. The only variation is where a minister is working over multiple placements the costs may be shared out proportionally over those placements.

### 5 ANNUAL LEAVE [Refer Policy 7.1]

Part time ministers are entitled to four weeks leave per annum, taken at a time to be negotiated with the Church Council/placement, normally within the year in which it falls. During leave ministers continue to receive their normal pro-rata remuneration.

Where leave is taken prior to its having been accrued, this is subject to negotiation with the church council/placement body. No more than eight weeks of leave shall be accumulated, without the express written permission of the Presbytery (PR&PC).

All Annual Leave applications would normally be processed via the Annual Leave Application Form 7.1a.

### 6 LONG SERVICE LEAVE [Refer Policy 7.4]

The Long Service Leave levies will be paid at the proportion of the stipend that reflects the basis of the placement of the minister. The minister may however

choose to make up any shortfall in contributions and thus be entitled to full Long Service Leave entitlements. Where a minister becomes eligible for Long Service leave entitlements this may involve a combination of part-time and full time leave. This calculation will be done by the Long Service Leave Committee who will advise the placement and the minister what entitlements are available and what the options for taking them are. All Long Service Leave applications will be processed via the Long Service Leave Application Form 7.4a.

## **7 OTHER LEAVE [Refer Policy 7.2]**

### **7.1 Public Holidays**

Where a minister in a part time placement is required to work on a public holiday, an alternative day can be taken, preferably within a fortnight of the holiday.

### **7.2 Sundays Free from Ministerial Responsibilities**

Ministers in part time placements up to 0.6 FTE are entitled to two Sundays per annum free of ministerial duties. Ministers in part time placements between 0.6 and 0.8 FTE are entitled to three Sundays per annum free of ministerial duties. Where a minister in a part time placement is expected to preach every Sunday then they are entitled to four Sundays per annum free of ministerial duties.

The non-preaching Sunday is non-cumulative. Where such time is not taken in any year it is automatically forgone.

### **7.3 Study Leave/Continuing Education [Refer Policy 11.3]**

The Uniting Church is committed to life-long continuing education for all members, and in particular for all those called into leadership ministries. A minister in a part time placement is entitled to leave for continuing education/study purposes on a pro-rata basis, according to the ratio of the workload being undertaken in the placement, e.g. a minister in a 0.5FTE placement is entitled to 7FTE days (interpreted as one week). For a Minister in two part time placements the maximum eligibility is on a combined pro-rata basis, e.g. 0.5 (Placement 1) + 0.5 (Placement 2) would make 1 full time placement and therefore 14 days (interpreted as 2 weeks) would be given.

The Personal Resources & Development Grant is provided to assist in the financial cost of taking study leave.

Ordinarily, study leave may be accumulated for up to two years; any further leave beyond this is forgone. A Minister can, however, accumulate study leave with the prior approval of the Church Council/placement body and the Pastoral Relations & Placements Commission for an agreed course of study.

Study Leave should be approved and recorded by the Church Council or placement body.

### **7.4 Sick Leave [Refer Policy 7.3]**

Sick leave is at the normal entitlement of full time placements other than the payment for entitlement is at the part time rate.

### **7.5 Compassionate Leave**

Compassionate Leave may be given in circumstances of bereavement or family illness. The Church Council/placement needs to be notified of Compassionate Leave and Ministers are encouraged to notify the Associate General Secretary (Pastoral), particularly if more than a week is likely to be envisaged.

## **8 TRAVEL**

Ministers in part time placements may negotiate with their placement whether they receive payment as

- a. Allowances for Reimbursement including Motor Vehicle Depreciation, Fixed Cost Payment and Travel Allowance. [Refer Policy 5.1 Motor Vehicle Policy]  
Or
- b. they use the Lay Travel Policy rates [Refer Policy 16.1].

The final determination for how payments are made rests with the placement, through the Church Council or placement body.

## **9 PERSONAL RESOURCES & DEVELOPMENT GRANT**

For ministers in part time placements, which are at least 0.4 of full time equivalent ministry, a full grant is paid. For those under 0.4 of full time equivalent ministry, a pro-rata grant is paid. [Refer Policy 6.1].

## **10 MINISTER'S BENEFIT ACCOUNT [Refer Policy 3.4]**

Ministers in part time placements are eligible to join the Minister's Benefit Account. Special provisions may apply in some cases. Contact needs to be made with the Associate General Secretary (Pastoral) to discuss this.

## **11 ACCOMMODATION**

A minister in a part time placement above 0.4 full time equivalent is entitled to the appropriate accommodation that is equivalent to a minister in a full time placement. Where a manse is available in a part time ministry of 0.4FTE or above this will be provided as if the placement were a full time equivalent.

For those in ministry under 0.4FTE, if a manse is available, the use of the manse may be negotiated with the placement and the Pastoral Relations & Placements Commission [through the Associate General Secretary (Pastoral)].

If a manse is not available the minister in a part time placement will be paid a full housing allowance. A placement below a 0.4 full time equivalent will be paid a housing allowance at the pro-rata rate that reflects the proportion of the placement.