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TERMS OF PLACEMENT

For Minister of the Word / Deacon / Youth Worker / Lay Pastor / Pastor


NB: A copy of this statement plus the current Summary of Ministerial Entitlements must be included when extending a call to a Minister *
Standard Preferred Options are marked in **bold**; mark preference with a cross

PRESBYTERY	Port Philip East	Full time	YES	<input checked="" type="checkbox"/>	NO			
PLACEMENT	Glen Waverley Parish	If NO , time fraction					%	
TERM	Undefined up to 10 yrs	YES		NO		OR Fixed	Years	
	OR Initial term reviewed in	5 x 5	Years					
STIPEND	Minimum Stipend as determined annually by Synod							
	Member of the Home Endowment Fund		\$ as determined by Synod					
	Not member of the Home Endowment Fund		\$ as determined by Synod					
	Additional provision (if any): Plus		0	%				
	Payment from Centralised Stipend Office?	YES	<input checked="" type="checkbox"/>	NO				
OTHER	Superannuation, Long Service Leave, Work Care etc as determined by Synod							
TRAVELLING	Is a car provided by the Congregation?	YES		NO	<input checked="" type="checkbox"/>			
	If NO , then: Allowances as determined annually by Synod:							
	Circumstances negotiable. Synod minimums guaranteed	Kms pa	\$ as determined by Synod			PLUS		
	(a) Petrol Cost Allowance		\$ as determined by Synod			OR		
	(b) Petrol Cost Reimbursement	Actual expenditure reimbursement						
HOUSING	Is Manse provided?	YES	<input checked="" type="checkbox"/>	NO				
	If YES , please provide address: 19 Southdown Ave, Glen Waverley							
					PC			
	Has the Manse been inspected by Presbytery and declared to be in an acceptable condition?			YES	<input checked="" type="checkbox"/>	NO		
	Recently refurbished – optional work still to be considered. Date of inspection:			29 / 12 /2008 & 28/ 7/ 2010				
	If not provided, Manse allowance			\$ as determined by Synod				
	OR, other:					\$		
PERSONAL RESOURCES DEV ALLOWANCE	As determined annually by Synod - Yes							
	OR:					\$		
ANNUAL LEAVE	Four weeks (i.e. 28 days including 4 Sundays) Yes							
STUDY LEAVE	Minimum of 14 days per annum as determined by Synod Yes							
TELEPHONE (FIXED LINE) See Telephony Allowance below	Congregation pays:		Rental and church calls	YES	<input checked="" type="checkbox"/>	NO		
			Personal local calls	YES		NO	<input checked="" type="checkbox"/>	
			Rental and all calls	YES		NO	<input checked="" type="checkbox"/>	
			Personal ISD and STD calls	YES		NO	<input checked="" type="checkbox"/>	
TELEPHONE (MOBILE) See Telephony Allowance below	Congregation pays:		Purchase cost	YES		NO	<input checked="" type="checkbox"/>	
			Rental and all church calls	YES		NO	<input checked="" type="checkbox"/>	
			Personal calls	YES		NO	<input checked="" type="checkbox"/>	
Telephony Allowance	The congregation pays a telephony allowance that is designed to fixed telephone, mobile, internet of \$80 pm (reviewed with CPI) Any calls in excess of this amount that are for church purposes will be reimbursed, however there is a ministerial office where all calls are paid by GWUC.							
STATIONERY & POSTAGE	Congregation pays amount allowed in budget:					\$Nil – pays all through access to office stationary.		
OTHER	One Sunday per quarter (non cumulative) free of placement duties	YES	<input checked="" type="checkbox"/>	NO				

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ADVANCES CONDITIONS	Is Ministers Benefit Account administered by Synod	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	<input type="checkbox"/>
OTHER		\$				
These Terms of Placement were approved by the Church Council on:		21.7.2010				

SIGNED:


Secretary/Treasurer


PRC Chairperson/Secretary


Minister Accepting Call

PTO*

Notes in regard to the Terms of Placement Schedule

[Approved by ACOMP (17 /09 /2004)]

Ministers of the Word, Deacons, Deaconesses, Youth Workers Lay Pastors and Pastors are normally called for an undefined term.

Extension beyond 10 years requires agreement of Minister, Placement and Presbytery. [Reg. 2.7.6-8, 2.7.10]

Terms of Placement must be approved by the Church Council or other responsible body and the Presbytery, and lodged with the Placements Committee before the placement can be listed. During a Placement, variation to these Terms of Placement needs the prior approval of the Presbytery, and the Placements Committee must be notified.

STIPEND: The Synod approves a minimum stipend figure each year.

Additional loading: Some Placements pay a percentage loading above the minimum, which must be justified to the Presbytery with the reasons being on public record within the Presbytery.

CAR ALLOWANCE: Synod determines annually a rate per 1000 km for operating (including standing) costs. The Placement with Presbytery approval determines the appropriate level of travelling expressed in thousands of kilometres.

HOUSING: If the Placement does not offer approved accommodation, it is required to pay the Manse Allowance. If a Minister chooses not to accept the offered approved accommodation, the level of Manse Allowance is negotiated between Minister, Placement and Presbytery, and recorded in the Terms of Placement.

PERSONAL RESOURCES AND DEVELOPMENT ALLOWANCE: The cost of internet access is included in this grant, and thus is the personal responsibility of the Minister.

TELEPHONE: A Placement's responsibility for the Minister's telephone accounts does not include liability for discretionary items such as Pay TV subscription.

STUDY LEAVE: The Guidelines approved by the Synod Standing Committee include the following:

- 1 A minimum of 14 days Study Leave shall be available each year to Ministers in a Placement. Terms of Placement approved by the Presbytery may specify a more precise figure.
- 2 Study Leave shall normally be taken each year for programmes (whether set courses or self-directed study) approved by the Synod's Commission on Education for Ministry to equip for ministry within the life and ethos of the UCA. This shall be planned by the Minister in conjunction with the Church Council or other responsible body. The Presbytery, in the exercise of its pastoral and supervisory role, may also choose to be involved in this planning. Normally Study Leave not taken in the year in which it is due is forgone.
- 3 If a substantial period of study is planned, the Minister may negotiate with the Church Council or other responsible body for Study Leave to be accumulated up to five years' entitlement. This needs approval by the Presbytery, and must be reported to the Commission on Education for Ministry.
- 4 Ministers are expected on return from Study Leave to report to the Placement on the experience and its value to themselves and to the Placement.
- 5 Consideration shall be given to the needs of the Placement as well as the needs of the Minister, and the timing of Study Leave acceptable to both. Normally attention will be given to the following:
 - (a) Study Leave shall be taken during the current Placement unless for special reasons and with approval of a new employing body such entitlement to leave is carried over into the next Placement.
 - (b) Taking accumulated Study Leave in the same year as Long Service Leave shall require the approval of both the Church Council or other responsible body and the Presbytery.
 - (c) Ministers and Church Councils or other responsible bodies will seek to minimise potential difficulties if Study Leave requests involve multiple absences from a Congregation on a Sunday.

FINANCIAL ASSISTANCE FOR STUDY LEAVE: There is no specific requirement on a Placement. Some Placements offer assistance towards the cost of course fees, travelling, etc.

MINISTERIAL ENTITLEMENTS: The Synod publishes a handbook of ministerial entitlements, including details on stipends, allowances, housing arrangements, leave provisions, retirement benefits. The implications for part-time Placements are explained.