



PILGRIM UNITING CHURCH

We are called by God to be a prophetic witness in the city of Adelaide so that new life and vitality will be generated in our city and its people. We celebrate in our unity and diversity, our shared beliefs and past experiences, and value worship, teaching, creativity and justice.

CCP-04

MINISTERS LEAVE POLICY

1. Introduction

Pilgrim Uniting Church (Pilgrim) is committed to:

- fostering a positive and productive workplace which is mutually beneficial for Pilgrim and our Ministers in Placement; and
- ensuring that Ministers are treated in accordance with Synod by-laws and best practice in human resources management.

2. Purpose

Ministers in placement are entitled to leave for a range of reasons as stipulated by the Synod of SA:

<https://sa.uca.org.au/synod/synod-by-laws>

<https://sa.uca.org.au/human-resources/workplace-policies/>

<https://sa.uca.org.au/documents/human-resources/Personnel-Handbook-March-2013.pdf>

This document summarises the key points of Synod leave policies for Ministers in Placement. It also outlines specific Pilgrim resolutions and processes for the application and approval of leave, including the appointment of replacement minister/s.

3. Policy

Ministers in placement at Pilgrim are entitled to Annual Leave, Study and Long Service Leave as determined by the Synod of SA.

3.1 Annual Leave

3.1.1 The Annual Leave entitlement for full-time Ministers in placement is four (4) weeks per year of service and this accrues progressively and accumulates from year to year whilst in the same placement. Accumulated Annual Leave must be taken whilst in that placement; it does not accumulate from one placement to another. Annual Leave for part-time Ministers accrues and is credited on a pro rata basis for each four (4) week period.

3.1.2 Annual Leave may be taken subject to the required leave entitlements having accrued but needs to be taken at a time mutually agreed between the Minister and the Pilgrim Church Council.

3.1.3 Annual Leave for Supply Ministers accrues on a pro-rata basis based on of four (4) weeks per annum and this needs to be taken during the supply period at a time mutually agreed between the Supply Minister and the Pilgrim Church Council. The calculation of the Annual Leave entitlement will be calculated by Synod Pastoral Relations staff and included in the contract between the Supply Minister and Pilgrim.

3.2 Study Leave

3.2.1 Ministers receive two (2) weeks Study Leave per year which includes two (2) Sundays.

3.2.2 Study leave is only to be accumulated (beyond any one year) on the prior approval of the Church Council. Ministers cannot accumulate study leave beyond two years without Presbytery approval.

3.2.3 Where appropriate, at the discretion of Church Council Executive, financial assistance may be made available for Ministers to attend conferences (including those interstate).

3.3 Sunday Leave

3.3.1 Ministers shall have one Sunday per quarter free from worship leadership in addition to the 4 weeks Annual Leave entitlement.

3.3.2 Sunday Leave needs to be taken at a time mutually agreed between the Minister and the Pilgrim Church Council.

3.4 Long Service Leave

3.4.1 Unlike other forms of leave referred to in this policy, Long Service Leave accumulates from placement to placement within the Synod and its accumulation and use is monitored by Synod and funded by Synod (their monthly invoice for a Minister's stipend and allowances includes a Long Service Leave allocation).

3.4.2 This means we can engage a Supply Minister at minimal additional cost to us while a Minister in placement is on Long Service Leave. In fact, it is a requirement that the "Church Council shall, subject to the approval of the Presbytery, arrange for the pastoral oversight and preaching during the absence of the Minister on leave." (By-law 11.2.15 c, d & e)

3.4.3 The minimum period of Long Service Leave to be taken is four (4) weeks.

3.4.4 As for all other forms of leave, Long Service Leave needs to be taken at a time mutually agreed between the Minister and the Pilgrim Church Council.

3.5 Replacement of a Minister whilst on Annual and/or Study Leave

3.5.1 The decision to replace a Minister whilst they are on Annual and/or Study Leave will be made by the Church Council, based on the period of time the Minister will be away.

3.5.2 On 11 May 2016, Church Council endorsed the following principles:

- If one Minister is to be on leave for less than two (2) weeks (which includes only one Sunday), the other Minister will cover the responsibilities of the Minister on Leave.
- If one Minister is to be on leave for two weeks which includes two Sundays or for more than two weeks, arrangements will be made to employ a Supply Minister or alternative equivalent support to ensure that the responsibilities of the Minister on leave are covered.

3.5.3 If a Supply Minister is employed for three months or more then the Supply Minister will be entitled to the same 10% stipend bonus our Ministers in Placement receive. A Supply Minister employed for any period less than three months will receive the minimum stipend.



Authorisation

Church Council Chair

Reviewed: 11 September 2020

Next review date: October 2022

MINISTERS LEAVE PROCEDURES

1. Responsibilities

- 1.1 Church Council is responsible for approving Annual Leave, Study Leave and Sunday Leave for Ministers in Placement, taking into account Pilgrim's requirements and the Minister's needs, and for organising any replacements required.
- 1.2 Ministers are responsible for applying for and taking Annual Leave, Study Leave and Sunday Leave in accordance with this Policy and, if the leave is for two weeks or more, for doing so in ample time for replacement arrangements to be made.
- 1.3 The Chair of Church Council is responsible for ensuring that all leave applications by Ministers are appropriately documented, approved and communicated to the Business Manager.
- 1.4 The Business Manager is responsible for ensuring that all leave given to Ministers is processed through payroll and appropriate records are maintained.
- 1.5 In consultation with the Ministers, Church Council is responsible for budgeting and providing for coverage of a Minister's responsibilities during Annual, Study and Sunday Leave.
- 1.6 Synod is responsible for recording the accumulation of a Minister's Long Service Leave and has established a Long Service Leave Fund for the management of the regular Long Service Leave payments made by the Congregation to Synod.

2. Applying for Leave

- 2.1 Ministers are encouraged to take their Annual Leave as it is due and no later than 12 months after the leave is accrued.
- 2.2 There is no minimum requirement for the number of Annual Leave or Study Leave days taken at any one time.
- 2.3 Ministers may apply for any combination of Annual Leave and Study Leave provided that it is clear which type of leave is to be taken and when.
- 2.4 All forms of leave should be taken at a time agreed between the Minister and the Church Council.
- 2.5 With respect to Long Service Leave, after reaching agreement with the Church Council about the timing of the leave, the Minister shall apply to the Presbytery through the Stipends Sub Committee for leave of absence.

3. Arrangements for replacement of a Minister on leave for two or more weeks

- 3.1 As soon as a Minister applies for leave of two or more weeks, the Chair of Church Council will contact Synod Pastoral Relations to investigate the possibility of engaging a Supply Minister.
- 3.2 If a suitable Supply Minister cannot be found, or the time to organise a Supply Minister is too short, the Chair of Church Council will seek to engage one or more Ministers or suitably qualified lay persons to undertake at least the majority of the pastoral and preaching responsibilities of the Minister who will be on leave.

- 3.3 The Church Council is responsible for the payment of the Ministers' stipend package whilst the Minister is on Long Service Leave as well as the cost of the Professional Development Allowance where a Minister awaiting placement provides Supply.
- 3.4 The Ministers Long Service Leave Fund will reimburse the Congregation the equivalent of the minimum stipend plus the Accommodation Allowance, motor vehicle depreciation and standing charges, and the Ministers Benefit Fund and Beneficiary Fund contributions.
- 3.5 The Administrator, Pastoral Relations and Mission Planning Team, will make all the necessary arrangements and draw up a contract to be signed by the Church Council and the Supply Minister.

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Church Council Chair

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Related Documents

- **Ministers Leave Form (CCP-04a)**

