

# Non-Placement Pastor - Terms and Conditions

2021



## Wage table

Level	Annual Salary <sup>1</sup>	Hourly rate – Full-time/Part-time	Hourly Rate – Casual
1	\$59,626.68	\$30.18	\$37.73
2	\$66,251.87	\$33.53	\$41.91
3	\$73,613.13	\$37.25	\$46.56
4 <sup>2</sup>	\$81,792.37	\$41.39	N/A

## Provisions and conditions

Provision	Condition	Applies to
<b>Leave Entitlements</b>		
<b>Annual leave</b>	4 weeks paid	Full-time Part-time (pro rata)
<b>Personal leave</b>	10 paid days sick / carers' leave	Full-time Part-time (pro rata)
<b>Compassionate leave</b>	2 paid days per occasion	Full-time/Part-time (Casuals unpaid)
<b>Domestic violence leave</b>	5 days unpaid	All employees
<b>Study leave</b>	Negotiated with congregation; 2 weeks paid leave per year is recommended for pastors at Level 4 or if training is required for the role.	Full-time Part-time (pro rata)
<b>Parental leave</b>	NES minimum: up to 12 months unpaid. Extra 12 months unpaid leave available on negotiation. <sup>3</sup>	All employees with continuous service over 12 months (casuals only if regular hours)

<sup>1</sup> Inclusive of the housing allowance figure from previous years.

<sup>2</sup> Roles that are equivalent in scope and responsibility to Ministerial placements.

<sup>3</sup> This is the minimum. Government parental leave scheme may apply.



<p><b>Long Service Leave</b></p>	<p><b>Victoria:</b> After completing a minimum of 7 years 'continuous employment' with 'one employer', a pastor is entitled to an amount of long service leave on ordinary pay equal to 1/60th of the period of employment (approx. 6.1 weeks after 7 years), less any period taken during that period, which continues to accrue at the same rate thereafter. <sup>4</sup></p> <p><b>Tasmania:</b> After completing a minimum of 10 years 'continuous employment', a pastor is entitled to eight and two third weeks of paid leave, equal to 1/60th of the period of employment (approx. 8.667 weeks after 10 years). <sup>5</sup></p>	<p>All employees</p>
<p><b>Other Provisions</b></p>		
<p><b>Allowances</b></p>	<p><b>Travel allowance:</b> If travel is required for the role, actual kms travelled are to be reimbursed at the Australian Taxation Office (ATO) rates (\$0.72 in 2020/2021 financial year).</p> <p><b>Phone allowance:</b> If a phone is required for the role, then provision should be made.</p> <p><b>Housing allowance:</b> From 2019 the housing allowance is structured into the salary amounts in Table 1, so should not be offered separately.</p> <p><b>Personal Resources Development Allowance:</b> These may be negotiated.</p>	<p>All eligible employees</p>
<p><b>Ministers Benefit Account (MBA)</b></p>	<p>Salary packaging as approved by MBA office as fitting ATO criteria.</p>	<p>All eligible employees</p>
<p><b>Termination</b></p>	<p>Notice periods as per the National Employment Standards (NES).</p>	<p>All employees</p>
<p><b>Superannuation</b></p>	<p>10% on base salary.</p>	<p>All employees</p>

<sup>4</sup> <http://www.business.vic.gov.au/hiring-and-managing-staff/long-service-leave-victoria/long-service-leave-an-overview>

<sup>5</sup> [https://worksafe.tas.gov.au/laws/long\\_service\\_leave](https://worksafe.tas.gov.au/laws/long_service_leave)



## Level Descriptors

To assist with salary evaluation a description of the qualifications, skills and abilities and the common duties (commensurate with each level) can be found below.

Please note that indicative roles listed are a guide only and are not exhaustive. For more information, or help determining which level a position should be classified, please contact the Synod People and Culture Unit.

Level 1	
<b>Indicative role</b>	<ul style="list-style-type: none"> <li>• Sunday school coordinator. Teaching Sunday School, ensuring other leaders have copies of curriculum and necessary equipment. Communicating with families</li> <li>• Pastoral care visitor. Visiting members of the congregation, coordinating volunteers.</li> </ul>
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Employee works under limited supervision with guidance on more complex or sensitive tasks.</li> <li>• Work is usually performed within established routines and procedures although a degree of initiative is required.</li> <li>• Discretion and judgement required.</li> <li>• May be responsible for co-ordinating the work of other employees or volunteers.</li> <li>• Employees possess a broad range of skills and general knowledge of the diverse ministry functions.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

Level 2	
<b>Indicative role</b>	<ul style="list-style-type: none"> <li>• Youth Leader – Planning a program, leading a youth group, and coordinating volunteers. Ensuring the provision of pastoral care to young people.</li> <li>• Pastoral care coordinator. Offering pastoral care, developing a pastoral care plan, managing volunteers, defining pastoral priorities.</li> <li>• Coordinator of holiday programs – recruiting, preparing and coordinating volunteers, maintaining records.</li> </ul>
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Employee works without supervision but under general guidance on progress and desired outcomes.</li> <li>• Work is occasionally performed within routines and procedures but can also involve significant level of initiative.</li> <li>• Considerable discretion and judgement is required.</li> <li>• May be responsible for the work of others, including other ministers.</li> <li>• Employee possesses considerable knowledge in many areas with a range of skills that enables many detailed tasks to be managed.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary degree or diploma** of two or more full-time years or equivalent. Or other work experience, expertise and</li> </ul>



	training considered relevant by the employer.
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<b>Level 3</b>	
<b>Indicative role</b>	<ul style="list-style-type: none"> <li>• Children and Families Coordinator – developing and implementing programs/ initiatives for engaging with families in the Church and community. Organising family camps, developing discipleship resources.</li> <li>• Aged Care / Prison Chaplain with responsibility for worship and pastoral care,</li> <li>• Community worker - responsible for assessing and administering emergency relief. Hosting the church drop-in centre, training volunteers, offering crisis pastoral care.</li> </ul>
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Decision making with broad direction on more complex or sensitive issues.</li> <li>• Applies considerable knowledge and skills independently. Operates in non-routine circumstances.</li> <li>• High levels of judgement and initiative.</li> <li>• May be responsible for planning, co-ordinating and managing the work of other individuals or teams.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 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 by the employer.</li> </ul>

<b>Level 4</b>	
<b>Indicative role</b>	<ul style="list-style-type: none"> <li>• Youth Coordinator - developing study guides, community youth engagement strategy, pastoral care, training youth leaders, managing budgets and administration, liaison with external local / regional / state-wide entities; input into broad planning and strategy.</li> <li>• Chaplaincy coordination. Input into hospital pastoral care programs, advocacy to government departments, managing chaplains, report writing.</li> </ul>
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Employee works independently under broad direction.</li> <li>• Exercises a high level of initiative.</li> <li>• Applies skills and knowledge with a high degree of independence.</li> <li>• Routinely exercises judgement at critical levels.</li> <li>• Is capable of program development and implementation.</li> <li>• Provides strategic support and advice to teams.</li> <li>• Able to formulate policy recommendations and implement policies involving major change that may impact on the broader community.</li> <li>• Relevant to accountabilities of an ordained minister</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Post graduate qualification** or progress towards post graduate qualifications with extensive relevant experience. Or extensive pastoral experience and management expertise. Or a combination of equivalent experience, education and/or training.</li> </ul>



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

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

## **Study**

It's required that a person in a pastor role will continue to develop general competencies for pastors in the UCA. The Synod's Coordinator for Lay leadership Development, who can be contacted through the eLM, will help the pastor and the employing body to understand what ongoing education is required, and how that can be fulfilled. The Presbytery has oversight of the pastor's progress in this process. (*Regulations 2.4.6, and 2.4.3*)

Pastors are required to have undertaken core competency training within three months of the appointment.