

**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 approval 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.

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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Ministry context:

Presbytery	Port Phillip East Presbytery
Congregation	Glen Waverley

Congregation details:

Reasons for Supply Ministry	A vacancy
Name of congregation contact	David Morgan
Telephone number of congregation contact	Tel:0395608024
Email of congregation contact	Email:councilsec@gwuc.org.au
Date approved by Church Council	16 Dec 2022
Minister in Placement (if applicable)	Rev. Neil Peters

Proposed supply minister's details:

Name	Rev. Hoon You	
Telephone	Tel: 0403 369 781	
Email	Email: hoonyou@gmail.com	
Address	4 Dalwood St, Newstead, TAS 7250	
Denomination (if not UCA)		<i>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.</i>
WWCC/WWVP registration details and expiry date <i>(include application number if in process)</i>	Current Working with Vulnerable People in Tasmania No. 927159566. Expires. 01 Aug 2027	

Proposed supply ministry:

Type of supply ministry	<input type="checkbox"/> Short term: up to three months <input checked="" type="checkbox"/> Long term: more than three months	
Is this a first request or renewal?	<input checked="" type="checkbox"/> New request	<input type="checkbox"/> Renewal
Commencement date for this application	1 Feb 2023	
For a renewal, start date for original supply		
Conclusion date	31 July 2023	
Time allocation (% FTE, or days/week)	50% FTE	
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	Yes
Pastoral care	
Other involvement	Developing intercultural ministry - Further detail for ministry priorities will be discussed in Jan meeting with leaders, and attached to this agreement..

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)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Long Term Supply:	
Minimum stipend (including superannuation provision)	\$65,117 per annum x 50%
Personal Resource Development Allowance	\$1,623 for 0.5 placement.
Car allowance	6000km over 6 months or \$7170 including \$1260 fuel allowance.
Accommodation provisions	Manse provided
Annual Leave	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Study Leave (applies if at least 12 months' supply)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Payment through Centralised Stipend and Payroll System	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Approvals:

Parties to this agreement	Signature	Date
Church Council office bearer	<i>David Morgan</i> Church Council Sec.	20 Dec 2022
Pastoral Relations Committee	<i>James Joyles</i>	1 February 2023
Supply minister	<i>[Signature]</i>	17 Dec 2022

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

