



AGREEMENT ON CONDITIONS OF SERVICE

Name _____

Parish _____

Date of Ordination _____

Extent of Ministry

The ministry of _____ includes not only activities directed to the Ministry Unit and its well-being, but also ministry on behalf of the Diocese and the community.

Leave

General Provisions

The leave provisions as outlined in the Administrative Circular will apply: Yes No

If 'no' please outline agreed leave provisions:

Leave Transfer Agreement

A balance of hours _____ outstanding annual leave entitlements will be transferred from
_____ parish/ministry unit **TO**
_____ parish/ministry unit.

Long Service Leave

The appointee _____ be enrolled as a member of LSL fund.

Remuneration & Allowances

Stipend

The Ministry Unit has agreed to pay _____% of the _____ stipend.

Housing Allowance

The appointee has full use of the Rectory or Church House as a personal residence.

OR

Will be paid a housing benefit of \$ _____ per annum

Conferences

Attendance at Diocesan Clergy Conferences and Synod are to be paid by the Ministry Unit.

Expenses

Utilities expenses connected with the Rectory or Church House shall be handled as follows:

† Energy and Utilities

† Care and Maintenance

Office expenses shall be handled as follows:

† Telephone (landline and/or mobile)

† Internet

† Computing

† Postage

† Photocopying/Printing

Travel Allowance

Travel costs are to be reimbursed/handled using the following method:

Fully maintained vehicle (owned by the Ministry Unit or leased)

OR

Travel allowance and cents/km (agreed km/yr: _____)

OR

Casual travel reimbursement cents/km.

Ministry Allowance

An annual Ministry Allowance to be paid at _____% of the stipend will be paid fortnightly,
into the account _____

Signed: _____

Minister

Presiding Member/Warden/Treasurer

Date: _____

Date: _____